



Mailing Standards of the United States Postal Service, Domestic Mail Manual

July 15, 2007

Mailing Standards of the United States Postal Service, Domestic Mail Manual (DMM) provides our official rates and standards for all domestic mailing services. Many commercial mailers find it helpful to reference these standards as they prepare and enter large mailings.

For household mailers who need information about our retail products and services, we offer *A Customer's Guide to Mailing* in English, Spanish, and Chinese. New business mailers can start with *An Introduction to Mailing for Businesses and Organizations*. It provides an overview of business mail and walks mailers through the decisions they will make when designing a mailing. Both publications are updated and available in many post offices and on our Postal Explorer Web site at pe.usps.com. Postal Explorer also provides helpful search features, mailing tools, and rate calculators to make mailing easy.

Effective Date

This edition includes all revisions since the last printing on January 8, 2006, and the new prices effective May 14 and July 15, 2007.

Summary of Changes

The DMM is updated frequently on Postal Explorer at pe.usps.com. Revisions are published in the Summary of Changes by effective date and by DMM module. Mailing standards in the DMM are revised by notices in the *Postal Bulletin* or the *Federal Register*.

Availability

Public – The public can access the updated DMM in PDF and HTML formats on Postal Explorer at pe.usps.com. Annual subscriptions for printed copies are available only through the U.S. Government Printing Office, 202-512-1800.

USPS – Postal employees can access the updated DMM in PDF and HTML formats on Postal Explorer at pe.usps.com or on the Postal Explorer CD-ROM. Offices can order printed copies through the Material Distribution Center using standard ordering procedures.

How to Use This Book

An introduction is located at the beginning of the book. It explains how information is organized around four basic concepts — mailing method, shape of mail, class of mail, and topic — and how the DMM is numbered. 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 office, or the Pricing and Classification Service Center (PCSC) with comments or questions about our mailing standards (see [608.8.4](#) for addresses and telephone numbers of business mail entry offices and the PCSC).

Michael K. Plunkett
Vice President (Acting)
Pricing and Classification

Mailing Standards of the United States Postal Service

DMM

100 Retail Mail Letters, Cards, Flats, and Parcels

200 Discount Mail Letters and Cards

300 Discount Mail Flats

400 Discount Mail Parcels

500 Additional Services

600 Basic Standards For All Mailing Services

700 Special Standards

Index and Appendices

Mailing Standards

CONTENTS

- 100 Retail Mail
- 200 Discount Letters and Cards
- 300 Discount Flats
- 400 Discount Parcels
- 500 Additional Services
- 600 Basic Standards For All Mailing Services
- 700 Special Standards
- Index and Appendices

Retail Mail

Design Standards

- 101 Physical Standards
- 102 Elements on the Face of a Mailpiece

110

Express Mail

- 113 Rates and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit

120

Priority Mail

- 123 Rates and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit

130

First-Class Mail

- 133 Rates and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit

150

Parcel Post

- 153 Rates and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit

170

Media Mail

- 173 Rates and Eligibility
- 174 Postage Payment Methods
- 175 Mail Preparation
- 176 Deposit

180

Library Mail

- 183 Rates and Eligibility
- 184 Postage Payment Methods
- 185 Mail Preparation
- 186 Deposit

Discount Letters and Cards

Design Standards

- 201 Physical Standards
- 202 Elements on the Face of a Mailpiece

230

First-Class Mail

- 233 Rates and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit

240

Standard Mail

- 243 Rates and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit

Mailing Standards

Discount Flats

Design Standards

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece

330

First-Class Mail

- 333 Rates and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit

340

Standard Mail

- 343 Rates and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit

360

Bound Printed Matter Flats

- 363 Rates and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit

370

Media Mail

- 373 Rates and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit

380

Library Mail

- 383 Rates and Eligibility
- 384 Postage Payment and Documentation
- 385 Mail Preparation
- 386 Enter and Deposit

Discount Parcels

Design Standards

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece

430

First-Class Mail

- 433 Rates and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit

440

Standard Mail

- 443 Rates and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit

450

Parcel Post

- 453 Rates and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit

460

Bound Printed Matter Parcels

- 463 Rates and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit

470

Media Mail

- 473 Rates and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit

480

Library Mail

- 483 Rates and Eligibility
- 484 Postage Payment and Documentation
- 485 Mail Preparation
- 486 Enter and Deposit

Mailing Standards

Additional Services

503

Extra Services

Extra Services for Express Mail
Registered Mail
Certified Mail
Insured Mail
Certificate of Mailing
Return Receipt
Restricted Delivery
Return Receipt for Merchandise
Delivery Confirmation
Signature Confirmation
Collect on Delivery (COD)
Special Handling
Confirm Service
Money Orders

507

Mailer Services

Treatment of Mail
Forwarding
Address Correction Services
Recall of Mail
Pickup on Demand Service
Mailing List Services
Address Sequencing Services
Business Reply Mail (BRM)
Merchandise Return Service
Bulk Parcel Return Service

508

Recipient Services

Recipient Options
Conditions of Delivery
Customer Mail Receptacles
Post Office Box Service
Caller Service
General Delivery
Firm Holdout
Pandering Advertisements
Sexually Oriented Advertisements

509

Other Services

Address Information System Products
Nonpostal Services

Basic Standards

601

Mailability

602

Addressing

604

Postage Payment Methods

607

Mailer Compliance and Appeals of Classification Decisions

608

Postal Information and Resources

609

Filing Indemnity Claims for Loss or Damage

**Mailing
Standards**

Special Standards

**703
Nonprofit Standard Mail and
Other Unique Eligibility**

**705
Advanced Preparation and
Special Postage Payment
Systems**

**707
Periodicals**

**708
Technical Specifications**

**709
Experimental Classifications
and Rates**

Index and Appendices

Index

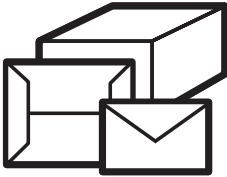
Appendix 1—Labeling Lists

Appendix 2—Forms Glossary

**Appendix 3—Summary of
Changes**

100

Retail Mail Letters, Cards, Flats, and Parcels



Design Standards

- 101 Physical Standards
- 102 Elements on the Face of a Mailpiece

110 Express Mail

- 113 Rates and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit

120 Priority Mail

- 123 Rates and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit

130 First-Class Mail

- 133 Rates and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit

150 Parcel Post

- 153 Rates and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit

170 Media Mail

- 173 Rates and Eligibility
- 174 Postage Payment Methods
- 175 Mail Preparation
- 176 Deposit

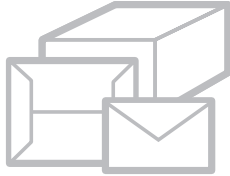
180 Library Mail

- 183 Rates and Eligibility
- 184 Postage Payment Methods
- 185 Mail Preparation
- 186 Deposit

Design Standards

TOPICS

101 Physical Standards
102 Elements on the Face
of a Mailpiece



101 Physical Standards

1.0 Physical Standards for Letters

- 1.1 Dimensional Standards for Letters
- 1.2 Nonmachinable Criteria

2.0 Physical Standards for Flats

- 2.1 General Definition of Flat-Size Mail
- 2.2 Length and Height of Flats
- 2.3 Minimum Flexibility Criteria for Flat-Size Pieces
- 2.4 Uniform Thickness
- 2.5 Flat-Size Pieces Not Eligible for Flat-Size Rates

3.0 Physical Standards for Parcels

- 3.1 Maximum Weight and Size
- 3.2 Two or More Packages
- 3.3 Machinable Parcels
- 3.4 Soft Goods and Enveloped Printed Matter
- 3.5 Irregular Parcels
- 3.6 Outside Parcel

4.0 Additional Physical Standards for Express Mail

- 4.1 Physical Standards of Mailpieces
- 4.2 Outside Parcels
- 4.3 Two or More Packages

5.0 Additional Physical Standards for Priority Mail

- 5.1 Physical Standards of Mailpieces
- 5.2 Two or More Packages
- 5.3 Balloon Rate

6.0 Additional Physical Standards for First-Class Mail

- 6.1 Maximum Weight and Size
- 6.2 Minimum Standards
- 6.3 Cards Claimed at Card Rates
- 6.4 Nonmachinable Pieces
- 6.5 Two or More Packages

7.0 Additional Physical Standards for Parcel Post

- 7.1 Dimension and Weight Standards
- 7.2 Nonmachinable Parcel Post Standards

8.0 Additional Physical Standards for Media Mail

- 8.1 Dimension and Weight Standards

9.0 Additional Physical Standards for Library Mail

- 9.1 Dimension and Weight Standards

102 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement for Letters

- 2.1 Delivery Address Placement
- 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

3.0 Placement and Content of Mail Markings

- 3.1 Placement of Priority Mail Marking
- 3.2 Placement of First-Class Markings
- 3.3 Mail Markings

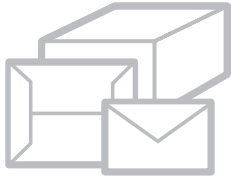
4.0 Endorsement Placement

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

110 Express Mail

TOPICS

- 113 Rates and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit



113 Rates and Eligibility

1.0 Express Mail Rates and Fees

- 1.1 Rates Charged Per Piece
- 1.2 Express Mail Rate Application
- 1.3 Express Mail Rates—
All Service Features
- 1.4 Flat-Rate Envelope
- 1.5 Pickup on Demand
- 1.6 Delivery Stop
- 1.7 Computing Postage—Express Mail

2.0 Basic Eligibility Standards for Express Mail

- 2.1 Definition of Express Mail
- 2.2 Matter Closed Against Postal Inspection

3.0 Content Standards for Express Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

4.0 Service Features of Express Mail

- 4.1 General
- 4.2 Express Mail Next Day Service
- 4.3 Express Mail Second Day Service
- 4.4 Express Mail Same Day Airport Service (Suspended)
- 4.5 Express Mail Custom Designed Service
- 4.6 Express Mail Military Service (EMMS)
- 4.7 Drop Shipment

114 Postage Payment Methods

1.0 Postage Payment Methods for Express Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings
- 1.3 Prepaid Reply Postage

2.0 Corporate Accounts

- 2.1 Availability
- 2.2 Account
- 2.3 Postage Liability
- 2.4 Minimum Balance
- 2.5 USPS Report
- 2.6 Closing Account

3.0 Postage Refunds

- 3.1 Postage Not Refunded

Domestic Mail Manual • Updated 7-15-07

115 Mail Preparation

1.0 Packaging Supplies Provided by USPS

- 1.1 Express Mail Packaging

2.0 Express Mail Next Day and Second Day

- 2.1 Mailing Label
- 2.2 Waiver of Signature
- 2.3 ZIP Code Determination

3.0 Express Mail Custom Designed Service

- 3.1 Forms
- 3.2 Waiver of Signature
- 3.3 Pouches

4.0 Express Mail Same Day Airport Service (Suspended)

- 4.1 Security Measures
- 4.2 Mailing Label
- 4.3 Outside Piece
- 4.4 Tag 2705

5.0 Firm Mailing Book

- 5.1 Completing a Firm Mailing Book

116 Deposit

1.0 Express Mail Next Day and Second Day Services

- 1.1 Next Day and Second Day Services

2.0 Express Mail Same Day Airport Service (Suspended)

- 2.1 Same Day Airport Service

3.0 Express Mail Custom Designed Service

- 3.1 Custom Designed Service

4.0 Express Mail Military Service

- 4.1 Military

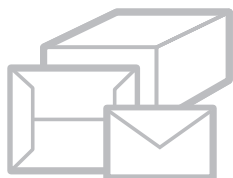
5.0 Pickup on Demand Service

- 5.1 Availability
- 5.2 Pickup on Demand Fee

120 Priority Mail

TOPICS

- 123 Rates and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit



123 Rates and Eligibility

1.0 Priority Mail Rates and Fees

- 1.1 Application
- 1.2 Priority Mail Rate Application
- 1.3 Minimum Rate for Parcels to Zones 1-4
- 1.4 Dimensional Weight Rate for Low-Density Parcels to Zones 5-8
- 1.5 Flat-Rate Boxes and Envelopes
- 1.6 Rates for Keys and Identification Devices
- 1.7 Keys and Identification Devices
- 1.8 Pickup on Demand Fee
- 1.9 Determining Single-Piece Weight
- 1.10 Computing Postage—Priority Mail

2.0 Basic Eligibility Standards for Priority Mail

- 2.1 Definition of Priority Mail
- 2.2 Service Objectives
- 2.3 Matter Closed Against Postal Inspection

3.0 Content Standards for Priority Mail

- 3.1 Eligibility
- 3.2 Matter Required to be Mailed as First-Class Mail

124 Postage Payment Methods

1.0 Postage Payment Methods for Priority Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

125 Mail Preparation

1.0 Preparation for Priority Mail

- 1.1 Priority Mail Packaging Provided by the USPS
- 1.2 Required Use

2.0 Marking for Priority Mail

- 2.1 Marking

3.0 Preparation for a Permit Imprint Mailing

- 3.1 Preparing a Permit Imprint Mailing
- 3.2 Payment Method

126 Deposit

1.0 Deposit for Priority Mail

- 1.1 Pieces Weighing Less Than 16 Ounces
- 1.2 Pieces Weighing 16 Ounces or More

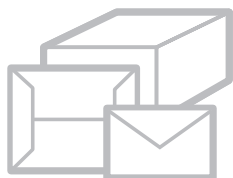
2.0 Pickup on Demand Service

- 2.1 Availability

130 First-Class Mail

TOPICS

- 133 Rates and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit



133 Rates and Eligibility

1.0 First-Class Mail Rates and Fees

- 1.1 First-Class Mail Single-Piece Rate Application
- 1.2 Rate Computation for First-Class Mail
- 1.3 Determining Single-Piece Weight
- 1.4 Rates for Letters and Cards
- 1.5 Rates for Flats
- 1.6 Rates for Parcels
- 1.7 Keys and Identification Devices
- 1.8 Rates for Keys and Identification Devices
- 1.9 Nonmachinable Surcharge
- 1.10 Applicability of Nonmachinable Surcharge
- 1.11 Computing Postage—First-Class Mail

2.0 Basic Eligibility Standards for First-Class Mail

- 2.1 Description of Service
- 2.2 Defining Characteristics

3.0 Content Standards

- 3.1 General Eligibility
- 3.2 Bills and Statements of Account
- 3.3 Personal Information
- 3.4 Handwritten and Typewritten Material
- 3.5 Matter Marked Postcard or Double Postcard
- 3.6 Matter Not Required to be Mailed as First-Class Mail
- 3.7 Prohibited Air Transportation

134 Postage Payment Methods

1.0 Postage Payment Methods for First-Class Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings
- 1.3 More Than One Mailer
- 1.4 More Than One Letter
- 1.5 Agent

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

135 Mail Preparation

1.0 Preparation for First-Class Mail

- 1.1 Preparation of First-Class Mail

136 Deposit

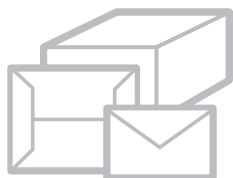
1.0 Deposit for First-Class Mail

- 1.1 Single-Piece and Card Rate Mailings

150 Parcel Post

TOPICS

- 153 Rates and Eligibility
- 154 Postage Payment Methods
- 155 Mail Preparation
- 156 Deposit



153 Rates and Eligibility

1.0 Parcel Post Rates and Fees

- 1.1 Rate Eligibility
- 1.2 Determining Single-Piece Weight
- 1.3 Parcel Post Rate Application
- 1.4 Computing Postage—Parcel Post With Permit Imprint
- 1.5 Computing Postage—Parcel Post With Postage Affixed
- 1.6 Pickup on Demand Fees
- 1.7 Inter-BMC/ASF Machinable Parcel Post
- 1.8 Inter-BMC/ASF Nonmachinable Parcel Post
- 1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Rates
- 1.10 Local and Intra-BMC/ASF Machinable Parcel Post
- 1.11 Local and Intra-BMC/ASF Nonmachinable Parcel Post
- 1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

2.0 Basic Eligibility Standards for Parcel Post

- 2.1 Definition of Parcel Post
- 2.2 Service Objectives
- 2.3 Postal Inspection
- 2.4 Delivery and Return Addresses

3.0 Content Standards

- 3.1 General Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies

4.0 Attachments and Enclosures

- 4.1 Enclosures
- 4.2 Written Additions
- 4.3 Invoice
- 4.4 Incidental First-Class Attachments and Enclosures

154 Postage Payment Methods

1.0 Postage Payment Methods for Parcel Post

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

155 Mail Preparation

1.0 Preparation for Parcel Post

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings
- 1.4 Required Use

156 Deposit

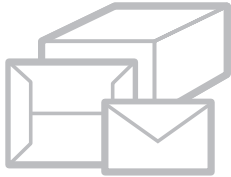
1.0 Deposit for Parcel Post

- 1.1 Single-Piece Rate Mailings
- 1.2 Designated Mailing Office
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance of Zoned Parcel Post
- 1.5 Pickup on Demand Fees

170 Media Mail

TOPICS

- 173 Rates and Eligibility
- 174 Postage Payment Methods
- 175 Mail Preparation
- 176 Deposit



173 Rates and Eligibility

1.0 Media Mail Rates and Fees

- 1.1 Rates
- 1.2 Determining Single-Piece Weight
- 1.3 Media Mail Rate Application
- 1.4 Barcode Discount—Machinable Parcels
- 1.5 Media Mail Rates
- 1.6 Computing Postage—Media Mail With Permit Imprint
- 1.7 Computing Postage—Media Mail With Postage Affixed

2.0 Basic Eligibility Standards for Media Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards

- 3.1 General
- 3.2 Qualified Items

4.0 Attachments and Enclosures

- 4.1 Loose Enclosures
- 4.2 Enclosures in Books
- 4.3 Written Additions
- 4.4 Invoice
- 4.5 Incidental First-Class Attachments and Enclosures

174 Postage Payment Methods

1.0 Postage Payment Methods for Media Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

175 Mail Preparation

1.0 Preparation for Media Mail

- 1.1 Basic Preparation
- 1.2 Delivery and Return Addresses
- 1.3 Basic Markings

176 Deposit

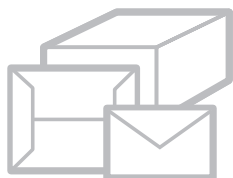
1.0 Deposit for Media Mail

- 1.1 Single-Piece Rate Mailings

180 Library Mail

TOPICS

- 183 Rates and Eligibility
- 184 Postage Payment Methods
- 185 Mail Preparation
- 186 Deposit



183 Rates and Eligibility

1.0 Library Mail Rates and Fees

- 1.1 Rates
- 1.2 Determining Single-Piece Weight
- 1.3 Library Mail Rate Application
- 1.4 Barcode Discount—Machinable Parcels
- 1.5 Library Mail Rates
- 1.6 Computing Postage—Library Mail With Permit Imprint
- 1.7 Computing Postage—Library Mail With Postage Affixed

2.0 Basic Eligibility Standards for Library Mail

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Sender, Recipient, and Content Standards

- 3.1 General
- 3.2 Sender, Recipient, and Contents
- 3.3 Qualified Mailings Between Entities
- 3.4 Qualified Mailings “To” or “From”

4.0 Attachments and Enclosures

- 4.1 Enclosures in Books and Sound Recordings
- 4.2 Other Material
- 4.3 Written Additions
- 4.4 Invoice
- 4.5 Incidental First-Class Attachments and Enclosures

184 Postage Payment Methods

1.0 Postage Payment Methods for Library Mail

- 1.1 Payment Method
- 1.2 Affixing Postage—Single-Piece Rate Mailings

2.0 Postage Paid With Permit Imprint

- 2.1 Advance Deposit Account
- 2.2 Minimum Quantity
- 2.3 Postage Statement

185 Mail Preparation

1.0 Preparation for Library Mail

- 1.1 Basic Preparation
- 1.2 Basic Markings

186 Deposit

1.0 Deposit for Library Mail

- 1.1 Single-Piece Rate Mailings

Retail Mail

Design Standards

101 Physical Standards

102 Elements on the Face of a Mailpiece



101 Physical Standards

Overview

- 1.0 Physical Standards for Letters
- 2.0 Physical Standards for Flats
- 3.0 Physical Standards for Parcels
- 4.0 Additional Physical Standards for Express Mail
- 5.0 Additional Physical Standards for Priority Mail
- 6.0 Additional Physical Standards for First-Class Mail
- 7.0 Additional Physical Standards for Parcel Post
- 8.0 Additional Physical Standards for Media Mail
- 9.0 Additional Physical Standards for Library Mail

1.0 Physical Standards for Letters

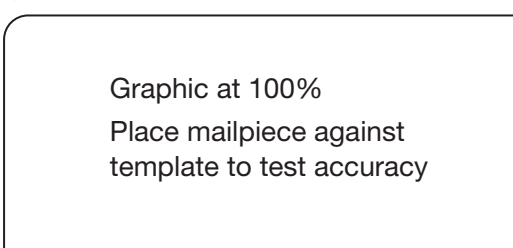
1.1 Dimensional Standards for Letters

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 more than 1/4-inch thick.
- c. Not more than 3.5 ounces.
- d. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1d](#).

Exhibit 1.1d Maximum Corner Radius for Letter-Size, Card-Type Mailpieces

Corner Radius Maximum 1/8"





101.1.2

1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable (see [6.4](#)) if it has one or more of the following characteristics (see [601.1.4](#) to determine the length, height, top, and bottom of a mailpiece):

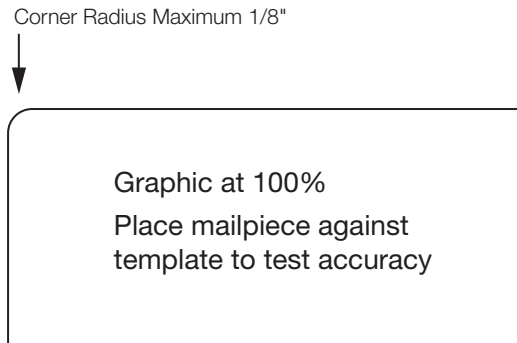
- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, or enclosed in any plastic material.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see [601.11.18](#), *Odd-Shaped Items in Paper Envelopes*).
- 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. Is a self-mailer with a folded edge perpendicular to the address if the piece is not folded and secured according to [201.3.13.1](#).
- i. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to [201.3.13.2](#).

2.0 Physical Standards for Flats

2.1 General Definition of Flat-Size Mail

[7-15-07] Flat-size mail is:

- 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 more than 3/4 inch thick.
- c. Flexible (see [2.3](#)).
- d. Rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 2.1d](#).

**Exhibit 2.1d Maximum Corner Radius for Flat-Size Mailpieces**

- e. Uniformly thick (see 2.4).
- f. Unwrapped, sleeved, wrapped, or enveloped.

2.2 Length and Height of Flats

The length of a flat-size mailpiece is the longest dimension. The height is the dimension perpendicular to the length.

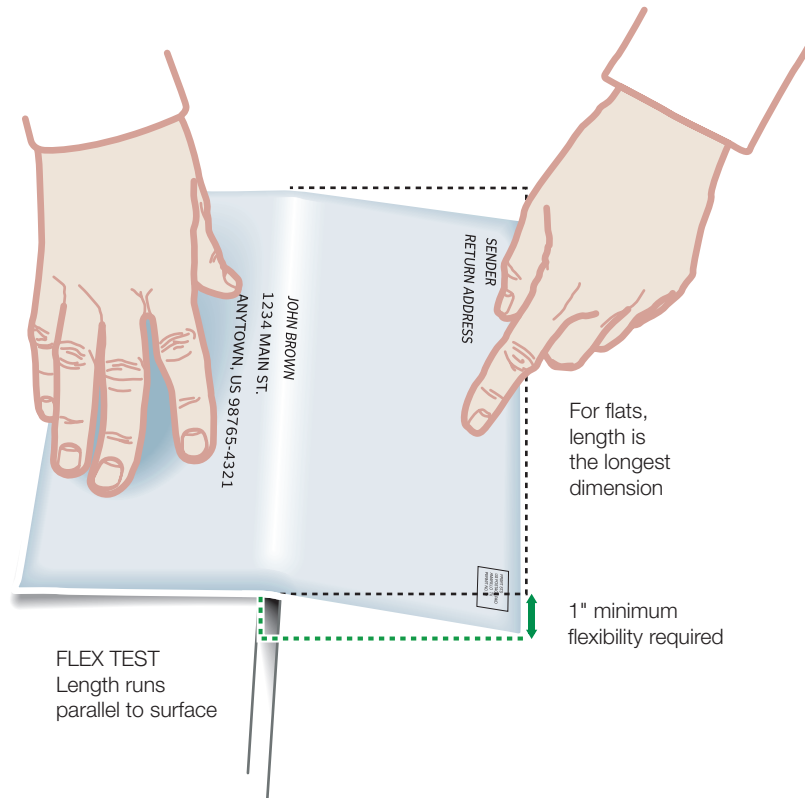
2.3 Minimum Flexibility Criteria for Flat-Size Pieces

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not flats. Test flats as follows:

- a. All flats (see Exhibit 2.3a):
 1. Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
 2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
 3. The piece is *not* flexible if it cannot bend at least 1 inch vertically without being damaged.
 4. The piece *is* flexible if it can bend at least 1 inch vertically without being damaged and it does not contain a rigid insert. No further testing is necessary.
 5. Test the piece according to 2.3b or 2.3c below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.



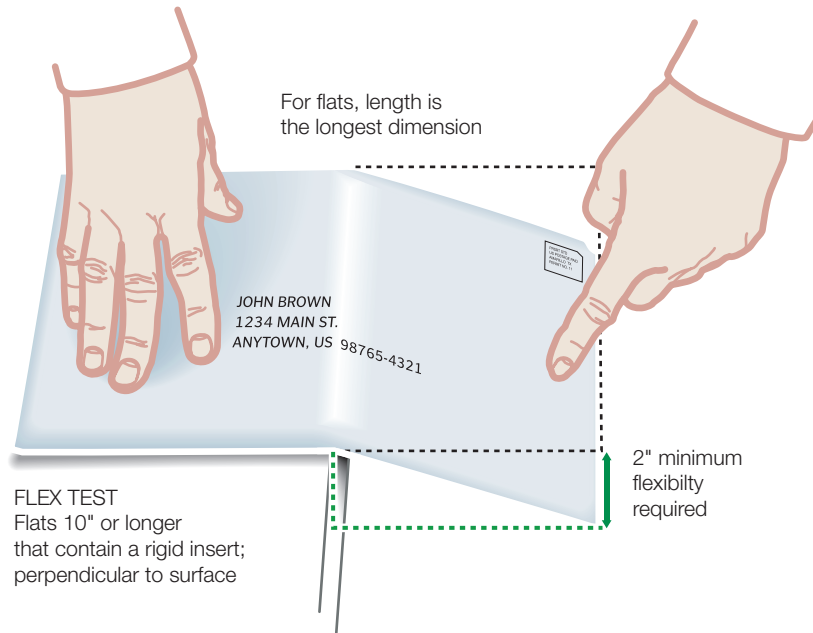
Exhibit 2.3a Flexibility Test—All Flats



- b. Flats 10 inches or longer that pass the test in [2.3a](#) and contain a rigid insert (see [Exhibit 2.3b](#)):
 1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
 2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
 3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.



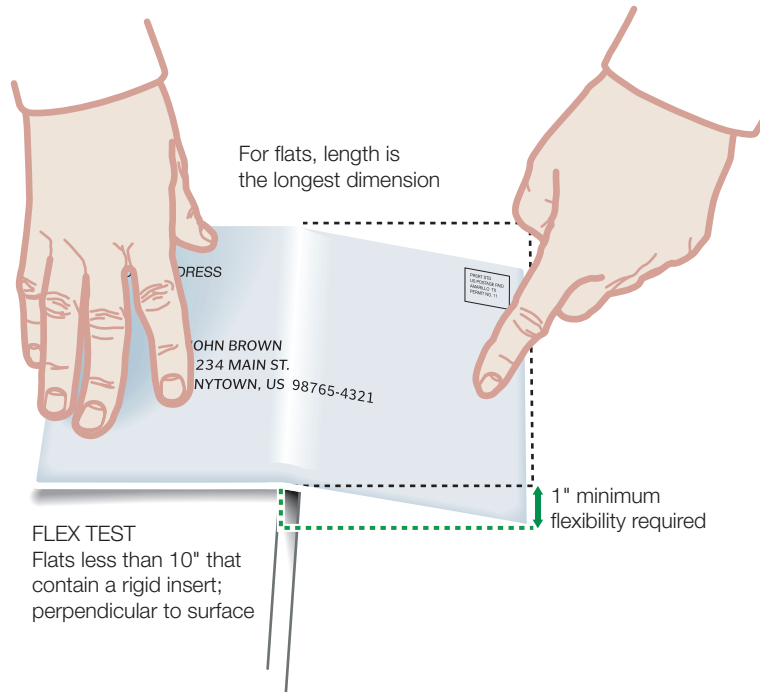
Exhibit 2.3b Flexibility Test—Flats 10 Inches or Longer



- c. Flats less than 10 inches long that pass the test in [2.3a](#) and contain a rigid insert (see [Exhibit 2.3c](#)):
 1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
 2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
 3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.



Exhibit 2.3c Flexibility Test—Flats Less Than 10 Inches Long



2.4 Uniform Thickness

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. Exclude the outside edges of a mailpiece (1 inch from the edge) when determining variance in thickness. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece.

2.5 Flat-Size Pieces Not Eligible for Flat-Size Rates

Mailpieces that do not meet the standards in 2.1 through 2.4 are not eligible for flat-size rates and must pay applicable parcel rates.

3.0 Physical Standards for Parcels

3.1 Maximum Weight and Size

No mailpiece may weigh more than 70 pounds. Lower weight limits apply to First-Class Mail, Standard Mail, and Bound Printed Matter. Pieces may not measure more than 108 inches in length and girth combined, except Parcel Post, which may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to 703.2.0 and 703.4.0 and for Department of State mail, subject to 703.3.0.

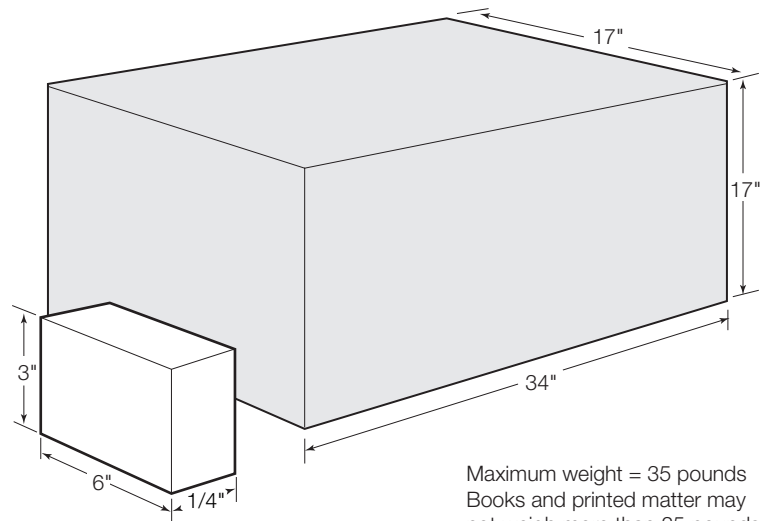
**3.2 Two or More Packages**

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.

3.3 Machinable Parcels

A machinable parcel is any piece that is (see [Exhibit 3.3](#)):

- 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 [601.1.2](#).)
- 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.

Exhibit 3.3 Machinable Parcel Dimensions

Maximum weight = 35 pounds
Books and printed matter may not weigh more than 25 pounds.

Minimum weight = 6 oz.
(for details, see machinable parcel criteria in [401.1.5.1](#))



101.3.4

3.4 Soft Goods and Enveloped Printed Matter

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in [601.2.0](#) are met.

3.5 Irregular Parcels

An irregular parcel is a parcel not meeting the dimensional criteria in [3.3, Machinable Parcels](#). This processing category also includes parcels that cannot be processed by Bulk Mail Center 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.

3.6 Outside Parcel

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. 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.

4.0 Additional Physical Standards for Express Mail

4.1 Physical Standards of Mailpieces

Each piece of Express Mail may not weigh more than 70 pounds. The combined length and girth of a piece (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.

4.2 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.

4.3 Two or More Packages

With the exception of USPS-produced Express Mail flat-rate envelopes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.



5.0 Additional Physical Standards for Priority Mail

5.1 Physical Standards of Mailpieces

The maximum weight is 70 pounds. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size and weight standards apply for some APO and FPO mail subject to [703.2.0, Overseas Military Mail](#), and [703.4.0, Mail Sent by U.S. Armed Forces](#), and for Department of State mail subject to [703.3.0](#).

5.2 Two or More Packages

With the exception of USPS-produced Priority Mail flat-rate envelopes or boxes, two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

5.3 Balloon Rate

Items weighing less than 20 pounds but measuring more than 84 inches in combined length and girth are charged the rate for a 20-pound parcel for the zone to which it is addressed.

6.0 Additional Physical Standards for First-Class Mail

6.1 Maximum Weight and Size

Matter at First-Class Mail rates cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail ([123, Rates and Eligibility](#)). The combined length and girth of a piece (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 some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail subject to [703.3.0](#).

6.2 Minimum Standards

Pieces are subject to the minimum standards in [601.1.2](#) and may be subject to other minimum dimensions, based on the standards for specific rates.

6.3 Cards Claimed at Card Rates

6.3.1 Card Rate

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card rate, a card and each half of a double card must meet the physical standards in [6.3](#) and the applicable eligibility and preparation standards for the rate claimed. Ineligible cards are subject to letter-size rates. Cards may be prepared and mailed at the First-Class Mail single-piece card rate, Presorted card rate, or automation card rates.

6.3.2 Postcard Dimensions

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card rate must be:

- a. Rectangular.



101.6.3.3

- 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.

6.3.3 Other Cards

A card that does not meet the applicable standards in [6.3](#) must not bear the words “Postcard” or “Double Postcard.”

6.3.4 Paper or Card Stock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

6.3.5 Acceptable Attachments

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [Exhibit 202.2.1](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

6.3.6 Unacceptable Attachment

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.

6.3.7 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.

6.3.8 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the rate claimed. For the purposes of [6.3](#), miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message.



6.3.9 Special Rules for Single-Piece Rate Cards

Cards claimed at the single-piece card rate that have the format characteristics in [201.1.2.6a.3](#) or [201.1.2.6b.3](#) and are part of a mailing of 200 or more identical pieces must:

- a. Have addresses that include the correct ZIP Code or ZIP+4 code.
- b. Have postage paid with permit imprints, meter stamps, or precanceled stamps.
- c. Be prepared under [235.5.2, *Machinable Preparation*](#).

6.3.10 Double Cards

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as business reply mail, courtesy reply mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the rate claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.
- d. The first half of a double card must be detached when the reply half is mailed for return.

6.3.11 Enclosures

Enclosures in double postcards are prohibited at card rates.

6.4 Nonmachinable Pieces

6.4.1 Nonmachinable Letters

Letter-rate pieces (except card-rate pieces) that meet one or more of the nonmachinable characteristics in 1.2 are subject to the nonmachinable surcharge (see [133.1.10](#)).

6.4.2 Nonmachinable Flats

Flat-size pieces that do not meet the standards in [2.0](#) are subject to the applicable postage for a parcel-size piece, based on weight.

6.5 Two or More Packages

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.



101.7.1

7.0 Additional Physical Standards for Parcel Post

7.1 Dimension and Weight Standards

These standards apply to Parcel Post:

- a. No piece may weigh more than 70 pounds.
- b. 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.
- c. 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 20 pounds are mailable at the rate equal to that of a 20-pound parcel for the zone to which the parcel is addressed (balloon rate).
- d. 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.
- e. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

7.2 Nonmachinable Parcel Post Standards

Mailpieces described in this section that are mailed at the Inter-BMC/ASF Parcel Post or Intra-BMC/ASF Parcel Post rates are subject to the applicable nonmachinable surcharge in [153.1.0, Parcel Post Rates and Fees](#), unless the applicable special handling fee is paid. An oversized parcel as described in [7.1b](#) 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 [3.3](#) through [3.5 in Physical Standards for Parcels](#) 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.

8.0 Additional Physical Standards for Media Mail

8.1 Dimension and Weight Standards

These standards apply to Media Mail:

- a. No piece may weigh more than 70 pounds.
- b. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. 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.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

9.0 Additional Physical Standards for Library Mail

9.1 Dimension and Weight Standards

These standards apply to Library Mail:

- a. No piece may weigh more than 70 pounds.
- b. The combined length and girth of a piece (the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. 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.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

102 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Address Placement for Letters](#)
- [3.0 Placement and Content of Mail Markings](#)
- [4.0 Endorsement Placement](#)

1.0 All Mailpieces

1.1 Clear Space

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

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. The piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [2.0](#) for address placement; see [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Address Placement for Letters

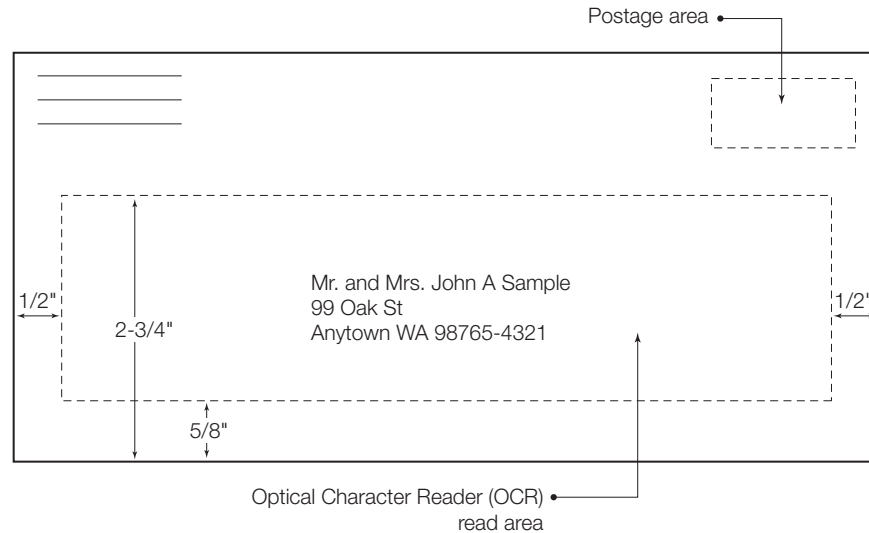
2.1 Delivery Address Placement

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 2.1, OCR Read Area](#)):

- 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.



Exhibit 2.1 OCR Read Area



2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

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.

3.0 Placement and Content of Mail Markings

3.1 Placement of Priority Mail Marking

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 3.1, Priority Mail Service Indicator](#)):

- 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 inch) 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.

Exhibit 3.1 Priority Mail Service Indicator**3.2 Placement of First-Class Markings**

Each single-piece rate First-Class Mail piece must have a delivery address but is not required to bear the rate marking “First-Class” or “First-Class Mail.”

3.3 Mail Markings

Mailers must print the basic required Package Services subclass marking—“Parcel Post” or “PP,” “Media Mail,” or “Library Mail”—on each piece claimed at the respective rate. 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 3.3, Package Services Indicator Examples](#)):

- 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,” “MEDIA MAIL”) 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.



Exhibit 3.3 Package Services Indicator Examples



4.0 Endorsement Placement

4.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4, *Holding Mail*](#), or carrier release under [508.1.2, *Carrier Release for Uninsured Parcels*](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.1](#) and [507.1.8 in *Treatment of Mail*](#)), subject to the corresponding standards for use and availability.

4.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be 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).

4.3 Placement of Endorsement

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 (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) 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.

4.4 Physical Standards for Endorsements

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 if the endorsement is clear and legible.

110 Retail Mail Express Mail

- 113 Rates and Eligibility
- 114 Postage Payment Methods
- 115 Mail Preparation
- 116 Deposit

113 Rates and Eligibility

Overview

- [1.0 Express Mail Rates and Fees](#)
- [2.0 Basic Eligibility Standards for Express Mail](#)
- [3.0 Content Standards for Express Mail](#)
- [4.0 Service Features of Express Mail](#)

1.0 Express Mail Rates and Fees

1.1 Rates Charged Per Piece

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.

1.2 Express Mail Rate Application

Except under [1.4, Flat-Rate Envelope](#), Express Mail items are charged the 0.5-pound rate for items up to 0.5 pound. Items over 0.5 pound are rounded up to the next whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 0.75 pound, the weight (postage) increment is 1 pound; if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds.

1.3 Express Mail Rates—All Service Features

See [Exhibit 1.3, Express Mail Rates—Same Day Airport Service Suspended](#).



113

Retail Mail: Express Mail Rates and Eligibility

Exhibit 1.3 Express Mail Rates—Same Day Airport Service Suspended

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 ²	\$14.15	\$13.85	\$16.25	40	\$107.65	\$107.35	\$109.75
1	17.40	17.10	19.50	41	109.80	109.50	111.90
2	19.30	19.00	21.40	42	111.95	111.65	114.05
3	22.40	22.10	24.50	43	114.10	113.80	116.20
4	25.50	25.20	27.60	44	116.25	115.95	118.35
5	28.60	28.30	30.70	45	118.40	118.10	120.50
6	31.70	31.40	33.80	46	120.55	120.25	122.65
7	34.80	34.50	36.90	47	122.70	122.40	124.80
8	37.90	37.60	40.00	48	124.85	124.55	126.95
9	41.00	40.70	43.10	49	127.00	126.70	129.10
10	43.15	42.85	45.25	50	129.15	128.85	131.25
11	45.30	45.00	47.40	51	131.30	131.00	133.40
12	47.45	47.15	49.55	52	133.45	133.15	135.55
13	49.60	49.30	51.70	53	135.60	135.30	137.70
14	51.75	51.45	53.85	54	137.75	137.45	139.85
15	53.90	53.60	56.00	55	139.90	139.60	142.00
16	56.05	55.75	58.15	56	142.05	141.75	144.15
17	58.20	57.90	60.30	57	144.20	143.90	146.30
18	60.35	60.05	62.45	58	146.35	146.05	148.45
19	62.50	62.20	64.60	59	148.50	148.20	150.60
20	64.65	64.35	66.75	60	150.65	150.35	152.75
21	66.80	66.50	68.90	61	152.80	152.50	154.90
22	68.95	68.65	71.05	62	154.95	154.65	157.05
23	71.10	70.80	73.20	63	157.10	156.80	159.20
24	73.25	72.95	75.35	64	159.25	158.95	161.35
25	75.40	75.10	77.50	65	161.40	161.10	163.50
26	77.55	77.25	79.65	66	163.55	163.25	165.65
27	79.70	79.40	81.80	67	165.70	165.40	167.80
28	81.85	81.55	83.95	68	167.85	167.55	169.95
29	84.00	83.70	86.10	69	170.00	169.70	172.10
30	86.15	85.85	88.25	70	172.15	171.85	174.25
31	88.30	88.00	90.40				
32	90.45	90.15	92.55				
33	92.60	92.30	94.70				
34	94.75	94.45	96.85				
35	96.90	96.60	99.00				
36	99.05	98.75	101.15				
37	101.20	100.90	103.30				
38	103.35	103.05	105.45				
39	105.50	105.20	107.60				

1. Same Day Airport service is currently suspended.
2. The 1/2-pound rate is charged for matter sent in an Express Mail flat-rate envelope provided by the USPS, regardless of weight.

1.4 Flat-Rate Envelope

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.

1.5 Pickup on Demand**1.5.1 Pickup on Demand Fee**

Per occurrence: \$14.25.

May be combined with Priority Mail and Package Services pickups (see [507.5.0](#)).

1.5.2 Pickup on Demand Service

The Pickup on Demand fee is charged every time pickup service is provided, regardless of the number of pieces picked up, as described in [507.5.0](#).

1.6 Delivery Stop**1.6.1 Additional Fee**

Express Mail Custom Designed Service items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

1.6.2 Fee for Delivery Stops

Custom Designed Service only, each: \$14.25.

1.7 Computing Postage—Express Mail

Determine single-piece weight and weight (postage) increment for each addressed piece. For Express Mail, affix postage to each piece under [114.1.2, Affixing Postage—Single-Piece Rate Mailings](#), or pay the postage through a corporate account or, for Express Mail Manifesting items ([705.2.6](#)), pay postage through a corporate account.

2.0 Basic Eligibility Standards for Express Mail**2.1 Definition of Express Mail**

Express Mail is an expedited postal service available in five basic domestic service offerings: Same Day Airport Service (Suspended), Custom Designed Service, Next Day Service, Second Day Service, and Military Service, for shipping any mailable matter, subject to the standards below. Global Express Mail is available between the United States and most foreign countries (see the *International Mail Manual*).

2.2 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail and Express Mail. 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.



113.3.1

3.0 Content Standards for Express Mail

3.1 Eligibility

All mailable matter may be sent as Express Mail, except matter prohibited by standards (e.g., certain hazardous materials).

3.2 Matter Required to be Mailed as First-Class Mail

Mailers have the option to use Express Mail service for mailpieces required to be mailed as First-Class Mail (or Priority Mail). Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

4.0 Service Features of Express Mail

4.1 General

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 [503.1.1.6, Insurance and Indemnity](#), and [503.1.1.7, Additional Insurance](#).

4.2 Express Mail Next Day Service

4.2.1 Where Available

Express Mail Next Day Service is available at designated USPS facilities, designated Express Mail collection boxes, or through Pickup on Demand service, for overnight service to designated destination 3-digit ZIP Code delivery areas, facilities, or locations.

4.2.2 Where Not Available

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.

4.2.3 Acceptance Times

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.

4.2.4 Post Office to Post Office

Under Post Office to Post Office Service, items presented under [4.2.1, *Where Available*](#), 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.

4.2.5 Post Office to Addressee

Under Post Office to Addressee Service, items presented under [4.2.1](#) 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.

4.2.6 Express Mail Next Day Service Refunds

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 [114.3.1, *Postage Not Refunded*](#).

4.3 Express Mail Second Day Service

4.3.1 Availability

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 [4.2.2](#).

4.3.2 Acceptance

Express Mail Second Day Service is accepted at designated USPS facilities, at Express Mail collection boxes, and through Pickup on Demand service.

4.3.3 Acceptance Times

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.

4.3.4 Post Office to Post Office

Under Post Office to Post Office Service, items presented under [4.3.3](#) 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.

4.3.5 Post Office to Addressee

Under Post Office to Addressee Service, items presented under [4.3.3](#) 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.



4.3.6 Express Mail Second Day Service Refunds

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 [114.3.1, Postage Not Refunded](#).

4.4 Express Mail Same Day Airport Service (Suspended)

4.4.1 Availability

This service is not currently available.

4.4.2 Express Mail Same Day Airport Service Refunds

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 [114.3.1, Postage Not Refunded](#).

4.5 Express Mail Custom Designed Service

4.5.1 Availability

Express Mail Custom Designed Service is available to and from any location in the United States.

4.5.2 Scheduled Basis

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.

4.5.3 Additional Fee

Express Mail Custom Designed Service items are subject to an additional fee for each delivery stop for items presented for delivery to addressee.

4.5.4 Required Service Agreement

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 [705.2.6, Express Mail Manifesting Agreements](#).

4.5.5 Service Agreement Information

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.

4.5.6 Service Commencement

Service provided under a service agreement must begin not more than 10 days after the signed service agreement is presented to the USPS.

4.5.7 Changes in Destination Address (changes)

At least 30 days' advance notice is required to change the Express Mail destination address for origin caller service mail (accelerated reply mail).

4.5.8 Termination by USPS

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.

4.5.9 Termination by Mailer

A service agreement may be terminated by the mailer for any reason by notice to the USPS.

4.5.10 Express Mail Custom Designed Service Refunds

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 [114.3.1, Postage Not Refunded](#).

4.6 Express Mail Military Service (EMMS)**4.6.1 Express Mail Military Service Objectives**

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 [114.3.1, Postage Not Refunded](#).

4.6.2 Availability

EMMS (under [703.2.6, Express Mail Military Service \(EMMS\)](#)) 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.

4.7 Drop Shipment

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. For more information, see [705.16.0](#).



114 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Express Mail](#)
- [2.0 Corporate Accounts](#)
- [3.0 Postage Refunds](#)

1.0 Postage Payment Methods for Express Mail

1.1 Payment Method

A mailer of Express Mail items may pay postage with adhesive stamps (see [604.1.0](#)), with meter stamps (see [604.4.0](#)), or through an Express Mail corporate account (see [2.0](#)). Federal agency and USPS official Express Mail may use the appropriate indicia, subject to [703.7.0](#), *Official Mail (Penalty)*. 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 [705.2.6](#).

1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed Express Mail mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required.

1.3 Prepaid Reply Postage

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.

2.0 Corporate Accounts

2.1 Availability

A corporate account is available to any mailer, subject to [2.3](#) through [2.6](#) in *Corporate Accounts* 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.

2.2 Account

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 [705.2.6](#).

2.3 Postage Liability

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.



2.4 Minimum Balance

For opening and maintaining an account, the mailer may do any of the following:

- a. Participate in the Centralized Account Processing System (CAPS), which requires no initial deposit and no maintenance of a minimum balance.
- b. Use a personal or business credit card, which requires no initial deposit and no maintenance of a minimum balance.
- c. Make an initial deposit with cash or by check 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 an average week's postage and fees, or \$100, whichever is higher.

2.5 USPS Report

By the 10th of the month, the account holder receives a mailing activity statement for the previous month. This statement includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the statement. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized.

2.6 Closing Account

The USPS may close an account with 10 days' written advance notice to the account holder if the ending balance on the mailing activity statement is below the minimum balance required for two consecutive months. The USPS may also close an account with 10 days' written advance notice if the account remains inactive for three consecutive months, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.). The USPS reserves the right to refer closed corporate accounts with negative balances to a collection agency.

3.0 Postage Refunds

3.1 Postage Not Refunded

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.

115 Mail Preparation

Overview

- [1.0 Packaging Supplies Provided by USPS](#)
- [2.0 Express Mail Next Day and Second Day](#)
- [3.0 Express Mail Custom Designed Service](#)
- [4.0 Express Mail Same Day Airport Service \(Suspended\)](#)
- [5.0 Firm Mailing Book](#)

1.0 Packaging Supplies Provided by USPS

1.1 Express Mail Packaging

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

2.0 Express Mail Next Day and Second Day

2.1 Mailing Label

For each Express Mail 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*.

2.2 Waiver of Signature

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.

2.3 ZIP Code Determination

For Express Mail Next Day Service, the mailer must determine 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.



115.3.1

3.0 Express Mail Custom Designed Service

3.1 Forms

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.

3.2 Waiver of Signature

Waiver of signature is not available for Express Mail Custom Designed Service.

3.3 Pouches

Except under [3.2, Waiver of Signature](#) and [116, Deposit](#), all Express Mail Custom Designed Service items must be presented in sealed Express Mail pouches.

4.0 Express Mail Same Day Airport Service (Suspended)

4.1 Security Measures

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.

4.2 Mailing Label

The mailer must complete a mailing label (Label 11-C) for each item.

4.3 Outside Piece

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.

4.4 Tag 2705

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.

5.0 Firm Mailing Book

5.1 Completing a Firm Mailing Book

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 or Second 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 extra services have been requested. See [705.2.6, Express Mail Manifesting Agreements](#), for information.



116 Deposit

Overview

- 1.0 Express Mail Next Day and Second Day Services
- 2.0 Express Mail Same Day Airport Service (Suspended)
- 3.0 Express Mail Custom Designed Service
- 4.0 Express Mail Military Service
- 5.0 Pickup on Demand Service

1.0 Express Mail Next Day and Second Day Services

1.1 Next Day and Second Day Services

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 on Demand 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.

2.0 Express Mail Same Day Airport Service (Suspended)

2.1 Same Day Airport Service

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.

3.0 Express Mail Custom Designed Service

3.1 Custom Designed Service

Express Mail Custom Designed Service items must be deposited on a scheduled basis under the service agreement.



116.4.1

4.0 Express Mail Military Service

4.1 **Military**

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

5.0 Pickup on Demand Service

5.1 **Availability**

Express Mail Pickup on Demand service is available from designated post offices.

5.2 **Pickup on Demand Fee**

The Pickup on Demand fee is assessed and paid as described in [507.5.0](#).

120 Retail Mail Priority Mail

- 123 Rates and Eligibility
- 124 Postage Payment Methods
- 125 Mail Preparation
- 126 Deposit

123 Rates and Eligibility

Overview

- [1.0 Priority Mail Rates and Fees](#)
- [2.0 Basic Eligibility Standards for Priority Mail](#)
- [3.0 Content Standards for Priority Mail](#)

1.0 Priority Mail Rates and Fees

1.1 Application

Priority Mail rates apply to pieces meeting the standards in [123](#).

1.2 Priority Mail Rate Application

Except under [1.3](#), [1.4](#), and [1.5](#), Priority Mail rates are charged per pound; 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 on weight only; rates for pieces weighing more than 1 pound are based on weight and zone. Other charges may apply. See [Exhibit 1.3, Priority Mail Rates](#).

1.3 Minimum Rate for Parcels to Zones 1-4

Parcels addressed for delivery to Zones 1-4 (including Local) that weigh less than 20 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable zone rate for a 20-pound parcel (balloon rate).



123

Retail Mail: Priority Mail Rates and Eligibility

Exhibit 1.3 Priority Mail Rates

Weight Not Over (pounds)	Zone ^{1,2,3,4,5}						
	Local, 1 & 2	3	4	5	6	7	8
1	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60
2	4.60	4.90	5.30	6.20	6.55	7.00	7.50
3	5.05	5.70	6.40	8.25	9.10	9.65	10.55
4	5.70	6.65	7.70	10.20	11.10	12.20	13.45
5	6.30	7.55	8.90	11.90	12.90	14.35	15.85
6	6.85	8.25	10.00	12.95	13.10	14.75	16.05
7	7.35	8.85	11.00	13.95	14.35	16.40	18.30
8	7.75	9.60	11.95	14.90	15.60	18.00	20.55
9	8.15	10.25	12.50	15.90	16.85	19.60	22.85
10	8.50	10.75	13.10	16.95	18.25	21.30	25.05
11	8.80	11.20	13.65	17.95	19.75	22.90	26.35
12	9.15	11.70	14.20	18.95	21.30	24.10	27.50
13	9.50	12.20	14.75	20.00	22.85	25.05	28.45
14	9.80	12.70	15.35	20.90	24.10	26.50	29.85
15	10.15	13.20	15.90	21.55	24.65	26.75	30.50
16	10.35	13.45	16.20	22.00	25.20	27.35	31.25
17	10.50	13.70	16.50	22.55	25.85	28.05	32.10
18	10.70	13.90	16.80	23.00	26.35	28.60	32.85
19	11.10	14.15	17.10	23.55	27.00	29.30	33.70
20	11.60	14.35	17.40	23.95	27.50	29.85	34.40
21	12.00	14.55	17.70	24.35	27.95	30.40	35.10
22	12.50	14.80	17.95	24.90	28.60	31.10	35.95
23	12.90	15.00	18.45	25.30	29.10	31.65	36.60
24	13.35	15.20	19.00	25.85	29.70	32.35	37.50
25	13.85	15.40	19.65	26.25	30.15	32.85	38.15
26	14.25	15.60	20.25	26.80	30.80	33.55	39.35
27	14.70	15.80	20.85	27.20	31.25	34.05	40.80
28	15.15	16.00	21.40	27.55	31.70	34.55	42.30
29	15.60	16.20	22.05	27.90	32.10	35.00	43.70
30	16.10	16.40	22.65	28.30	32.55	35.50	45.15
31	16.50	16.55	23.25	28.65	32.95	35.95	46.65
32	16.95	16.95	23.85	29.00	33.40	36.80	48.10
33	17.40	17.40	24.40	29.35	33.80	37.85	49.50
34	17.85	17.85	25.05	30.00	34.80	38.90	50.95
35	18.30	18.30	25.65	30.65	35.75	39.95	52.40
36	18.75	18.75	26.25	31.30	36.70	41.05	53.85
37	19.20	19.20	26.95	31.90	37.65	42.10	55.30
38	19.65	19.65	27.50	32.55	38.70	43.10	56.75
39	20.05	20.05	28.25	33.20	39.65	44.20	58.25
40	20.45	20.45	28.90	33.85	40.55	45.20	59.65
41	20.85	20.85	29.50	34.20	41.50	46.25	61.10
42	21.25	21.25	30.25	34.90	42.40	47.35	62.55
43	21.65	21.65	30.90	35.70	43.45	48.40	64.00
44	22.05	22.05	31.50	36.50	44.35	49.50	65.45

Weight Not Over (pounds)	Zone ^{1,2,3,4,5}						
	Local, 1 & 2	3	4	5	6	7	8
45	\$22.45	\$22.45	\$32.20	\$37.25	\$45.30	\$50.55	\$66.90
46	22.85	22.85	32.90	38.00	46.25	51.60	68.35
47	23.25	23.25	33.50	38.80	47.30	52.70	69.75
48	23.65	23.65	34.25	39.60	48.25	53.75	71.25
49	24.05	24.05	34.90	40.30	49.15	54.85	72.70
50	24.40	24.40	35.55	41.10	50.10	55.90	74.15
51	24.85	24.85	36.20	41.90	51.05	56.95	75.60
52	25.20	25.20	36.90	42.70	52.10	58.00	77.05
53	25.65	25.65	37.50	43.45	53.00	59.10	78.50
54	26.00	26.00	38.15	44.25	53.90	60.10	79.90
55	26.45	26.45	38.90	45.05	54.85	61.10	81.35
56	26.80	26.80	39.50	45.75	55.90	62.20	82.85
57	27.25	27.25	40.15	46.50	56.80	63.25	84.30
58	27.60	27.60	40.85	47.30	57.75	64.30	85.70
59	28.05	28.05	41.50	48.10	58.70	65.35	87.20
60	28.40	28.40	42.15	48.90	59.70	66.40	88.65
61	28.85	28.85	42.90	49.65	60.70	67.45	90.10
62	29.20	29.20	43.50	50.45	61.60	68.50	91.50
63	29.65	29.65	44.20	51.25	62.55	69.55	92.95
64	30.00	30.00	44.85	52.05	63.50	70.55	94.45
65	30.45	30.45	45.45	52.70	64.50	71.65	95.90
66	30.80	30.80	46.15	53.50	65.40	72.70	97.30
67	31.25	31.25	46.90	54.30	66.35	73.70	98.80
68	31.60	31.60	47.50	55.10	67.30	74.80	100.20
69	32.05	32.05	48.15	55.90	68.30	75.85	101.65
70	32.45	32.45	48.90	56.65	69.25	76.90	103.10

1. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable rate for a 20-pound parcel (balloon rate).
2. Parcels addressed for delivery to zones 5-8 that exceed 1 cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight (as calculated in 123.1.4), whichever is greater.
3. For keys and ID devices that weigh:
 - Up to 13 ounces, refer to retail First-Class Mail parcel rates.
 - More than 13 ounces but not more than 1 pound, \$5.30.
 - More than 1 pound but not more than 2 pounds, \$6.00.
4. \$4.60 is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of weight or destination.
5. \$8.95 is charged for material sent in a Priority Mail flat-rate box provided by the USPS, regardless of weight or destination.

1.4 Dimensional Weight Rate for Low-Density Parcels to Zones 5-8

Postage for parcels addressed for delivery to Zones 5-8 and exceeding 1 cubic foot (1,728 cubic inches) is based on the actual weight or the dimensional weight (as calculated in 1.4.1 or 1.4.2), whichever is greater.

1.4.1 Determining Dimensional Weight for Rectangular Parcels

Follow these steps to determine the dimensional weight for a rectangular parcel:

- a. Measure the length, width, and height in inches. Round off (see 604.7.0) each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. If the result exceeds 1,728 cubic inches, divide the result by 194 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.

1.4.2 Determining Dimensional Weight for Nonrectangular Parcels

Follow these steps to determine the dimensional weight for a nonrectangular parcel:

- a. Measure the length, width, and height in inches at their extreme dimensions. Round off (see 604.7.0) each measurement to the nearest whole inch.
- b. Multiply the length by the width by the height.
- c. Multiply the result by an adjustment factor of 0.785.
- d. If the final result exceeds 1,728 cubic inches, divide the result by 194 and round up (see 604.7.0) to the next whole number to determine the dimensional weight in pounds.
- e. If the dimensional weight exceeds 70 pounds, the parcel pays the 70-pound rate.

1.5 Flat-Rate Boxes and Envelopes

Any amount of material may be mailed in a USPS-produced Priority Mail flat-rate box or flat-rate envelope. When sealing a flat-rate box or flat-rate envelope, the container flaps must be able to close within the normal folds. Tape may be applied to the flaps and seams to reinforce the container, provided the design of the container is not enlarged by opening the sides and the container is not reconstructed in any way.

1.5.1 Flat-Rate Boxes—Rate and Eligibility

Each USPS-produced Priority Mail flat-rate box is charged \$8.95, regardless of the actual weight of the piece or its destination. Only USPS-produced flat-rate boxes are eligible for the flat-rate box rate.

1.5.2 Flat-Rate Envelopes—Rate and Eligibility

Each USPS-produced Priority Mail flat-rate envelope is charged \$4.60, regardless of the actual weight of the piece or its destination. Only USPS-produced flat-rate envelopes are eligible for the flat-rate envelope rate.



123.1.6

1.6 Rates for Keys and Identification Devices

WEIGHT NOT OVER (pounds)	RATE ¹
1 pound	\$5.30
2 pounds ²	6.00

1. Rates shown include \$0.70 fee.

2. Zone 4 postage charged for all pieces.

1.7 Keys and Identification Devices

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. 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. 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.

1.8 Pickup on Demand Fee

Priority Mail only, per occurrence: \$14.25. May be combined with Express Mail and Package Services pickups (see [507.5.0, Pickup on Demand Service](#)).

1.9 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.10 Computing Postage—Priority Mail

Determine single-piece weight increment for each piece and affix postage to each piece under [124.1.2, Affixing Postage—Single-Piece Rate Mailings](#) (as applicable) or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment by the corresponding postage rate.

2.0 Basic Eligibility Standards for Priority Mail

2.1 Definition of Priority Mail

Priority Mail is First-Class Mail weighing more than 13 ounces and, at the mailer's option, any other mailable matter weighing 13 ounces or less. Priority Mail rates are based on zone and weight. The maximum weight is 70 pounds, except for APO and FPO mail subject to [703.2.0, Overseas Military Mail](#), and [703.4.0, Mail Sent by U.S. Armed Forces](#), and Department of State mail subject to [703.3.0](#).

2.2 Service Objectives

All Priority 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.

2.3 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail (including Priority Mail) and Express Mail. 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.

3.0 Content Standards for Priority Mail

3.1 Eligibility

All mailable matter may be sent as Priority Mail, except matter prohibited by standards (e.g., certain hazardous materials).

3.2 Matter Required to be Mailed as First-Class Mail

Mailers have the option to use Express Mail service for mailpieces required to be mailed as First-Class Mail or Priority Mail. Unless Express Mail is used, Priority Mail rates are required for a mailpiece that weighs more than 13 ounces when the mailpiece contains matter that must be mailed as First-Class Mail. Complete descriptions of matter requiring the use of First-Class Mail are provided in [133.3.0](#).

124 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Priority Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for Priority Mail

1.1 Payment Method

Priority Mail postage may be paid with postage stamps (see [604.1.0](#)), meter stamps (see [604.4.0](#)), or permit imprint (see [604.5.0](#)).

1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed Priority Mail 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 Priority Mail.

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except for single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with a permit imprint.

125 Mail Preparation

Overview

- [1.0 Preparation for Priority Mail](#)
- [2.0 Marking for Priority Mail](#)
- [3.0 Preparation for a Permit Imprint Mailing](#)

1.0 Preparation for Priority Mail

1.1 Priority Mail Packaging Provided by the USPS

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

1.2 Required Use

The sender's domestic return address must appear legibly on Priority Mail.

2.0 Marking for Priority Mail

2.1 Marking

The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of single-piece rate Priority Mail.

3.0 Preparation for a Permit Imprint Mailing

3.1 Preparing a Permit Imprint Mailing

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.

3.2 Payment Method

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

126 Deposit

Overview

- [1.0 Deposit for Priority Mail](#)
- [2.0 Pickup on Demand Service](#)

1.0 Deposit for Priority Mail

1.1 Pieces Weighing Less Than 16 Ounces

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 [604.4.0, *Postage Meters and PC Postage Products*](#) (“*Postage Evidencing Systems*”). Permit imprint mail must be presented at a post office under [604.5.0, *Permit Imprint \(Indicia\)*](#) or [705, *Advanced Preparation and Special Postage Payment Systems*](#).

1.2 Pieces Weighing 16 Ounces or More

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.

2.0 Pickup on Demand Service

2.1 Availability

Priority Mail Pickup on Demand service is available from designated post offices.

130 Retail Mail First-Class Mail

- 133 Rates and Eligibility
- 134 Postage Payment Methods
- 135 Mail Preparation
- 136 Deposit

133 Rates and Eligibility

Overview

- [1.0 First-Class Mail Rates and Fees](#)
- [2.0 Basic Eligibility Standards for First-Class Mail](#)
- [3.0 Content Standards](#)

1.0 First-Class Mail Rates and Fees

1.1 First-Class Mail Single-Piece Rate Application

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 [101.6.3, Cards Claimed at Card Rates](#).
- b. The letter rate applies to letter-size pieces that meet the standards in [101.1.1](#) and weigh 3.5 ounces or less, and that are not eligible for and claimed at the card rate.
- c. The flat rate applies to flat-size pieces that meet the standards in [101.2.1](#).
- d. The parcel rate applies to parcel-size pieces under [101.3.0](#) and to flat-size pieces that do not meet the standards in [101.2.0](#)

1.2 Rate Computation for First-Class Mail

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.

1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.



133.1.4

1.4 Rates for Letters and Cards

Weight Not Over (ounces)	Single-Piece ¹
1	\$0.41
2	0.58
3	0.75
3.5 ²	0.92
Card Rate ³	0.26

1. Letter-rate pieces that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the nonmachinable surcharge (see 133.1.10).
2. For weights over 3.5 ounces, see flat-size rates.
3. The card rate applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

1.5 Rates for Flats

Weight Not Over (ounces) ¹	Single-Piece
1	\$0.80
2	0.97
3	1.14
4	1.31
5	1.48
6	1.65
7	1.82
8	1.99
9	2.16
10	2.33
11	2.50
12	2.67
13	2.84

1. Flat-size pieces with certain characteristics (see 101.2.0) are subject to parcel rates.

1.6 Rates for Parcels

Weight Not Over (ounces) ¹	Single-Piece
1	\$1.13
2	1.30
3	1.47
4	1.64
5	1.81
6	1.98
7	2.15
8	2.32
9	2.49
10	2.66
11	2.83
12	3.00
13	3.17

1. For keys and ID devices, add \$0.70. If more than 13 ounces, see retail Priority Mail rates.

1.7 Keys and Identification Devices

Keys and identification devices (such as identification cards and uncovered identification tags) that weigh 13 ounces or less are returned at the applicable single-piece First-Class Mail parcel rate plus the fee. 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. 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. 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.



133.1.8

1.8 Rates for Keys and Identification Devices

WEIGHT NOT OVER (ounces)	RATE ¹
1	\$1.83
2	2.00
3	2.17
4	2.34
5	2.51
6	2.68
7	2.86
8	3.02
9	3.19
10	3.36
11	3.53
12	3.70
13	3.87
1 pound	5.30
2 pounds	6.00

1. Rates shown include \$0.70 fee.

1.9 Nonmachinable Surcharge

Surcharge per piece at single-piece rate: \$0.17.

1.10 Applicability of Nonmachinable Surcharge

The nonmachinable surcharge applies to letter-rate pieces that meet one or more of the nonmachinable characteristics in [101.1.2](#). Pieces mailed at the card rate are not subject to the nonmachinable surcharge.

1.11 Computing Postage—First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.2, Rate Computation for First-Class Mail](#), and [1.7, Keys and Identification Devices](#). For First-Class Mail, affix postage to each piece under [134.1.2, Affixing Postage—Single-Piece Rate Mailings](#), or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment by the corresponding postage rate.

2.0 Basic Eligibility Standards for First-Class Mail

2.1 Description of Service

2.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

2.1.2 Rate Options

First-Class Mail offers shape-based single-piece rates in [1.0](#).

2.2 Defining Characteristics

2.2.1 Inspection of Contents

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

2.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

2.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

2.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail (including Priority Mail) is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

2.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

3.0 Content Standards

3.1 General Eligibility

With the exception of restricted material as described in [601.8.0](#), any mailable item, including postcards, letters, flats, and small packages, may be mailed as First-Class Mail.

3.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

3.3 Personal Information

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.



133

Retail Mail: First-Class Mail Rates and Eligibility

133.3.4

3.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

3.5 Matter Marked Postcard or Double Postcard

Any matter marked “Postcard” or “Double Postcard” must be mailed as First-Class Mail or Express Mail.

3.6 Matter Not Required to be Mailed as First-Class Mail

Matter eligible for Standard Mail or Package Services rates or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

3.7 Prohibited Air Transportation

All First Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).

134 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for First-Class Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for First-Class Mail

1.1 Payment Method

Postage for single-piece rate First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps or [604.4.0](#) for metered postage) or permit imprint ([604.5.0](#)) as specified in [1.0](#). 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.

1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece First-Class Mail 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 under [604.3.5, Stamp Collectors](#).

1.3 More Than One Mailer

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.

1.4 More Than One Letter

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.

1.5 Agent

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.



134.2.1

2.0 Postage Paid With Permit Imprint

2.1 **Advance Deposit Account**

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply purposes.

2.2 **Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except that 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.

2.3 **Postage Statement**

A complete postage statement must accompany each mailing paid with a permit imprint.

135 Mail Preparation

Overview

[1.0 Preparation for First-Class Mail](#)

1.0 Preparation for First-Class Mail

1.1 Preparation of First-Class Mail

The following standards apply to single-piece rate First-Class Mail:

- a. Each piece must have a delivery address but is not required to bear the rate marking “First-Class” or “First-Class Mail.”
- b. 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).
- c. There are no sortation standards for single-piece rate First-Class Mail, but five or more letter-size pieces bearing metered postage and all pieces bearing permit imprints must be faced with the addresses in one direction and bundled. Bundling of letter-size pieces is not required if they fill a letter tray. Metered mail and permit imprint mail may not be bundled or trayed together.

136 Deposit

Overview

[1.0 Deposit for First-Class Mail](#)

1.0 Deposit for First-Class Mail

1.1 **Single-Piece and Card Rate Mailings**

Single-piece rate and card rate First-Class Mail 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 [604.4.0, *Postage Meters and PC Postage Products* \(“Postage Evidencing Systems”\)](#). Permit imprint mail must be presented at a post office under [604.5.0, *Permit Imprint \(Indicia\)*](#), or [705, *Advanced Preparation and Special Postage Payment Systems*](#).

150 Retail Mail Parcel Post

153 Rates and Eligibility

154 Postage Payment Methods

155 Mail Preparation

156 Deposit

153 Rates and Eligibility

Overview

- [1.0 Parcel Post Rates and Fees](#)
- [2.0 Basic Eligibility Standards for Parcel Post](#)
- [3.0 Content Standards](#)
- [4.0 Attachments and Enclosures](#)

1.0 Parcel Post Rates and Fees

1.1 Rate Eligibility

There are two Parcel Post retail rate categories: Intra-BMC and Inter-BMC. Intra-BMC and Inter-BMC Parcel Post rates are calculated based on the zone to which the parcel is addressed and 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 destines in the service area of the same BMC or ASF. Intra-BMC rates also apply to Parcel Post that originates and destines in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See [Exhibit 1.1, BMC/ASF Service Areas](#). Nonmachinable pieces ([101.3.3, Machinable Parcels](#), and [101.7.2, Nonmachinable Parcel Post Standards](#)) 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 destines outside that area, state, or territory. Nonmachinable pieces ([101.3.3, Machinable Parcels](#), and [101.7.2, Nonmachinable Parcel Post Standards](#)) mailed at Inter-BMC rates are subject to a nonmachinable surcharge in addition to postage.
- c. The oversized rate applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.
- d. Parcels that weigh less than 20 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 20-pound parcel (balloon rate).



153.1.1

Exhibit 1.1 BMC/ASF Service Areas

SERVICE AREA	ZIP CODE AREAS SERVED
BMC	
New Jersey	005, 068-079, 085-098, 100-119, 124-127
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, 398, 399.
Jacksonville	299, 313-316, 320-342, 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, 856, 857
Dallas	706, 710-712, 718, 733, 747, 750-799, 880, 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, 859, 860, 863, 864
Albuquerque	865, 870-875, 877-879, 881-884
Other	
Puerto Rico	006-009
Hawaii	967-969
Alaska	995-999

1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.3 Parcel Post Rate Application

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.

1.4 Computing Postage—Parcel Post With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece.

1.5 Computing Postage—Parcel Post With Postage Affixed

For each piece, affix the postage for the weight increment (including any surcharges) and the zone to which the piece is addressed, as shown in [1.7](#) through [1.11](#) in [Parcel Post Rates and Fees](#).

1.6 Pickup on Demand Fees

Parcel Post only, per occurrence: \$14.25.

May be combined with Express Mail and Priority Mail pickups (see [507.5.0](#), [Pickup on Demand Service](#)).

1.7 Inter-BMC/ASF Machinable Parcel Post

For barcode discount, deduct \$0.03 per parcel (50-piece minimum). Parcels that weigh less than 20 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 20-pound parcel (balloon rate).

1.8 Inter-BMC/ASF Nonmachinable Parcel Post

Rates include the \$3.89 nonmachinable surcharge. Regardless of weight, a parcel with any of the characteristics in [101.7.2](#), [Nonmachinable Parcel Post Standards](#), must pay the rate listed in [Exhibit 1.9](#). Parcels that weigh less than 20 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 20-pound parcel (balloon rate). The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

See [Exhibit 1.9](#), [Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Rates](#).



153.1.9

Exhibit 1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}							Nonmachinable ^{1, 2, 4, 5, 6, 7}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.38	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$8.27	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39
2	4.50	4.80	5.20	5.67	6.00	6.15	6.15	8.39	8.69	9.09	9.56	9.89	10.04	10.04
3	4.95	5.60	6.30	7.02	7.05	7.33	7.93	8.84	9.49	10.19	10.91	10.94	11.22	11.82
4	5.60	6.55	7.47	7.78	8.04	8.45	9.25	9.49	10.44	11.36	11.67	11.93	12.34	13.14
5	6.20	7.45	8.23	8.59	8.98	9.50	10.50	10.09	11.34	12.12	12.48	12.87	13.39	14.39
6	6.75	8.15	8.97	9.36	9.83	10.48	11.77	10.64	12.04	12.86	13.25	13.72	14.37	15.66
7	7.25	8.61	9.67	10.09	10.64	11.44	12.88	11.14	12.50	13.56	13.98	14.53	15.33	16.77
8	7.65	8.94	10.36	10.79	11.41	12.32	14.08	11.54	12.83	14.25	14.68	15.30	16.21	17.97
9	8.05	9.27	10.99	11.47	12.14	13.14	15.21	11.94	13.16	14.88	15.36	16.03	17.03	19.10
10	8.40	10.37	11.62	12.12	12.84	13.92	16.17	12.29	14.26	15.51	16.01	16.73	17.81	20.06
11	8.70	10.69	12.22	12.75	13.52	14.68	17.08	12.59	14.58	16.11	16.64	17.41	18.57	20.97
12	8.96	10.97	12.80	13.36	14.17	15.40	17.96	12.85	14.86	16.69	17.25	18.06	19.29	21.85
13	9.14	11.22	13.37	13.95	14.80	16.10	18.80	13.03	15.11	17.26	17.84	18.69	19.99	22.69
14	9.32	11.53	13.91	14.53	15.41	16.77	19.61	13.21	15.42	17.80	18.42	19.30	20.66	23.50
15	9.48	11.79	14.44	15.09	15.99	17.43	20.40	13.37	15.68	18.33	18.98	19.88	21.32	24.29
16	9.62	12.04	14.96	15.64	16.56	18.06	21.16	13.51	15.93	18.85	19.53	20.45	21.95	25.05
17	9.80	12.25	15.46	16.18	17.12	18.67	21.89	13.69	16.14	19.35	20.07	21.01	22.56	25.78
18	9.93	12.48	15.78	16.70	17.66	19.27	22.61	13.82	16.37	19.67	20.59	21.55	23.16	26.50
19	10.10	12.71	16.13	17.21	18.18	19.85	23.30	13.99	16.60	20.02	21.10	22.07	23.74	27.19
20	10.22	12.92	16.42	17.71	18.70	20.41	23.98	14.11	16.81	20.31	21.60	22.59	24.30	27.87
21	10.37	13.14	16.72	18.20	19.19	20.96	24.64	14.26	17.03	20.61	22.09	23.08	24.85	28.53
22	10.49	13.31	17.02	18.69	19.68	21.50	25.28	14.38	17.20	20.91	22.58	23.57	25.39	29.17
23	10.63	13.55	17.33	19.16	20.16	22.02	25.90	14.52	17.44	21.22	23.05	24.05	25.91	29.79
24	10.73	13.72	17.58	19.62	20.62	22.54	26.51	14.62	17.61	21.47	23.51	24.51	26.43	30.40
25	10.87	13.90	17.85	20.08	21.08	23.04	27.11	14.76	17.79	21.74	23.97	24.97	26.93	31.00
26	10.97	14.07	18.10	20.53	21.53	23.53	27.69	14.86	17.96	21.99	24.42	25.42	27.42	31.58
27	11.12	14.25	18.33	20.97	21.97	24.01	28.26	15.01	18.14	22.22	24.86	25.86	27.90	32.15
28	11.21	14.42	18.60	21.40	22.39	24.48	28.82	15.10	18.31	22.49	25.29	26.28	28.37	32.71
29	11.34	14.60	18.84	21.83	22.81	24.94	29.36	15.23	18.49	22.73	25.72	26.70	28.83	33.25
30	11.44	14.74	19.05	22.24	23.23	25.39	29.90	15.33	18.63	22.94	26.13	27.12	29.28	33.79
31	11.57	14.89	19.27	22.66	23.63	25.83	30.42	15.46	18.78	23.16	26.55	27.52	29.72	34.31
32	11.65	15.05	19.49	23.06	24.03	26.27	30.94	15.54	18.94	23.38	26.95	27.92	30.16	34.83
33	11.75	15.21	19.71	23.46	24.42	26.69	31.44	15.64	19.10	23.60	27.35	28.31	30.58	35.33
34	11.87	15.31	19.88	23.86	24.81	27.11	31.93	15.76	19.20	23.77	27.75	28.70	31.00	35.82
35	11.97	15.48	20.09	24.25	25.19	27.53	32.42	15.86	19.37	23.98	28.14	29.08	31.42	36.31

1. For parcels that destinate to different BMC service areas.
2. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
5. Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
6. For OBMC Presort discount, deduct \$1.50 per parcel.
7. For BMC Presort discount, deduct \$0.26 per parcel.



Exhibit 1.9 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}							Nonmachinable ^{1, 2, 4, 5, 6, 7}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
36	For parcels over 35 pounds, use nonmachinable rates.							\$15.95	\$19.50	\$24.20	\$28.52	\$29.45	\$31.82	\$36.79
37	---	---	---	---	---	---	---	16.05	19.62	24.35	28.90	29.81	32.22	37.26
38	---	---	---	---	---	---	---	16.14	19.79	24.53	29.27	30.17	32.61	37.72
39	---	---	---	---	---	---	---	16.25	19.88	24.70	29.65	30.53	33.00	38.17
40	---	---	---	---	---	---	---	16.34	20.04	24.89	30.01	30.88	33.38	38.62
41	---	---	---	---	---	---	---	16.46	20.17	25.04	30.37	31.22	33.76	39.06
42	---	---	---	---	---	---	---	16.54	20.28	25.21	30.73	31.56	34.12	39.49
43	---	---	---	---	---	---	---	16.60	20.40	25.38	31.08	31.90	34.49	39.92
44	---	---	---	---	---	---	---	16.70	20.49	25.52	31.42	32.23	34.85	40.34
45	---	---	---	---	---	---	---	16.79	20.63	25.69	31.77	32.55	35.20	40.75
46	---	---	---	---	---	---	---	16.88	20.74	25.85	32.11	32.87	35.55	41.16
47	---	---	---	---	---	---	---	16.99	20.87	25.98	32.31	33.19	35.89	41.56
48	---	---	---	---	---	---	---	17.06	20.97	26.15	32.48	33.51	36.23	41.95
49	---	---	---	---	---	---	---	17.12	21.09	26.28	32.65	33.81	36.56	42.35
50	---	---	---	---	---	---	---	17.20	21.17	26.39	32.82	34.12	36.90	42.73
51	---	---	---	---	---	---	---	17.31	21.30	26.55	32.98	34.42	37.22	43.11
52	---	---	---	---	---	---	---	17.37	21.40	26.68	33.13	34.72	37.54	43.48
53	---	---	---	---	---	---	---	17.48	21.48	26.77	33.28	35.01	37.86	43.86
54	---	---	---	---	---	---	---	17.54	21.62	26.93	33.43	35.30	38.17	44.22
55	---	---	---	---	---	---	---	17.61	21.66	27.06	33.58	35.59	38.49	44.58
56	---	---	---	---	---	---	---	17.71	21.82	27.17	33.73	35.87	38.79	44.94
57	---	---	---	---	---	---	---	17.79	21.90	27.30	33.86	36.15	39.09	45.29
58	---	---	---	---	---	---	---	17.85	21.99	27.41	34.00	36.43	39.39	45.64
59	---	---	---	---	---	---	---	17.94	22.08	27.54	34.13	36.71	39.69	45.98
60	---	---	---	---	---	---	---	18.02	22.17	27.67	34.26	36.98	39.98	46.32
61	---	---	---	---	---	---	---	18.13	22.30	27.76	34.38	37.25	40.27	46.66
62	---	---	---	---	---	---	---	18.19	22.36	27.88	34.51	37.51	40.56	46.99
63	---	---	---	---	---	---	---	18.24	22.47	27.99	34.62	37.77	40.84	47.31
64	---	---	---	---	---	---	---	18.31	22.53	28.08	34.74	38.03	41.12	47.64
65	---	---	---	---	---	---	---	18.39	22.64	28.20	34.86	38.29	41.40	47.96
66	---	---	---	---	---	---	---	18.49	22.73	28.29	34.96	38.55	41.67	48.28
67	---	---	---	---	---	---	---	18.57	22.82	28.41	35.08	38.80	41.94	48.59
68	---	---	---	---	---	---	---	18.62	22.90	28.53	35.18	39.05	42.21	48.90
69	---	---	---	---	---	---	---	18.68	22.96	28.62	35.29	39.30	42.48	49.21
70	---	---	---	---	---	---	---	18.78	23.08	28.72	35.38	39.54	42.74	49.51
Oversized	---	---	---	---	---	---	---	50.54	55.19	58.28	69.40	83.99	97.82	127.24

- For parcels that destinate to different BMC service areas.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- For OBMC Presort discount, deduct \$1.50 per parcel.
- For BMC Presort discount, deduct \$0.26 per parcel.



153.1.10

1.10 Local and Intra-BMC/ASF Machinable Parcel Post

Rates for parcels that originate and destinate in the same BMC service area are in [Exhibit 1.12, Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates](#). For barcode discount, deduct \$0.03 per parcel (50-piece minimum). Parcels that weigh less than 20 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 20-pound parcel (balloon rate). Regardless of weight, a parcel with any of the characteristics in [101.7.2](#) must pay the rate for a nonmachinable parcel in [1.11](#).

1.11 Local and Intra-BMC/ASF Nonmachinable Parcel Post

Rates include the \$2.87 nonmachinable surcharge. Regardless of weight, a parcel with any of the characteristics in [101.7.2, Nonmachinable Parcel Post Standards](#), must pay the rates in [Exhibit 1.12](#). Parcels that weigh less than 20 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 20-pound parcel (balloon rate). The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

See [Exhibit 1.12, Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates](#).



Exhibit 1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
1	\$3.42	\$3.67	\$3.70	\$3.78	\$3.96	\$6.29	\$6.54	\$6.57	\$6.65	\$6.83
2	3.80	4.34	4.38	4.47	4.72	6.67	7.21	7.25	7.34	7.59
3	4.15	4.96	5.00	5.11	5.46	7.02	7.83	7.87	7.98	8.33
4	4.47	5.37	5.58	5.69	6.13	7.34	8.24	8.45	8.56	9.00
5	4.76	5.74	6.07	6.21	6.76	7.63	8.61	8.94	9.08	9.63
6	5.03	6.09	6.53	6.67	7.32	7.90	8.96	9.40	9.54	10.19
7	5.24	6.42	6.94	7.10	7.86	8.11	9.29	9.81	9.97	10.73
8	5.42	6.95	7.33	7.50	8.34	8.29	9.82	10.20	10.37	11.21
9	5.60	7.24	7.69	7.90	8.79	8.47	10.11	10.56	10.77	11.66
10	5.77	7.55	8.07	8.53	9.21	8.64	10.42	10.94	11.40	12.08
11	5.93	7.82	8.38	8.86	9.59	8.80	10.69	11.25	11.73	12.46
12	6.09	8.10	8.69	9.18	9.96	8.96	10.97	11.56	12.05	12.83
13	6.25	8.28	8.97	9.48	10.30	9.12	11.15	11.84	12.35	13.17
14	6.39	8.44	9.22	9.81	10.61	9.26	11.31	12.09	12.68	13.48
15	6.53	8.59	9.49	10.07	10.90	9.40	11.46	12.36	12.94	13.77
16	6.68	8.74	9.76	10.33	11.20	9.55	11.61	12.63	13.20	14.07
17	6.80	8.92	10.01	10.61	11.45	9.67	11.79	12.88	13.48	14.32
18	6.93	9.05	10.25	10.84	11.70	9.80	11.92	13.12	13.71	14.57
19	7.05	9.20	10.49	11.08	11.94	9.92	12.07	13.36	13.95	14.81
20	7.19	9.35	10.73	11.28	12.15	10.06	12.22	13.60	14.15	15.02
21	7.30	9.46	10.95	11.49	12.36	10.17	12.33	13.82	14.36	15.23
22	7.42	9.62	11.17	11.71	12.55	10.29	12.49	14.04	14.58	15.42
23	7.53	9.72	11.40	11.93	12.76	10.40	12.59	14.27	14.80	15.63
24	7.65	9.85	11.61	12.15	12.93	10.52	12.72	14.48	15.02	15.80
25	7.76	9.96	11.81	12.35	13.11	10.63	12.83	14.68	15.22	15.98
26	7.86	10.10	12.00	12.56	13.26	10.73	12.97	14.87	15.43	16.13
27	7.97	10.21	12.21	12.76	13.42	10.84	13.08	15.08	15.63	16.29
28	8.07	10.31	12.41	12.94	13.59	10.94	13.18	15.28	15.81	16.46
29	8.18	10.43	12.60	13.13	13.79	11.05	13.30	15.47	16.00	16.66
30	8.29	10.54	12.78	13.31	13.97	11.16	13.41	15.65	16.18	16.84
31	8.38	10.65	12.94	13.49	14.17	11.25	13.52	15.81	16.36	17.04
32	8.46	10.76	13.13	13.67	14.34	11.33	13.63	16.00	16.54	17.21
33	8.57	10.86	13.29	13.83	14.52	11.44	13.73	16.16	16.70	17.39
34	8.63	10.96	13.40	14.00	14.69	11.50	13.83	16.27	16.87	17.56
35	8.70	11.05	13.55	14.16	14.86	11.57	13.92	16.42	17.03	17.73

1. For parcels that originate and destinate in the same BMC service area.
2. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) (for retail) or [401.2.3.2](#) (for discount) must pay the nonmachinable rates.
5. Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Exhibit 1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
36	For parcels over 35 pounds, use nonmachinable rates.					\$11.65	\$14.01	\$16.53	\$17.18	\$17.89
37	---	---	---	---	---	11.70	14.13	16.65	17.34	18.05
38	---	---	---	---	---	11.76	14.22	16.78	17.49	18.21
39	---	---	---	---	---	11.85	14.32	16.91	17.63	18.36
40	---	---	---	---	---	11.93	14.39	17.01	17.78	18.51
41	---	---	---	---	---	12.01	14.52	17.16	17.87	18.66
42	---	---	---	---	---	12.07	14.58	17.26	17.98	18.80
43	---	---	---	---	---	12.15	14.66	17.37	18.05	18.94
44	---	---	---	---	---	12.24	14.77	17.48	18.13	19.07
45	---	---	---	---	---	12.30	14.83	17.57	18.35	19.20
46	---	---	---	---	---	12.35	14.96	17.69	18.42	19.44
47	---	---	---	---	---	12.44	15.05	17.78	18.50	19.83
48	---	---	---	---	---	12.50	15.12	17.90	18.55	20.24
49	---	---	---	---	---	12.56	15.22	18.00	18.61	20.64
50	---	---	---	---	---	12.62	15.26	18.09	18.67	21.06
51	---	---	---	---	---	12.71	15.38	18.17	18.74	21.48
52	---	---	---	---	---	12.75	15.47	18.31	18.80	21.92
53	---	---	---	---	---	12.82	15.51	18.38	18.83	22.37
54	---	---	---	---	---	12.91	15.58	18.43	18.90	22.83
55	---	---	---	---	---	12.97	15.66	18.50	18.96	23.02
56	---	---	---	---	---	13.01	15.75	18.55	19.03	23.10
57	---	---	---	---	---	13.08	15.84	18.57	19.06	23.24
58	---	---	---	---	---	13.15	15.91	18.63	19.11	23.33
59	---	---	---	---	---	13.22	15.99	18.67	19.16	23.43
60	---	---	---	---	---	13.24	16.08	18.70	19.19	23.54
61	---	---	---	---	---	13.36	16.16	18.76	19.25	23.63
62	---	---	---	---	---	13.39	16.23	18.80	19.33	23.72
63	---	---	---	---	---	13.47	16.30	18.82	19.42	23.81
64	---	---	---	---	---	13.53	16.38	18.85	19.50	23.91
65	---	---	---	---	---	13.58	16.46	18.90	19.58	23.98
66	---	---	---	---	---	13.62	16.55	18.93	19.67	24.09
67	---	---	---	---	---	13.73	16.62	18.96	19.77	24.16
68	---	---	---	---	---	13.78	16.65	18.99	19.82	24.24
69	---	---	---	---	---	13.79	16.75	19.02	19.91	24.33
70	---	---	---	---	---	13.80	16.82	19.06	20.00	24.41
Oversized	---	---	---	---	---	28.82	41.78	42.17	43.01	44.28

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) (for retail) or [401.2.3.2](#) (for discount) must pay the nonmachinable rates.
- Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

2.0 Basic Eligibility Standards for Parcel Post

2.1 Definition of Parcel Post

Parcel Post is a subclass of Package Services. Any Package Services matter may be mailed at Parcel Post rates.

2.2 Service Objectives

The USPS does not guarantee the delivery of Parcel Post within a specified time. Parcel Post might receive deferred service. The local post office can provide more information concerning delivery times within its area.

2.3 Postal Inspection

Parcel Post mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Post rates constitutes consent by the mailer to postal inspection of the contents.

2.4 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.0 Content Standards

3.1 General Content Standards

Parcel Post mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [3.2](#) or permitted or required under [707.7.9](#)). The general public (other than publishers or registered news agents) may mail copies of Periodicals publications at Parcel Post rates.

3.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at Parcel Post rates. Postage at Parcel Post rates is based on the combined weight of the host piece and the sample copies enclosed.

4.0 Attachments and Enclosures

4.1 Enclosures

Parcel Post may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in [4.0](#).

4.2 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.



153.4.3

- 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.

4.3 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Post 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.

4.4 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Parcel Post 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 Parcel Post rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

154 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Parcel Post](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for Parcel Post

1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Parcel Post mail may be paid by any method (see [604](#)) 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 [705, *Advanced Preparation and Special Postage Payment Systems*](#). 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. Identical-weight permit imprint mail also may be mailed under [705](#).

1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece 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).

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except for single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint.

155 Mail Preparation

Overview

[1.0 Preparation for Parcel Post](#)

1.0 Preparation for Parcel Post

1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece rate Parcel Post.

1.2 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

1.3 Basic Markings

The basic required marking—"Parcel Post" or "PP"—must be printed on each piece. 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 102.3.3, Package Services Indicator Examples](#)):

- a. The service icon that will identify all Parcel Post pieces 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 marking "PARCEL POST" 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.

1.4 Required Use

Except as provided in [602.1.5, Return Addresses](#), the sender's domestic return address must appear legibly on Parcel Post mail.

156 Deposit

Overview

1.0 Deposit for Parcel Post

1.0 Deposit for Parcel Post

1.1 Single-Piece Rate Mailings

Single-piece rate Parcel Post 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 [705.18.0, *Metered Mail Drop Shipment*](#). Permit imprint mail must be presented at the post office under [604.5.0, *Permit Imprint \(Indicia\)*](#).

1.2 Designated Mailing Office

Parcel Post must be mailed at the post office from which the zone rate postage was computed, except under [1.3](#) and [1.4](#).

1.3 Redirected Mailings

A mailer who presents large mailings of zoned Parcel Post 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.

1.4 BMC Acceptance of Zoned Parcel Post

A mailer may present zoned Parcel Post 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.

1.5 Pickup on Demand Fees

The Parcel Post Pickup on Demand fee must be paid every time Pickup on Demand service is provided, subject to the corresponding standards in [507.5.0](#).

170 Retail Mail Media Mail

173 Rates and Eligibility

174 Postage Payment Methods

175 Mail Preparation

176 Deposit



173 Rates and Eligibility

Overview

- [1.0 Media Mail Rates and Fees](#)
- [2.0 Basic Eligibility Standards for Media Mail](#)
- [3.0 Content Standards](#)
- [4.0 Attachments and Enclosures](#)

1.0 Media Mail Rates and Fees

1.1 Rates

Media Mail rates are based on the weight of the piece without regard to zone. The single-piece rate applies to pieces not mailed at a 5-digit or basic rate.

1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.3 Media Mail Rate Application

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.

1.4 Barcode Discount—Machinable Parcels

Barcode Discount. The barcode discount applies to Media Mail machinable parcels (see [101.3.3](#)) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0, Standards for Postal Routing Barcodes](#).

1.5 Media Mail Rates

For barcode discount for single-piece rate, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). See [Exhibit 1.5, Media Mail Rates](#).



Exhibit 1.5 Media Mail Rates

Weight Not Over (pounds)	Single-Piece ¹	Weight Not Over (pounds)	Single-Piece ¹
1	\$2.13	36	\$14.03
2	2.47	37	14.37
3	2.81	38	14.71
4	3.15	39	15.05
5	3.49	40	15.39
6	3.83	41	15.73
7	4.17	42	16.07
8	4.51	43	16.41
9	4.85	44	16.75
10	5.19	45	17.09
11	5.53	46	17.43
12	5.87	47	17.77
13	6.21	48	18.11
14	6.55	49	18.45
15	6.89	50	18.79
16	7.23	51	19.13
17	7.57	52	19.47
18	7.91	53	19.81
19	8.25	54	20.15
20	8.59	55	20.49
21	8.93	56	20.83
22	9.27	57	21.17
23	9.61	58	21.51
24	9.95	59	21.85
25	10.29	60	22.19
26	10.63	61	22.53
27	10.97	62	22.87
28	11.31	63	23.21
29	11.65	64	23.55
30	11.99	65	23.89
31	12.33	66	24.23
32	12.67	67	24.57
33	13.01	68	24.91
34	13.35	69	25.25
35	13.69	70	25.59

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

**1.6 Computing Postage—Media Mail With Permit Imprint**

To compute the total postage for a mailing, for each weight increment multiply the number of pieces by the applicable rate per piece.

1.7 Computing Postage—Media Mail With Postage Affixed

For each piece, affix the postage for the weight increment as shown in [Exhibit 1.5](#).

2.0 Basic Eligibility Standards for Media Mail**2.1 Service Objectives**

The USPS does not guarantee the delivery of Media Mail within a specified time. Media Mail might receive deferred service. The local post office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail rates constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.0 Content Standards**3.1 General**

Mailable matter meeting one of the specific eligibility standards in [3.2](#), and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail.

3.2 Qualified Items

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, including incidental announcements of 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.

4.0 Attachments and Enclosures

4.1 Loose Enclosures

In addition to the enclosures and additions listed in [4.0](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates.

4.2 Enclosures in Books

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 [4.2b](#).
- 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 [4.2a](#).



- 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 [4.2a](#) or [4.2b](#).

4.3 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.

4.4 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media 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.



173.4.5

4.5 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Media Mail 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.

174 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Media Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for Media Mail

1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Identical-weight permit imprint mail also may be mailed under [705, *Advanced Preparation and Special Postage Payment Systems*](#).

1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required.

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint.

175 Mail Preparation

Overview

1.0 Preparation for Media Mail

1.0 Preparation for Media Mail

1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Media Mail.

1.2 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

1.3 Basic Markings

The basic required marking—"Media Mail"—must be printed on each piece. 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 102.3.3, Package Services Indicator Examples](#)). The service icon that will identify Media Mail is a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

176 Deposit

Overview

[1.0 Deposit for Media Mail](#)

1.0 Deposit for Media Mail

1.1 **Single-Piece Rate Mailings**

Single-piece rate Media 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 [705.18.0, Metered Mail Drop Shipment](#). Permit imprint mail must be presented at the post office under [604.5.0](#).

**180 Retail Mail
Library Mail**

183 Rates and Eligibility

184 Postage Payment Methods

185 Mail Preparation

186 Deposit

183 Rates and Eligibility

Overview

- [1.0 Library Mail Rates and Fees](#)
- [2.0 Basic Eligibility Standards for Library Mail](#)
- [3.0 Sender, Recipient, and Content Standards](#)
- [4.0 Attachments and Enclosures](#)

1.0 Library Mail Rates and Fees

1.1 Rates

Library Mail rates are based on the weight of the piece without regard to zone.

1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.3 Library Mail Rate Application

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.

1.4 Barcode Discount—Machinable Parcels

Barcode Discount. The barcode discount applies to Library Mail machinable parcels (see [101.3.3](#)) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0, Standards for Postal Routing Barcodes](#).

1.5 Library Mail Rates

For barcode discount for single-piece rate, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). See [Exhibit 1.5, Library Mail Rates](#).



Exhibit 1.5 Library Mail Rates

Weight Not Over (pounds)	Single-Piece ¹	Weight Not Over (pounds)	Single-Piece ¹
1	\$2.02	36	\$13.22
2	2.34	37	13.54
3	2.66	38	13.86
4	2.98	39	14.18
5	3.30	40	14.50
6	3.62	41	14.82
7	3.94	42	15.14
8	4.26	43	15.46
9	4.58	44	15.78
10	4.90	45	16.10
11	5.22	46	16.42
12	5.54	47	16.74
13	5.86	48	17.06
14	6.18	49	17.38
15	6.50	50	17.70
16	6.82	51	18.02
17	7.14	52	18.34
18	7.46	53	18.66
19	7.78	54	18.98
20	8.10	55	19.30
21	8.42	56	19.62
22	8.74	57	19.94
23	9.06	58	20.26
24	9.38	59	20.58
25	9.70	60	20.90
26	10.02	61	21.22
27	10.34	62	21.54
28	10.66	63	21.86
29	10.98	64	22.18
30	11.30	65	22.50
31	11.62	66	22.82
32	11.94	67	23.14
33	12.26	68	23.46
34	12.58	69	23.78
35	12.90	70	24.10

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

1.6 Computing Postage—Library Mail With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece.

1.7 Computing Postage—Library Mail With Postage Affixed

For each piece, affix the postage for the weight increment as shown in [Exhibit 1.5](#).

2.0 Basic Eligibility Standards for Library Mail**2.1 Service Objectives**

The USPS does not guarantee the delivery of Library Mail within a specified time. Library Mail might receive deferred service. The local post office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail rates constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.0 Sender, Recipient, and Content Standards**3.1 General**

Mailable matter meeting one of the specific eligibility standards in [3.3](#) or [3.4](#), as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail.

3.2 Sender, Recipient, and Contents

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 [703.1.0](#). Only the articles described in [3.3](#) and [3.4](#) may be mailed at the Library Mail rate.

3.3 Qualified Mailings Between Entities

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:



183.3.4

- 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.

3.4 Qualified Mailings “To” or “From”

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 [3.4a.](#) through [3.4d](#) and guides or scripts prepared solely for use with such materials.

4.0 Attachments and Enclosures

4.1 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail rate may contain these enclosures as well as the additions and enclosures permitted under [4.3](#) through [4.5](#):

- 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 [4.1b](#).
- 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 [4.1a](#).
- 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 4.1b.

- 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 4.1b.

4.2 Other Material

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under 4.3 through 4.5.

4.3 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.

4.4 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Library 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.



183.4.5

- 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.

4.5 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Library Mail 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 Library Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

184 Postage Payment Methods

Overview

- [1.0 Postage Payment Methods for Library Mail](#)
- [2.0 Postage Paid With Permit Imprint](#)

1.0 Postage Payment Methods for Library Mail

1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) 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 [705, Advanced Preparation and Special Postage Payment Systems](#). Identical-weight permit imprint mail also may be mailed under [705](#).

1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required.

2.0 Postage Paid With Permit Imprint

2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes.

2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint.

185 Mail Preparation

Overview

1.0 Preparation for Library Mail

1.0 Preparation for Library Mail

1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Library Mail. Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

1.2 Basic Markings

The basic required marking—"Library Mail"—must be printed on each piece. 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 102.3.3, Package Services Indicator Examples](#)). The service icon that will identify Library Mail is a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

186 Deposit

Overview

[1.0 Deposit for Library Mail](#)

1.0 Deposit for Library Mail

1.1 **Single-Piece Rate Mailings**

Single-piece rate Library 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 [705.18.0, Metered Mail Drop Shipment](#). Permit imprint mail must be presented at the post office under [604.5.0](#).

200

Discount Mail Letters and Cards



Design Standards

201 Physical Standards

202 Elements on the Face of a Mailpiece

230 First-Class Mail

233 Rates and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit

240 Standard Mail

243 Rates and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

246 Enter and Deposit

Design Standards

TOPICS

201 Physical Standards
202 Elements on the Face
of a Mailpiece



201 Physical Standards

1.0 Physical Standards for Machinable Letters and Cards

- 1.1 Physical Standards for Machinable Letters
- 1.2 Physical Standards for Cards Claimed at Card Rates

2.0 Physical Standards for Nonmachinable Letters

- 2.1 Criteria for Nonmachinable Letters
- 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters
- 2.3 Additional Criteria for Standard Mail Nonmachinable Letters
- 2.4 Additional Criteria for Periodicals Nonmachinable Letters

3.0 Physical Standards for Automation Letters and Cards

- 3.1 Basic Standards for Automation Letters and Cards
- 3.2 Dimensions and Shape Standards for Automation Letters
- 3.3 Weight Standards for First-Class Mail Automation Letters and Cards
- 3.4 Weight Standards for Standard Mail Automation Letters
- 3.5 Weight Standards for Periodicals Barcoded (Automation) Letters
- 3.6 Aspect Ratio
- 3.7 Wraps and Closures
- 3.8 Staples and Saddle Stitching
- 3.9 Rigid and Odd-Shaped Items
- 3.10 Tabs, Wafer Seals, Tape, and Glue
- 3.11 Flexibility Standards for Automation Letters
- 3.12 Standards for Labels and Stickers Affixed to the Outside of an Envelope
- 3.13 Self-mailers, Booklets, Postcards, and Heavy Letter Mail
- 3.14 Enclosed Reply Cards and Envelopes

202 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Address Placement

- 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

3.0 Placement and Content of Mail Markings

- 3.1 Enclosures
- 3.2 Printing and Designs
- 3.3 Placement of Mail Markings
- 3.4 Exceptions to Markings
- 3.5 Marking Hazardous Materials

4.0 Placement and Physical Standards for Endorsements

- 4.1 Endorsements for Delivery Instructions and Ancillary Services
- 4.2 Return Address
- 4.3 Placement of Endorsement
- 4.4 Physical Standards for Endorsements

5.0 Barcode Placement

- 5.1 Barcode Clear Zone
- 5.2 General Barcode Placement for Letters
- 5.3 5-Digit and ZIP+4 Barcode Permissibility
- 5.4 5-Digit Barcode Placement in Clear Zone
- 5.5 DPBC Numeric Equivalent
- 5.6 Barcode in Address Block
- 5.7 Barcode on Insert
- 5.8 Edges of Barcode Window
- 5.9 Window Construction
- 5.10 Window Cover

230 First-Class Mail Letters and Cards

TOPICS

- 233 Rates and Eligibility
- 234 Postage Payment and Documentation
- 235 Mail Preparation
- 236 Enter and Deposit



233 Rates and Eligibility

1.0 Rates and Fees for First-Class Mail

- 1.1 Rate Application
- 1.2 Rate Computation for First-Class Mail Letters
- 1.3 Presorted and Automation Rates for Cards and Letters
- 1.4 Nonmachinable Surcharge
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Letters

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Marked Postcard or Double Postcard
- 2.6 Matter Not Required to be Mailed as First-Class Mail
- 2.7 Prohibited Air Transportation

3.0 Basic Standards for First-Class Mail Letters

- 3.1 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Surcharge for Letter-Size Pieces

5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Letters

- 5.1 Basic Standards for Automation First-Class Mail Letters
- 5.2 Maximum Weight for Automation Letters
- 5.3 Rate Application—Automation Cards and Letters
- 5.4 Address Standards for Barcoded Pieces
- 5.5 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

6.0 Eligibility Standards for Card Rate First-Class Mail

- 6.1 Card Rate
- 6.2 Cards and Letters

234 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted Letters

- 2.1 Payment Methods for Presorted Rates
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

3.0 Postage Payment for Automation Letters

- 3.1 Payment Methods for Automation Rates
- 3.2 Affixing Postage for Automation Rate First-Class Mail
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Lower Denomination Precanceled Stamps
- 3.5 Postage Affixed at Lowest Rate to All Pieces

230
First-Class Mail
Letters and Cards

- 4.0 Mailing Documentation**
- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

235
Mail Preparation

- 1.0 General Definition of Terms**
- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions
- 2.0 Bundles**
- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 3.0 Letter Trays**
- 3.1 Standard Containers
- 3.2 Letter Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

- 4.0 Tray Labels**
- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

- 5.0 Preparing Nonautomation Letters**
- 5.1 Basic Standards
- 5.2 Machinable Preparation
- 5.3 Nonmachinable Preparation

- 6.0 Preparing Automation Rate Letters**
- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 Cards
- 6.6 Tray Preparation
- 6.7 Tray Line 2
- 6.8 Presentation

236
Enter and Deposit

- 1.0 Deposit**
- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection
- 2.0 Verification**
- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Rate Rather Than Correcting Errors

240 Standard Mail Letters and Cards

TOPICS

- 243 Rates and Eligibility
- 244 Postage Payment and Documentation
- 245 Mail Preparation
- 246 Enter and Deposit



243 Rates and Eligibility

1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—ECR and Automation Rates
- 1.4 Regular Standard Mail—Nonautomation Rates
- 1.5 Nonprofit Standard Mail—ECR and Automation Rates
- 1.6 Nonprofit Standard Mail—Nonautomation Rates
- 1.7 Fees
- 1.8 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Letters

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Letters

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.8 ZIP Code Accuracy

4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Pieces
- 5.3 Rate Application
- 5.4 Machinable Rate Application
- 5.5 Nonmachinable Rate Application

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Rate Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation ECR Standards

7.0 Eligibility Standards for Automation Rate Standard Mail

- 7.1 Basic Eligibility Standards for Automation Rate Standard Mail
- 7.2 Maximum Weight for Automation Letters
- 7.3 Rate Application for Automation Letters
- 7.4 Address Standards for Barcoded Pieces
- 7.5 Enclosed Reply Cards and Envelopes
- 7.6 Discount for Heavy Automation Letters

244 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Rate

3.0 Postage Payment for Automation Letters

- 3.1 All Pieces
- 3.2 Adding Additional Postage
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Precanceled Stamps in Lower Rate Denominations
- 3.5 Mixed Rate Mailing Documentation

240
Standard Mail
Letters and Cards

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Rates
- 5.2 Residual Standard Mail Subject to Priority Mail Rates

245
Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation—Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 2.9 Use of Carrier Route Information Lines
- 2.10 Facing Slips—All Carrier Route Mail

3.0 Letter Trays

- 3.1 Standard Containers
- 3.2 Tray Sizes
- 3.3 Letter Tray Preparation
- 3.4 Tray Sleeving and Strapping
- 3.5 Strapping Exception
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of Tray Labels
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparing Nonautomation Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation

6.0 Preparing Enhanced Carrier Route Letters

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required
- 6.6 General Traying and Labeling
- 6.7 Traying and Labeling for Automation-Compatible ECR Letters
- 6.8 Delivery Sequence Standards
- 6.9 Delivery Sequence Documentation

7.0 Preparing Automation Rate Letters

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Tray Preparation
- 7.6 Tray Line 2
- 7.7 Presentation

**240
Standard Mail
Letters and Cards**

246
Enter and Deposit
.....

- 1.0 Presenting a Mailing**
- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings
- 2.0 Destination Entry**
- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

3.0 Destination Bulk Mail Center (DBMC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC or AADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays
- 3.5 Vehicles
- 3.6 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

Discount Letters and Cards Design Standards

201 Physical Standards

202 Elements on the Face of a Mailpiece



201 Physical Standards

Overview

- 1.0 Physical Standards for Machinable Letters and Cards
- 2.0 Physical Standards for Nonmachinable Letters
- 3.0 Physical Standards for Automation Letters and Cards

1.0 Physical Standards for Machinable Letters and Cards

1.1 Physical Standards for Machinable Letters

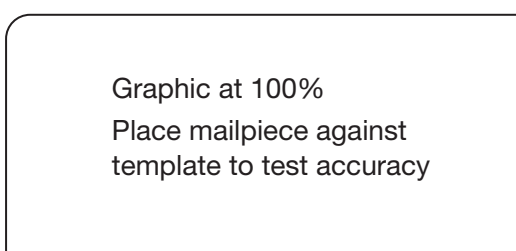
1.1.1 Dimensional Standards for Letters

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.
- c. Rectangular, with four square corners and parallel opposite sides. Letter-size, card-type mailpieces made of cardstock may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1.1c](#).

Exhibit 1.1.1c Maximum Corner Radius for Letter-Size, Card-Type Mailpieces

Corner Radius Maximum 1/8"



Graphic at 100%
Place mailpiece against
template to test accuracy

1.1.2 Weight Standards for Machinable Letters

The maximum weight for Presorted First-Class Mail machinable letters is 3.3 ounces (0.2063 pound). The maximum weight for Standard Mail machinable letters is 3.3 ounces (0.2063 pound).

1.1.3 All Machinable Letters

All pieces of machinable First-Class Mail letters and Standard Mail machinable letters must not have any of the characteristics in [2.1, Criteria for Nonmachinable Letters](#). Each piece must bear a delivery address that includes the correct ZIP Code or ZIP+4 code.



1.2 Physical Standards for Cards Claimed at Card Rates

1.2.1 Dimensional Standards for Cards

Each card (each stamped card or postcard or each half of a double stamped card or postcard) claimed at a card rate must be:

- a. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- b. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick.
- c. Rectangular, with four square corners and parallel opposite sides. Card-size pieces meeting the standards in 1.2.1 may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1.1c](#).

1.2.2 Other Cards

A card that does not meet the applicable standards in 1.2 must not bear the words “Postcard” or “Double Postcard.”

1.2.3 Paper or Cardstock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings.

1.2.4 Acceptable Attachments

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [1.2.6](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half.

1.2.5 Unacceptable Attachment

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.

1.2.6 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the rate claimed. For the purposes of 1.2, miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not



containing a message area are generally acceptable provided the items are not intended to convey a message. Cards claimed at the Presorted or automation card rates that contain a message area on the address side must be divided vertically or horizontally and meet the following additional standards, as applicable:

- a. Vertically divided cards.
 1. The address side of the card must be divided into a right portion and a left portion, with or without a vertical rule. The left portion is the message area.
 2. The delivery address, postage, and any USPS marking or endorsement must appear in the right portion. The right portion must be at least 2-1/8 inches wide (measured from the right edge of the card, top to bottom inclusive).
 3. For cards claimed at the Presorted rate, nondelivery address information may extend into the right portion only above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.
 4. For cards claimed at the automation rate, the standards for automation-compatible mail in [3.0, Physical Standards for Automation Letters and Cards](#), and [202.5.0, Barcode Placement](#), must be met.
- b. Horizontally divided cards.
 1. The address side of the card must be divided into an upper portion and a lower portion, with or without a horizontal rule. The portion of the address side that does not contain the delivery address is the message area.
 2. The delivery address, postage, and any USPS marking or endorsement must appear within the portion containing the delivery address. As an alternative, when the delivery address appears within the lower portion, it is permissible for the postage, return address, and any USPS marking or endorsement to appear in the upper portion. The portion bearing the delivery address must be at least 1-1/2 inches high (measured from the top or bottom edge of the card, as applicable, right edge to left edge inclusive).
 3. For cards claimed at the Presorted rate, nondelivery address information may extend into the portion containing the delivery address only if it appears above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.
 4. For cards claimed at the automation rate, the standards for automation-compatible mail in [3.0, Physical Standards for Automation Letters and Cards](#), and [202.5.0, Barcode Placement](#), must be met.



201.1.2.7

1.2.7 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card.

1.2.8 Double Cards

A double card (a double stamped card or double postcard) consists of two attached cards, one of which is designed to be detached by the recipient and returned by mail as a single card. Double cards are subject to these standards:

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as business reply mail, courtesy reply mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed according to the applicable preparation requirements for the rate claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.
- d. The first half of a double card must be detached when the reply half is mailed for return.

1.2.9 Enclosures in Double Cards

Enclosures in double postcards are prohibited at card rates.

2.0 Physical Standards for Nonmachinable Letters

2.1 Criteria for Nonmachinable Letters

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see [601.1.4](#) to determine the length, height, top, and bottom of a mailpiece):

- a. Is over 3.3 ounces, unless prepared as an automation-rate letter.
- b. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- c. Is polybagged, polywrapped, or enclosed in any plastic material.
- d. Has clasps, strings, buttons, or similar closure devices.
- e. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see [601.11.18, *Odd-Shaped Items in Paper Envelopes*](#)).
- f. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).



- g. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- h. Has a delivery address parallel to the shorter dimension of the mailpiece.
- i. Self-mailers with a folded edge perpendicular to the address if the piece is not folded and secured according to [3.13.1](#), *Folded Self-Mailer*.
- j. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, unless prepared according to [3.13.2](#).

2.2 Additional Criteria for First-Class Mail Nonmachinable Letters

Letter-rate pieces (except card-rate pieces) that meet one or more of the nonmachinable characteristics in [2.1](#) are subject to the nonmachinable surcharge (see [133.1.10](#)). All letter-size pieces over 3.5 ounces are prepared as letters and charged the flat-size rates.

2.3 Additional Criteria for Standard Mail Nonmachinable Letters

The nonmachinable rates in [243.1.7](#) apply to Standard Mail letter-size pieces that weigh 3.3 ounces or less and have one or more of the nonmachinable characteristics in [2.1](#). Mailers must prepare nonmachinable letters over 3.3 ounces as described in [245.5.0](#), mark each piece “Not Flat-Machinable” or “NFM” as described in [402.2.0](#), and pay the Not Flat-Machinable rates.

2.4 Additional Criteria for Periodicals Nonmachinable Letters

[7-15-07] The nonbarcoded letter rates in [707.1.1.2](#) apply to Periodicals letter-size pieces that have one or more of the nonmachinable characteristics in [2.1](#).

3.0 Physical Standards for Automation Letters and Cards

3.1 Basic Standards for Automation Letters and Cards

Letters and cards claimed at automation letter rates and at Standard Mail Enhanced Carrier Route letter rates must meet the standards in [3.0](#). Unless prepared as a self-mailer, booklet, or postcard under [3.13.2](#) through [3.13.4](#), 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. Envelopes, or letter-size mailpieces sealed along all four sides, must be made of paper with a minimum 16 pounds basis weight (measured weight for 500 17-inch by 22-inch sheets) or equivalent. All references in [3.0](#) to paper basis weight are based on measured weight for 500 17-inch by 22-inch sheets.

3.2 Dimensions and Shape Standards for Automation Letters

Each letter-size piece must be rectangular (see [1.1.1](#)) 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.*



201.3.3

- 3.3 Weight Standards for First-Class Mail Automation Letters and Cards**
Maximum weight for First-Class Mail automation letters is 3.5 ounces (0.2188 pound). See [3.13.4](#) for pieces heavier than 3 ounces.
- 3.4 Weight Standards for Standard Mail Automation Letters**
Maximum weight for Standard Mail mailed at automation and Enhanced Carrier Route rates is 3.5 ounces (0.2188 pound). See [3.13.4](#) for pieces heavier than 3 ounces.
- 3.5 Weight Standards for Periodicals Barcoded (Automation) Letters**
[\[7-15-07\]](#) The maximum weight for Periodicals barcoded (automation) letters is 3.5 ounces (0.2188 pound). See [3.13.4](#) for pieces heavier than 3 ounces.
- 3.6 Aspect Ratio**
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 [601.1.4](#).
- 3.7 Wraps and Closures**
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.
- 3.8 Staples and Saddle Stitching**
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.
- 3.9 Rigid and Odd-Shaped Items**
Rigid items (e.g., pens, pencils, keys, bottle caps) are prohibited within mailpieces. Reasonably flexible items (e.g., credit cards) are permitted. Subject to [3.11](#), [Flexibility Standards for Automation Letters](#), 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.
- 3.10 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 [3.13](#), [Self-mailers](#), [Booklets](#), [Postcards](#), and [Heavy Letter Mail](#), 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.



3.11 Flexibility Standards for Automation Letters

3.11.1 Machinability

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.

3.11.2 USPS Services for Flexibility Testing

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.

3.12 Standards for Labels and Stickers Affixed to the Outside of an Envelope

3.12.1 Using Labels and Stickers

Permanent labels and stickers (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.

3.12.2 Pressure-Sensitive Label

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 bundles to sortation levels.

3.12.3 “Sandwich” Label

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.

3.13 Self-mailers, Booklets, Postcards, and Heavy Letter Mail

3.13.1 Folded Self-Mailer

Except as noted in [3.13.1c](#), 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



201.3.13.2

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. See [Exhibit 3.13.1b](#). 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).

Exhibit 3.13.1b Sealing the Top Edge With Fold at the Bottom



- 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 [3.13.1a](#) and the piece is certified by the USPS mailpiece design analyst to be acceptable for automated processing.

3.13.2 Booklets

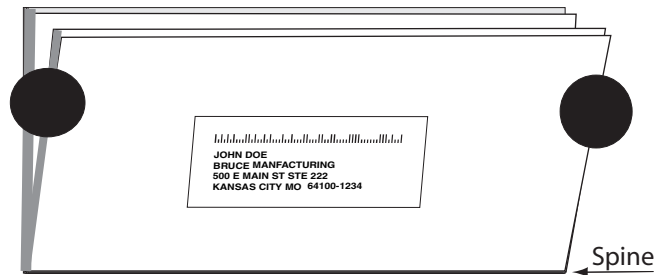
A booklet-type piece must meet these standards:

- 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 [3.13.2d](#), 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. See [Exhibit 3.13.2c](#).

Exhibit 3.13.2c Alternative Sealing for Booklet With Spine on the Bottom



- 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.

3.13.3 Postcard

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. Pieces claimed at First-Class Mail automation card rates also must meet the standards in [1.2, Physical Standards for Cards Claimed at Card Rates](#).

3.13.4 Heavy Letter Mail

Heavy letter mail (barcoded letter-size mail weighing more than 3 ounces) must have a barcode in the address block (see [202.5.0, Barcode Placement](#)) 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.



201.3.14

3.14 Enclosed Reply Cards and Envelopes

3.14.1 Basic Standard

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 [3.0](#). 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 [1.2, Physical Standards for Cards Claimed at Card Rates](#).
- 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 [202.5.0, Barcode Placement](#).
- c. Each BRM piece must meet any applicable standard under [507.8.0](#); each MRM piece must meet any applicable standard under [604.4.0, Postage Meters and PC Postage Products \("Postage Evidencing Systems"\)](#); and each CRM piece as defined in [3.14.2](#) must meet the standards of this section.

3.14.2 Courtesy Reply Mail (CRM)

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 in [1.0](#) or [2.0](#). CRM has no additional required design standards unless enclosed in automation mail.

202 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Address Placement](#)
- [3.0 Placement and Content of Mail Markings](#)
- [4.0 Placement and Physical Standards for Endorsements](#)
- [5.0 Barcode Placement](#)

1.0 All Mailpieces

1.1 Clear Space

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

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [2.0](#) for address placement; see [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Address Placement

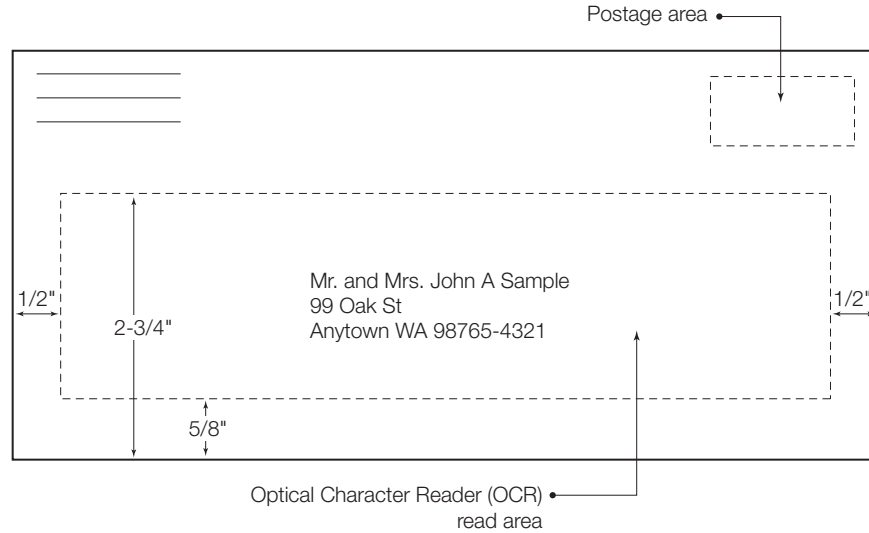
2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. 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 2.1, OCR Read Area](#)):

- 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.



Exhibit 2.1 OCR Read Area



3.0 Placement and Content of Mail Markings

3.1 Enclosures

Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in [703.9.0, *Mixed Classes*](#).

3.2 Printing and Designs

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.

3.3 Placement of Mail Markings

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.** The rate-specific markings "AUTO," "Presorted" (or "PRSRT"); "Single-Piece" (or "SNGLP") (First-Class Mail only); and "ECRLOT," "ECRWSH," "ECRWSS," and "Customized MarketMail" (or "CUST MKTMAIL" or "CMM") (Standard Mail only) may be placed as follows:
 1. In the location specified in [3.3a](#).



2. 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 optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).
 3. If preceded by two asterisks (**), the “AUTO,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the “AUTO,” “PRSRT,” or “SNGLP” marking may be placed to the left of the barcode clear zone (subject to the standards in [5.0, Barcode Placement](#)) on letter-size pieces.
- c. Additional Requirements for Carrier Route. “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 [3.3b](#). Pieces not mailed at ECR rates must not bear these markings.

3.4 Exceptions to Markings

Exceptions are as follows:

- a. Automation Letters. First-Class Mail and Standard Mail letters do not require an “AUTO” marking if they bear a DPBC or an Intelligent Mail barcode with a delivery point routing code in the address block or on an insert visible through a window. First-Class Mail letters not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. Standard Mail letters not marked “AUTO” must bear the appropriate basic marking in [3.3a](#).
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece as required in [3.3a](#). The two-letter rate category code required in the keyline on manifest mailing pieces prepared under [705.2.0, Manifest Mailing System](#), meets the requirement for other rate markings.
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in [3.3a](#). The other “AUTO” marking described in [3.3b](#) must be replaced by the appropriate identifier/rate code marking described in [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#), 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.

3.5 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0](#).



4.0 Placement and Physical Standards for Endorsements

4.1 **Endorsements for Delivery Instructions and Ancillary Services**

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4](#) or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#), *Treatment of Mail*), subject to the corresponding standards for use and availability.

4.2 **Return Address**

When an ancillary service endorsement is used, a domestic return address must be 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).

4.3 **Placement of Endorsement**

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 (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) 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.

4.4 **Physical Standards for Endorsements**

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 if the endorsement is clear and legible.

5.0 Barcode Placement

5.1 Barcode Clear Zone

Each letter-size piece in an automation rate or an Enhanced Carrier Route rate mailing must have a barcode clear zone unless the piece bears a DPBC or an Intelligent Mail barcode with a delivery point routing code (see [708.4.3](#)) in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in [708.4.4](#). 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.

5.2 General Barcode Placement for Letters

Automation rate letters and letters claimed at an Enhanced Carrier Route saturation or high density rate may bear a DPBC or an Intelligent Mail barcode with a delivery point routing code (see [708.4.0](#)). Mailers must print the barcode either in the address block or in the barcode clear zone, except that pieces in a OneCode ACS mailing and pieces that weigh more than 3 ounces must include the barcode in the address block. An Intelligent Mail barcode placed in the address block, when used with OneCode ACS (see [507.3.2](#)), must appear above the address information according to standards in [5.6](#).Barcode on Mailpiece

Except as noted in [5.4](#), [5-Digit Barcode Placement in Clear Zone](#), 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 \pm 1/16 inch from the bottom edge of the piece.

5.3 5-Digit and ZIP+4 Barcode Permissibility

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 or an Intelligent Mail barcode with a delivery point routing code appears in the lower right corner. 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.

5.4 **5-Digit Barcode Placement in Clear Zone**

Any 5-digit barcode must be located as specified in 5.3, 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.

5.5 **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.

5.6 **Barcode in Address Block**

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, except when using an Intelligent Mail barcode to access OneCode^{ACS} (see 507.3.2).
 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 5.2, *General Barcode Placement for Letters*) must be covered; such windows may be covered on other mail. Covers for address block windows are subject to 5.10.
- 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.

5.7 Barcode on Insert

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 [5.8](#) through [5.10 in Barcode Placement](#).
- 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.

5.8 Edges of Barcode Window

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.

5.9 Window Construction

A barcode window must extend fully to the bottom edge of the envelope, must be of wraparound construction, and must be covered subject to [5.10](#).

5.10 Window Cover

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 [708.4.4](#). The edges of the window cover must be securely glued to the envelope.

230 Discount Letters and Cards First-Class Mail

233 Rates and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit

233 Rates and Eligibility

Overview

- [1.0 Rates and Fees for First-Class Mail](#)
- [2.0 Content Standards for First-Class Mail Letters](#)
- [3.0 Basic Standards for First-Class Mail Letters](#)
- [4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters](#)
- [5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Letters](#)
- [6.0 Eligibility Standards for Card Rate First-Class Mail](#)

1.0 Rates and Fees for First-Class Mail

1.1 Rate Application

Postage is based on the letter rate that applies to the weight of each addressed piece.

1.2 Rate Computation for First-Class Mail Letters

First-Class Mail letter 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.

1.3 Presorted and Automation Rates for Cards and Letters

Weight Not Over (ounces)	Automation				Nonautomation
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted ¹
1	\$0.312	\$0.334	\$0.341	\$0.360	\$0.373
2	0.437	0.459	0.466	0.485	0.543
3	0.562	0.584	0.591	0.610	0.713
3.5	0.687	0.709	0.716	0.735	0.883 ²
Card Rate ³	0.191	0.204	0.208	0.220	0.241

1. Letters that meet one or more of the nonmachinable characteristics in DMM 201.2.1 are subject to the nonmachinable surcharge.

2. The maximum weight for machinable letter preparation is 3.3 ounces.

3. The card rate applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

1.4 Nonmachinable Surcharge

Surcharge per Presorted rate piece (see [201.2.1, Criteria for Nonmachinable Letters](#), and [4.3, Nonmachinable Surcharge for Letter-Size Pieces](#)): \$0.17.

1.5 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing: \$175.00.

1.6 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.7](#) and [1.2, Rate Computation for First-Class Mail Letters](#). For First-Class Mail, affix postage to each piece under [234.2.2, Affixed Postage for](#)



Presorted First-Class Mail, 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.

1.7 **Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

2.0 Content Standards for First-Class Mail Letters

2.1 **General**

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.

2.2 **Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

2.3 **Personal Information**

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

2.4 **Handwritten and Typewritten Material**

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

2.5 **Matter Marked Postcard or Double Postcard**

Any matter marked "Postcard" or "Double Postcard" must be mailed as First-Class Mail or Express Mail.

2.6 **Matter Not Required to be Mailed as First-Class Mail**

Matter eligible for Standard Mail or Package Services rates or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

2.7 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#).

3.0 Basic Standards for First-Class Mail Letters**3.1 3.1 Description of Service****3.1.1 Service Objectives**

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

3.1.2 Rate Options

First-Class Mail letters offer shape-based single-piece rates in [133.1.0](#) and discounted rates in [1.0](#) for presorted mailings of 500 or more pieces that weigh 3.5 ounces or less.

3.2 Defining Characteristics**3.2.1 Inspection of Contents**

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

3.3 Additional Basic Standards for First-Class Mail

All presorted First-Class Mail letters must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 3.5 ounces or less.
- c. Meet the applicable standards in [234, Postage Payment and Documentation](#), and [1.0, Rates and Fees for First-Class Mail](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.



233.3.4

- e. Meet the applicable physical standards in:
 - 1. [201.1.0, Physical Standards for Machinable Letters and Cards.](#)
 - 2. [201.2.0, Physical Standards for Nonmachinable Letters.](#)
 - 3. [201.3.0, Physical Standards for Automation Letters and Cards.](#)
- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 - 1. The Move Update standard in [3.5](#).
 - 2. The ZIP Code accuracy standard in [3.6](#).
 - 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3.4 Presort Mailing Fee

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.

3.5 Move Update Standard

3.5.1 Basic Standards

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses subject to the Move Update standard must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard.
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the Move Update standard.

3.5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOA^{Link}).

- c. *FASTforward* MLOCR processes if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry.
- d. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- e. Ancillary service endorsements under [507.1.5.1, First-Class Mail and Priority Mail](#), except “Forwarding Service Requested.”

3.5.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

3.6 ZIP Code Accuracy

3.6.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.6.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.6.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:



233.3.6.3

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.6.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

4.1 Additional Standards for Machinable First-Class Mail

In addition to the standards in [3.0, *Basic Standards for First-Class Mail Letters*](#), all pieces in a First-Class Mail Presorted rate mailing must be marked, sorted, and documented as specified in [235.5.0, *Preparing Nonautomation Letters*](#).

4.2 Barcodes

Any POSTNET barcode on a mailpiece in a nonautomation First-Class mailing must be correct for the delivery address and meet the standards in [202.5.0, *Barcode Placement*](#), and [708.3.0, *Coding Accuracy Support System \(CASS\)*](#) and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#).

4.3 Nonmachinable Surcharge for Letter-Size Pieces

The nonmachinable surcharge in [1.4](#) applies to letter-rate pieces (except card-rate pieces) that meet one or more of the nonmachinable characteristics in [201.2.1](#).

5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Letters

5.1 Basic Standards for Automation First-Class Mail Letters

All pieces in a First-Class Mail automation rate mailing must:

- a. Meet the basic standards for First-Class Mail in [3.0](#).
- b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail.

- c. Meet the physical standards in [201.3.0, Physical Standards for Automation Letters and Cards](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets the address matching and coding standards in [5.4, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
- e. Bear an accurate DPBC or Intelligent Mail barcode (see [708.4.3](#)) matching the delivery address and meeting the standards in [202.5.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#). Mailers must apply the barcode either on the piece or on an insert showing through a window.
- f. Be marked, sorted, and documented as specified in [235.6.0, Preparing Automation Rate Letters](#), for letters and cards.

5.2 Maximum Weight for Automation Letters

Maximum weight for First-Class Mail automation letters is 3.5 ounces (0.2188 pound) (see [201.3.13.4, Heavy Letter Mail](#), for pieces heavier than 3 ounces).

5.3 Rate Application—Automation Cards and Letters

Automation rates apply to each piece that is sorted under [235.6.0](#) into the corresponding qualifying groups:

- a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional. Pieces placed in full 3-digit/scheme trays in lieu of 5-digit/scheme overflow trays under [235.6.6](#) are eligible for the 5-digit rates.
- b. Groups of 150 or more pieces in 3-digit/scheme trays qualify for the 3-digit rate. Pieces placed in full AADC trays in lieu of 3-digit/scheme overflow trays under [235.6.6](#) are eligible for the 3-digit rates.
- c. Groups of fewer than 150 pieces in origin 3-digit/scheme trays and pieces in AADC trays qualify for the AADC rate. Pieces placed in mixed AADC trays in lieu of AADC overflow trays under [235.6.6](#) are eligible for the AADC rates.
- d. Pieces in mixed AADC trays qualify for the mixed AADC rate, except for pieces prepared under [5.3c](#).

5.4 Address Standards for Barcoded Pieces

5.4.1 Basic Address Standards for Barcodes

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

5.4.2 Numeric ZIP+4

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



5.4.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [202.5.5](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

5.4.4 Address Elements

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 Product.

5.4.5 Firm Name

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 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, 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 Product 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 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

5.4.6 Secondary Designator

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 Product. 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 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

5.4.7 P.O. Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

5.5 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

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 [201.3.0, *Physical Standards for Automation Letters and Cards*](#), 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.

6.0 Eligibility Standards for Card Rate First-Class Mail

6.1 Card Rate

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from USPS with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card rate, a card and each half of a double card must meet the physical standards in [201.1.2](#) and the applicable eligibility and preparation standards for the

rate claimed. Ineligible cards are subject to letter-size rates. Cards may be prepared and mailed at the First-Class Mail single-piece card rate, Presorted card rate, or automation card rates.

6.2 Cards and Letters

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.

234 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted Letters](#)
- [3.0 Postage Payment for Automation Letters](#)
- [4.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Postage for discount (Presorted or automation) rate -First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps, [604.3.0](#) for precanceled stamps, or [604.4.0](#) for metered postage) or permit imprint ([604.5.0](#)) as specified in [2.0, Postage Payment for Presorted Letters](#), and [3.0, Postage Payment for Automation Letters](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted Letters

2.1 Payment Methods for Presorted Rates

Presorted First-Class Mail rate postage must be paid with meter stamps under [604.4.0](#), permit imprints under [604.5.0](#), or precanceled postage under [604.3.0](#), 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.

2.2 Affixed Postage for Presorted First-Class Mail

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.



2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS 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 Business Mailer Support authorization under [2.2c](#), credit is not given for postage affixed in excess of the authorized amount.

3.0 Postage Payment for Automation Letters

3.1 Payment Methods for Automation Rates

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.

3.2 Affixing Postage for Automation Rate First-Class Mail

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. 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.
- c. Documentation meeting the standards in [4.0, Mailing Documentation](#), 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).

3.3 Nondenominated Precanceled Stamps

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).

3.4 Lower Denomination Precanceled Stamps

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).

3.5 Postage Affixed at Lowest Rate to All Pieces

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 [4.0, Mailing Documentation](#). 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 Mailing Documentation**4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.



4.3 Documentation Standards for Automation Mailings

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.

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. First-Class Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.9.0, Refunds and Exchanges](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

4.4 Preparing Documentation

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.

4.5 Multiple Standards

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.

4.6 Standard Format for Documentation

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.

Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

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 PCSC under [607.2.0, Rulings on Mailing Standards](#).

4.8 Reporting Multiple Mailings on One Statement

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 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.

4.9 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

235 Mail Preparation

Overview

- [1.0 General Definition of Terms](#)
- [2.0 Bundles](#)
- [3.0 Letter Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparing Nonautomation Letters](#)
- [6.0 Preparing Automation Rate Letters](#)

1.0 General Definition of Terms

1.1 Definition of Presort Process

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.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, automation and nonautomation letters must be prepared as separate mailings. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- 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 requirements. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category:
 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.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *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 Product.
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).



235.1.4

- d. *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.
- e. *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](#).
- f. *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.
- g. *Origin/optional entry SCF*: the separation includes bundles 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.
- h. *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](#)).
- i. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC, AADC, etc.
- j. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle 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.

1.4 Preparation Definitions and Instructions

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 85% 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 *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product 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 Product used to

obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). 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. When standards require 5-digit/scheme sorting, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.

- f. 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. When standards require 3-digit/scheme sorting, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray 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.
- h. 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. Bundles 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.
- i. 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. Bundles 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.
- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility 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, the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.



- k. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- l. A *bundle* 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 bundle. The term bundle does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0, Bundles](#).
- m. 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 automation mailings. 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 [708.4.4, Reflectance](#).
 - 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.
- n. 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 bundle or in a single container due to applicable preparation requirements or the size of the individual pieces as described in [2.3](#).

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.3 Preparing Bundles

Cards and letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles 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 bundles.
- c. Bundles must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; for nonmachinable Presorted First-Class Mail; and for First-Class Mail pieces where the mailer has requested “manual only” processing.
- d. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.
- e. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles 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 [2.3e, Preparing Bundles](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle 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 bundles, the knot(s) must be secure so the banding does not come loose during transit and processing.



2.5 Exception to Bundle Preparation—Full Single-Sort-Level Trays

In mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mailers need not prepare bundles when placing mail in a full tray and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles 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).

2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required if the pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. 5-digit presort level, red Label 5.
- b. 3-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

3.0 Letter Trays

3.1 Standard Containers

Mailings must be prepared in letter trays with sleeves. However, a postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Letter Tray Sizes

These approximate measurements define the tray sizes that apply to all letter-size mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.

- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

3.3 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard MM trays must be used for all letter-size mail, except that EMM trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in [3.2, Letter Tray Sizes](#). 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, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (e.g., 150 pieces).
- 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 [3.4, Tray Sleeving and Strapping](#), and [3.5, Strapping Exception](#).
- 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.

3.4 Tray Sleeving and Strapping

Letter trays are secured using USPS-provided sleeves. 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.

3.5 Strapping Exception

If the processing and distribution manager gives a written waiver, strapping is not required for any mixed AADC letter tray of First-Class Mail or for any letter tray that originates and destines in the same SCF (mail processing plant) service area.



3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit 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). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

4.0 Tray Labels

4.1 Basic Standards

Tray labels are subject to these basic standards:

- a. Use 2-inch labels.
- b. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- c. Tray labels for automation rate mailings are subject to [4.9.1, Basic Standards for Barcoded Tray Labels](#), and [708.6.0](#).

4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- 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.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement*. Line 1 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 of this 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*. Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail*. On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Digit	D
First-Class Mail	FCM
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonmachinable	MAN or MANUAL
Working	WKG

4.5 Line 3 (Office of Mailing or Mailer Information Line)

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.

4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 Placement of Extraneous Information

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.



235.4.8

4.8 Placement of Tray Label

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.

4.9 Barcoded Tray Labels**4.9.1 Basic Standards for Barcoded Tray Labels**

Barcoded tray labels must be used for automation-rate letter-size mailings. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Mailers must insert barcoded labels completely into the label holder on the tray to prevent their loss during transport and processing.

5.0 Preparing Nonautomation Letters**5.1 Basic Standards****5.1.1 All Mailpieces**

Each Presorted First-Class mailing must meet the applicable standards in [233.4.0](#), [Additional Eligibility Standards for Nonautomation First-Class Mail Letters](#), and in [235, Mail Preparation](#); All pieces must be in the same processing category, subject to [5.1.4, Cards and Letters](#), and must be sorted together and prepared under [5.2, Machinable Preparation](#), or [5.3, Nonmachinable Preparation](#). Letter-size pieces (including card-size pieces) must be prepared in letter trays.

5.1.2 Single-Piece Rate Pieces Presented With Presort Mailings

Regardless of postage payment method, mailers may present single-piece rate First-Class Mail with pieces claimed at automation or presort rates and report all pieces on the same postage statement. The following standards apply:

- a. The mailer must prepare the single-piece rate pieces in separate trays from the automation and presort pieces. As an option, mailers may label the trays with barcoded or nonbarcoded tray labels. Create barcoded tray labels under [708.6.0](#) using content identifier numbers 246, 260, or 268, as appropriate. Label barcoded and nonbarcoded trays as follows:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

2. Line 2: For barcoded labels use the human-readable content line corresponding to the content identifier number (see [Exhibit 708.6.1.4](#)); for nonbarcoded labels use “FCM SNGLP WKG.”
 3. Line 3: Office of mailing or mailer information.
- b. The single-piece rate pieces must bear no rate marking or be marked “First-Class” or, if not affixed with full single-piece rate postage, “Single-Piece” (or “SNGLP”). See [202.3.0, Placement and Content of Mail Markings](#).
 - c. The mailer must affix additional postage to the single-piece rate pieces to yield the correct amount on each piece, or (if prepared with a corrective rate marking) the mailer must pay all additional postage at the time of mailing.

5.1.3 Marking

Subject to [202.3.0, Placement and Content of Mail Markings](#), all pieces must be marked “Presorted” (or “PRSRT”) and “First-Class.”

5.1.4 Cards and Letters

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.

5.2 Machinable Preparation

5.2.1 Machinable Bundling

Machinable pieces are not bundled, except for (see [2.0, Bundles](#)):

- 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.

5.2.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. Separate 3-digit origin trays required for each origin 3-digit ZIP Code; no minimum piece requirement; one less-than-full tray permitted for each origin ZIP Code; labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “FCM LTR 3D MACH.”
- b. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
 1. Line 1: [L801](#).
 2. Line 2: “FCM LTR AADC MACH.”
- c. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
 2. Line 2: “FCM LTR MACH WKG.”



5.3 Nonmachinable Preparation

5.3.1 Nonmachinable Bundling

Except as provided in [2.5, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), bundling is required before trayng. A bundle 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 except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling 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 X or OEL.

5.3.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
 2. Line 2: "FCM LTR 5D MANUAL."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "FCM LTR 3D MANUAL."
- c. ADC (required); full trays (no overflow); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "FCM LTR ADC MANUAL."
- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
 2. Line 2: "FCM LTR MANUAL WKG."

6.0 Preparing Automation Rate Letters

6.1 Basic Standards

Mailers must prepare letter-size automation rate First-Class Mail under [6.0](#). Bundle and tray preparation are subject to [235](#). Use barcoded tray labels under [4.9](#) and [708.6.0](#).

6.2 Mailings

The requirements for mailings are as follows:

- a. General. All pieces in a mailing must meet the standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#), and must be sorted together to the finest extent required for the rate claimed except under [6.2c](#). The definitions of a mailing and permissible combinations are in [1.0, *General Definition of Terms*](#).
- b. First-Class Mail. A single automation rate First-Class Mail mailing may include pieces prepared at 5-digit, 3-digit, AADC, and mixed AADC rates.
- c. 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 [202.3.0, *Placement and Content of Mail Markings*](#), 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.

6.3 Marking

All automation rate pieces must be marked under [202.3.0, *Placement and Content of Mail Markings*](#), and [202.4.0, *Placement and Physical Standards for Endorsements*](#). Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in [202.3.0, *Placement and Content of Mail Markings*](#), and [202.4.0, *Placement and Physical Standards for Endorsements*](#), “AUTO.” Pieces not claimed at an automation rate must not bear “AUTO” unless single-piece rate postage is affixed or the corrective single-piece rate marking (“SNGLP” or “Single-Piece”) is applied.

6.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under [6.6](#).

6.5 Cards

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.

6.6 Tray Preparation

Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in the next tray level when a tray of 150 or more pieces can be made. Mailers must note these trays on standardized documentation (see [708.1.2](#)). Pieces that are placed in the next tray level must be grouped by destination and placed in the front of that tray. Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

- a. 5-digit/scheme (see [1.4e](#)): optional, but required for 5-digit rate (150-piece minimum); overflow allowed.



235.6.7

1. For 5-digit scheme trays, use destination shown in the current USPS City State Product.
2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see 4.0 for overseas military mail).
- 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, Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC. For Line 1 use L201; for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).

6.7 Tray Line 2

Line 2: “FCM LTR” and:

- a. 5-digit scheme: “BC 5D SCHEME.”
- b. 5-digit: “5D BC.”
- c. 3-digit scheme: “BC 3D 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.”

6.8 Presentation

Upon presentation of letter-size automation rate First-Class Mail mailings to USPS 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.

236 Enter and Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

1.0 Deposit

1.1 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.

1.2 Time and Location of Deposit

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 [604.4.5.3](#). Permit imprint mail must be deposited under [604.5.0](#) or [705, Advanced Preparation and Special Postage Payment Systems](#).

1.3 Approved Collections

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.

1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

2.0 Verification

2.1 USPS Verification and Mailer Correction

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.

2.2 Timeframe for Corrective Action

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



236.2.3

reenvelope each piece and reapply postage and request a postage refund under [604.9.0, Refunds and Exchanges](#), or apply a legible “.00” meter impression that includes the correct mailing date.

2.3 Payment at Single-Piece Rate Rather Than Correcting Errors

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.

240 Discount Letters and Cards Standard Mail

243 Rates and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

246 Enter and Deposit

243 Rates and Eligibility

Overview

- [1.0 Rates and Fees for Standard Mail](#)
- [2.0 Content Standards for Standard Mail Letters](#)
- [3.0 Basic Standards for Standard Mail Letters](#)
- [4.0 Rate Eligibility for Standard Mail](#)
- [5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters](#)
- [6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters](#)
- [7.0 Eligibility Standards for Automation Rate Standard Mail](#)

1.0 Rates and Fees for Standard Mail

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Standard Mail Rate Application

Standard Mail rates are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece rate applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A rate determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.

1.3 Regular Standard Mail—ECR and Automation Rates

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.177	\$0.186	\$0.226	\$0.218	\$0.233	\$0.238	\$0.252
	DBMC	0.144	0.153	0.193	0.185	0.200	0.205	0.219
	DSCF	0.135	0.144	0.184	0.176	0.191	0.196	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound rate	None	0.621	0.621	0.621	0.739	0.739	0.739	0.739
	DBMC	0.462	0.462	0.462	0.580	0.580	0.580	0.580
	DSCF	0.418	0.418	0.418	0.536	0.536	0.536	---
	DDU	---	---	---	---	---	---	---
+ per piece rate		+ 0.049 ³	+ 0.058 ³	+ 0.098 ³	+ 0.069 ³	+ 0.084 ³	+ 0.089 ³	+ 0.103 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are mailable at the flat-size rates (243.6). Mailers may not pay ECR flat rates and claim the DDU discount for letter-size pieces.

2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

3. Per piece rate for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size rate (3.3 ounces or less) minus the applicable letter piece rate (3.3 ounces or less).



243.1.4

1.4 Regular Standard Mail—Nonautomation Rates

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.246	\$0.255	\$0.328	\$0.411	\$0.440	\$0.520
	DBMC	0.213	0.222	0.295	0.378	0.407	0.487
	DSCF	0.204	---	0.286	0.369	0.398	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable rates.

1.5 Nonprofit Standard Mail—ECR and Automation Rates

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.108	\$0.117	\$0.157	\$0.127	\$0.142	\$0.147	\$0.161
	DBMC	0.075	0.084	0.124	0.094	0.109	0.114	0.128
	DSCF	0.066	0.075	0.115	0.085	0.100	0.105	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound rate	None	0.432	0.432	0.432	0.622	0.622	0.622	0.622
	DBMC	0.273	0.273	0.273	0.463	0.463	0.463	0.463
	DSCF	0.229	0.229	0.229	0.419	0.419	0.419	---
	DDU	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+
per piece rate		0.019 ³	0.028 ³	0.068 ³	0.001 ³	0.016 ³	0.021 ³	0.035 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are available at the flat-size rates (243.6). Mailers may not pay ECR flat rates and claim the DDU discount for letter-size pieces.

2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

3. Per piece rate for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size rate (3.3 ounces or less) minus the applicable letter piece rate (3.3 ounces or less).

1.6 Nonprofit Standard Mail—Nonautomation Rates

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.155	\$0.164	\$0.237	\$0.320	\$0.349	\$0.429
	DBMC	0.122	0.131	0.204	0.287	0.316	0.396
	DSCF	0.113	---	0.195	0.278	0.307	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable rates.

1.7 Fees**1.7.1 Presort Mailing Fee**

Mailing fee, per 12-month period: \$175.00.

1.7.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.”

WEIGHTED FEE

Single Piece Weight Not Over (ounces)	Weighted Fee per Piece¹
Card Rate	\$0.65
1	1.02
2	1.44
3	1.86
3.5	2.28

1. Weighted fee equals single-piece First-Class Mail or Priority Mail rate (plus the nonmachinable surcharge, if applicable) multiplied by 2.472.

1.8 Computing Postage for Standard Mail**1.8.1 Weight**

To compute the total weight of the addressed pieces in a mailing or mailing segment for:

- Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result.

1.8.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, 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. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

1.8.3 Net Postage

Postage is computed at the applicable rates on the entire mailing to be mailed at one time. The net postage rate is either the applicable minimum per piece rate or the piece/pound rate, as adjusted for any discounts and surcharges.

1.8.4 Per Piece and Per Pound Charges

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 [1.2, Standard Mail Rate Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where



243.1.8.5

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.

1.8.5 Computing Affixed Postage

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.

1.8.6 Computing Affixed Postage—Heavy Letters

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 1.8.8 through 1.8.9); and round the sum up to the next tenth of a cent.

1.8.7 Permit Imprint

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.

1.8.8 Discount for Heavy Automation Letters

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 flat-size piece rate (3.3 ounces or less) minus the corresponding automation letter-size piece rate (3.3 ounces or less). If a destination entry rate is claimed, the discount is calculated using the corresponding rates.

1.8.9 Discount for Heavy ECR Letters

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 flat-size piece rate (3.3 ounces or less) minus the letter-size piece rate (3.3 ounces or less). If a destination entry rate is claimed, the discount is calculated using the corresponding rates.

2.0 Content Standards for Standard Mail Letters

2.1 Definition and Weight

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.

2.2 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.
- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [233.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

2.5 Attachments and Enclosures

2.5.1 Invoice

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.

2.5.2 Incidental First-Class Attachments and Enclosures

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. Incidental First-Class matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). 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



243.2.5.3

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.

2.5.3 Nonincidental First-Class Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail rates, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). 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.

2.5.4 Nonincidental First-Class Attachments

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 (except matter mailed as Customized MarketMail under [705.1.0](#)), 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.

2.5.5 Attachment of Other Standard Mail Matter

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the rate markings and endorsements permitted for the rate claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#).
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

2.6 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.

3.0 Basic Standards for Standard Mail Letters

3.1 Description of Service

3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

3.1.2 Minimum Quantity

Standard Mail provides economical rates for mailings of 200 or more pieces or 50 or more pounds of mail.

3.2 Defining Characteristics

3.2.1 Mailpiece Weight

All Standard Mail pieces must weigh less than 16 ounces. The following weight limits also apply to pieces mailed at Standard Mail letter rates:

- a. Pieces mailed at machinable and nonmachinable letter rates may weigh up to 3.3 ounces. Letter-size pieces weighing more than 3.3 ounces and prepared as nonmachinable letters are mailable at Not Flat-Machinable rates (see [443](#)) and must be marked "Not Flat-Machinable" or "NFM" according to [402.2.0](#), unless they are barcoded and eligible to be mailed as automation flats under [301.3.0](#).



243.3.2.2

- b. Pieces mailed at automation letter rates or Enhanced Carrier Route rates may weigh up to 3.5 ounces.

3.2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

3.2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

3.2.4 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

3.2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.

3.2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and Delivery Confirmation service (parcels only). See information regarding extra services in [503](#).

3.2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

3.2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6](#), [Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.
- c. All pieces in an automation mailing must be eligible for an automation rate.
- 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 (see [3.8.1](#)), unless an alternative addressing format is used subject to [602.3.0](#). Detached address labels may be used subject to [602.4.0](#).
- f. Postage must be paid under [244.1.0](#) through [244.3.0](#) 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 [244.4.2, Basic Documentation Standards](#), 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 [202.5.0, Barcode Placement](#), [708.3.0, Coding Accuracy Support System \(CASS\)](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#).
- j. 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.

3.4 Presort Mailing Fees

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.

3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [245.1.0, General Information for Mail Preparation](#). 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.

3.6 Residual Volume Requirement

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.



3.7 Residual Mail Subject to First-Class or Priority Mail Rates

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 [244.5.1](#), [Residual Standard Mail Subject to First-Class Rates](#), and [244.5.2](#), [Residual Standard Mail Subject to Priority Mail Rates](#), are met.

3.8 ZIP Code Accuracy

3.8.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.8.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.8.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.8.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:

1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
2. Any mailing list service in [507.6.0](#).
3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site www.usps.com.

3.8.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Rate Eligibility for Standard Mail

4.1 General Information

All Standard Mail rates are presorted rates (including all nonprofit rates). These rates apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for Presorted rates under [3.0](#) and [5.0](#), Enhanced Carrier Route rates under [6.0](#), automation rates under [7.0](#), or Customized MarketMail rates under [705.1.0](#). Except for Customized MarketMail pieces, destination entry discount rates are available under [246.2.0](#) through [246.5.0](#). Nonprofit rates may be used only by organizations authorized by the USPS. 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.

4.2 Minimum Per Piece Rates

The minimum per piece rates (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. In applying the minimum per piece rates, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in [201.1.1.1](#), *Dimensional Standards for Letters*, without regard to placement of the address on the piece, except under these conditions:
 1. If the piece meets both the definition of a letter in [201.1.1.1](#) and the definition of an automation flat in [301.3.0](#), the piece may be prepared and entered at an automation flat rate.
 2. If the piece is prepared for automation letter rates, address placement is used to determine the length when applying the size standards and aspect ratio requirements to qualify for automation letter rates under [201.3.0](#), *Physical Standards for Automation Letters and Cards*. For this purpose, the length is considered to be the dimension parallel to the address.



243.4.3

3. Pieces mailed as Customized *MarketMail* under [705.1.0](#) must pay the Regular or Nonprofit Standard Mail 5-digit nonentry rates for Not Flat-Machinable pieces and must not exceed 3.3 ounces.
- 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.

4.3 Piece/Pound Rates

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. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. 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 [3.0](#) through [7.0](#). There are separate per pound rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) under [3.0](#) through [7.0](#). Discounted per pound rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC) and destination sectional center facility (DSCF)) under [246](#).

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Letters

5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail nonautomation rate mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Rates and Eligibility*.
- b. Except as provided in [3.6](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for nonautomation 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 and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.8](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Be marked, sorted, and documented as specified in [245](#), *Mail Preparation*, or [705.8.0](#), *Preparing Pallets*.

5.2 Weight Standards for Machinable Pieces

Maximum weight limit for machinable nonautomation Standard mail is 3.3 ounces (0.2063 pound).

5.3 Rate Application

Nonautomation rates for Regular and Nonprofit Standard Mail apply to letters that meet the eligibility standards in [2.0, Content Standards for Standard Mail Letters](#), and the preparation standards in [245, Mail Preparation](#), or [705.8.0, Preparing Pallets](#).

5.4 Machinable Rate Application

Machinable letters are subject only to AADC and mixed AADC rates.

5.4.1 AADC Rate

The AADC rate applies to qualifying letter-size machinable pieces (see [201.1.0, Physical Standards for Machinable Letters and Cards](#)) placed in origin/entry 3-digit trays, to quantities of 150 or more pieces prepared in AADC trays for a single AADC, and to pieces placed in mixed AADC trays in lieu of overflow AADC trays.

5.4.2 Mixed AADC Rate

The mixed AADC rate applies to qualifying letter-size machinable pieces that the mailer prepares in mixed AADC trays, except for pieces placed in mixed AADC trays in lieu of overflow AADC trays (see [245.5.3.2](#)).

5.5 Nonmachinable Rate Application

Nonmachinable rates in [1.0](#) apply only to Standard Mail letter-size pieces (including card-size pieces) weighing 3.3 ounces or less that have one or more of the nonmachinable characteristics in [201.2.1](#). Except for Enhanced Carrier Route letter-size pieces, nonmachinable letter-size pieces weighing more than 3.3 ounces are subject to Not Flat-Machinable rates (see [443](#)), unless they are barcoded and eligible to be mailed as automation flats under [301.3.0](#). Nonmachinable Enhanced Carrier Route letter-size pieces over 3.3 ounces are subject to the Enhanced Carrier Route flats rates.

5.5.1 5-Digit Rate

The 5-digit rate applies to letter-size pieces subject to the nonmachinable rates (see [5.5](#)) prepared in quantities of 150 or more pieces for a 5-digit ZIP Code and presented in 5-digit trays under [245.5.0](#).

5.5.2 3-Digit Rate

The 3-digit rate applies to letter-size pieces subject to the nonmachinable rates (see [5.5](#)) prepared in quantities of 150 or more pieces for a 3-digit ZIP Code and presented in 3-digit trays under [245.5.0](#).

5.5.3 ADC Rate

The ADC rate applies to letter-size pieces subject to the nonmachinable rates (see [5.5](#)) placed in 3-digit origin/entry trays and to pieces prepared in quantities of 150 or more for an ADC and presented in ADC trays under [245.5.0](#).

5.5.4 Mixed ADC Rate

The mixed ADC rate applies to letter-size pieces that are subject to the nonmachinable rates and prepared in mixed ADC trays.



243.6.1

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters

6.1 General Enhanced Carrier Route Standards

6.1.1 Optional Preparation

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 (simplified address and other addressing) Enhanced Carrier Route rates.

6.1.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Rates and Eligibility*.
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. ECR and Nonprofit ECR mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [245.6.0](#), *Preparing Enhanced Carrier Route Letters*, or [705.8.0](#), *Preparing Pallets*.
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The carrier route accuracy standard in [6.2](#).
 2. The address matching and coding standards in [7.4](#), *Address Standards for Barcoded Pieces*, and [708.3.0](#), *Coding Accuracy Support System (CASS)*.
 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and [245.6.8](#).
- f. Meet the applicable documentation and postage payment standards in [244](#), *Postage Payment and Documentation*, and [1.8](#), *Computing Postage for Standard Mail*.

6.1.3 Maximum Weight for Enhanced Carrier Route Letters

Maximum weight for Standard Mail Enhanced Carrier Route pieces: 3.5 ounces (0.2188 pound) (see [201.3.13.4](#), *Heavy Letter Mail*, for pieces heavier than 3 ounces).

6.2 Carrier Route Accuracy

6.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates under [6.2.2](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [3.8.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.

6.2.2 Mail Classes and Rates

Except as provided in [243.6.2.3](#), addresses used on pieces claiming all Enhanced Carrier Route rates for Standard Mail, regardless of any required surcharges, must meet the carrier route accuracy standard.

6.2.3 Exception

The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under [602.3.0](#), *Use of Alternative Addressing*.

6.2.4 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0](#), *Address Information System Products*, and [708.3.0](#), *Coding Accuracy Support System (CASS)*.

6.2.5 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

6.3 Basic Rate Enhanced Carrier Route Standards

6.3.1 Sequencing

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 [245.6.8](#) through [245.6.9](#) in *Preparing Enhanced Carrier Route Letters*).



6.3.2 Basic Rate Eligibility

Basic rates apply to each piece sorted under [245.6.0](#) or [705.8.0](#) in a full carrier route tray, in a carrier route bundle of 10 or more pieces, or in groups of 10 or more pieces placed in a 5-digit carrier routes or a 3-digit carrier routes tray. Basic rates also apply under these conditions:

- a. Basic letter rates apply to each piece that is automation-compatible according to [201.3.0, *Physical Standards for Automation Letters and Cards*](#), and has an accurate delivery point barcode or Intelligent Mail barcode under [202.5.0, *Barcode Placement*](#), and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#).
- b. Pieces that are not automation-compatible or not barcoded are mailable at the basic rate for flat-size pieces.

6.4 High Density Enhanced Carrier Route Standards

6.4.1 Basic Eligibility Standards for High Density Rates

High density rates apply to each piece that is automation-compatible according to [201.3.0](#), and has an accurate delivery point barcode or Intelligent Mail barcode matching the delivery address and meeting the standards in [202.5.0, *Barcode Placement*](#), and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#). High density rates also apply under these additional conditions: Mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.

- a. Pieces that are not automation-compatible or not barcoded are mailable at the high density rate for flat-size pieces.
- b. Pieces bearing a simplified address do not need to meet the standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#), and are not required to have a barcode to qualify for letter rates.

6.4.2 High Density Rates for Letters

All pieces mailed at high density rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9](#) in [Preparing Enhanced Carrier Route Letters](#)).
- 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.

6.4.3 High Density Discount for Heavy Letters

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 flat-size 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.

6.5 Saturation ECR Standards

6.5.1 Basic Eligibility Standards for Saturation Rates

Saturation rates apply to each piece that is automation-compatible according to [201.3.0](#), and has an accurate delivery point barcode or Intelligent Mail barcode matching the delivery address and meeting the standards in [202.5.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#).

Saturation rates also apply under these additional conditions:

- a. Mailpieces must be in a full carrier route tray or in a carrier route bundle of 10 or more pieces placed in a 5-digit carrier routes or 3-digit carrier routes tray.
- b. Pieces that are not automation-compatible or not barcoded are mailable at the saturation rate for flat-size pieces.
- c. Pieces bearing a simplified address do not need to meet the standards in [201.3.0, Physical Standards for Automation Letters and Cards](#), and are not required to have a barcode to qualify for letter rates.

6.5.2 Saturation Rates for Letters

All pieces mailed at saturation rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.8](#) through [245.6.9 in Preparing Enhanced Carrier Route Letters](#)).
- 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 [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

6.5.3 Saturation Discount for Heavy Letters

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 flat-size 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.

7.0 Eligibility Standards for Automation Rate Standard Mail

7.1 Basic Eligibility Standards for Automation Rate Standard Mail

All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation rate mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Rates and Eligibility](#).
- 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).



243.7.2

- c. Be in the same processing category and meet the physical standards in [201.3.0, *Physical Standards for Automation Letters and Cards*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 - 1. The address matching and coding standards in [7.4, *Address Standards for Barcoded Pieces*](#), and [708.3.0, *Coding Accuracy Support System \(CASS\)*](#).
 - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate DPBC or Intelligent Mail barcode matching the delivery address and meeting the standards in [202.5.0, *Barcode Placement*](#), and [708.4.0, *Standards for POSTNET and Intelligent Mail Barcodes*](#). Mailers must apply the barcode either on the piece or on an insert showing through a window.
- f. Be marked and sorted according to [245.7.0, *Preparing Automation Rate Letters*](#).
- g. Meet the applicable documentation and postage payment standards in [1.8, *Computing Postage for Standard Mail*](#), and [244.1.0](#) through [244.3.0 in *Postage Payment and Documentation*](#).

7.2 Maximum Weight for Automation Letters

Maximum weight limit for automation rate mail is 3.5 ounces (0.2188 pound). See [201.3.13.4, *Heavy Letter Mail*](#), for pieces heavier than 3 ounces.

7.3 Rate Application for Automation Letters

Automation rates apply to each piece that is sorted under [245.7.0, *Preparing Automation Rate Letters*](#), into the corresponding qualifying groups:

- a. Groups of 150 or more pieces in 5-digit/scheme trays qualify for the 5-digit rate. Preparation to qualify for that rate is optional. Pieces placed in full 3-digit/scheme trays under [245.7.5](#) in lieu of 5-digit/scheme overflow trays are eligible for 5-digit rates (see [245.7.5](#)).
- b. Groups of 150 or more pieces in 3-digit/scheme trays qualify for the 3-digit rate. Pieces placed in full AADC trays under [245.7.5](#) in lieu of 3-digit/scheme overflow trays are eligible for 3-digit rates (see [245.7.5](#)).
- c. Groups of fewer than 150 pieces in origin/entry 3-digit/scheme trays and groups of 150 or more pieces in AADC trays qualify for the AADC rate. Pieces placed in mixed AADC trays under [245.7.5](#) in lieu of AADC overflow trays also are eligible for AADC rates (see [245.7.5](#)).
- d. Pieces in mixed AADC trays qualify for the mixed AADC rate, except for pieces prepared under [7.3c](#).

7.4 Address Standards for Barcoded Pieces

7.4.1 Basic Address Standards for Barcodes

To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [202.5.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece.

7.4.2 Numeric ZIP+4

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

7.4.3 Numeric Delivery Point Barcode (DPBC)

The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

7.4.4 Address Elements

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 Product.

7.4.5 Firm Name

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 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, 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 Product 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 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

7.4.6 Secondary Designator

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 Product. 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 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

7.4.7 Rural and Highway Contract Routes

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 Product. 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



243.7.4.8

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.

7.4.8 Post Office Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

7.5 Enclosed Reply Cards and Envelopes

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 [201.3.0, *Physical Standards for Automation Letters and Cards*](#), 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.

7.6 Discount for Heavy Automation Letters

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.

244 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters](#)
- [3.0 Postage Payment for Automation Letters](#)
- [4.0 Mailing Documentation](#)
- [5.0 Residual Pieces](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.5.0), or precanceled stamps (604.3.0). 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.

2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

2.1 Identical-Weight Pieces

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 4.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance.

2.2 Nonidentical-Weight Pieces

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.

2.3 Combined Rate

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 Postage Payment for Automation Letters

3.1 All Pieces

Unless authorized by the USPS under [705.2.0](#) through [705.5.0 in *Advanced Preparation and Special Postage Payment Systems*](#), 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.

3.2 Adding Additional Postage

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).

3.3 Nondenominated Precanceled Stamps

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, *Adding Additional Postage*](#).

3.4 Precanceled Stamps in Lower Rate Denominations

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](#), *Adding Additional Postage*.

3.5 Mixed Rate Mailing Documentation

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 [4.0](#). 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 Mailing Documentation**4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

4.3 Documentation Standards for Automation Mailings

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. *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 mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.9.0, Refunds and Exchanges](#), and [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

4.4 Preparing Documentation

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.

4.5 Multiple Standards

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.

4.6 Standard Format for Documentation

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 [708.1.0 in Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

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 PCSC under [607.2.0, Rulings on Mailing Standards](#).

4.8 Reporting Multiple Mailings on One Statement

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.

4.9 Facsimile Postage Statements

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. In some cases, this can include fields from multiple parts on 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-R, can be consolidated onto a single Form 3602-R (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.

5.0 Residual Pieces

5.1 Residual Standard Mail Subject to First-Class Rates

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-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.”
- 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 Form 3600-R under the heading “From Standard Mail mailing.” 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.

5.2 Residual Standard Mail Subject to Priority Mail Rates

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



244.5.2

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 Part E of Form 3600-R on the line titled “Pieces From Standard Mail mailing” 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.

245 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Letter Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparing Nonautomation Letters](#)
- [6.0 Preparing Enhanced Carrier Route Letters](#)
- [7.0 Preparing Automation Rate Letters](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or 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, enhanced carrier route) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [243.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
 1. Automation rate and any other type of mail.
 2. Enhanced Carrier Route and any other type of mail.
 3. Enhanced Carrier Route letter rate pieces and Enhanced Carrier Route nonletter rate pieces.
 4. Presorted rate mail and any other type of mail.
 5. Machinable and nonmachinable pieces.
 6. 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.
 7. Customized MarketMail and any other type of mail.



1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *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 Product.
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *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](#).
- f. *Origin/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. Separation is optional for each such 3-digit area.
- g. *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.
- h. *Origin/optional entry SCF*: the separation includes bundles 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.
- i. *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](#)).
- j. *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](#)).
- k. *Mixed [ADC or AADC]*: the pieces are for delivery in the service area of more than one ADC or AADC.
- l. *Residual pieces/bundles*: contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort rate.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.

- b. A *full letter tray* is one in which faced, upright pieces fill the length of the tray between 85% 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 *5-digit scheme sort* for automation letters yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product 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 Product used to obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). 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. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme trays, then prepare all possible 5-digit trays.
- f. 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. When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme trays, then prepare all possible 3-digit trays.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray 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. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- h. 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. Bundles 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.
- i. 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. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size.



245.1.4

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.

- j. *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.
- k. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.
- l. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- m. 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 Standard Mail automation mailings and separator cards or rubber bands in 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 [708.4.4, Reflectance](#).
 - 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.
- n. 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 bundle or in a single container (tray or 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 bundle, and they are prepared in three physical 5-digit bundles because of the applicable restrictions on bundles.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.3 Preparing Bundles

Cards and letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles of carrier route rate mail is 4 inches. The maximum thickness for other bundles 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 bundles.
- c. Bundles must be prepared for mail in all less-than-full trays and for nonmachinable Standard Mail.
- d. Except under [6.7](#), separator cards or tic marks may be used instead of bundling for letter-size pieces in full 5-digit carrier routes trays of 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.
- e. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.
- f. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles 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).



245.2.5

- d. Bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle 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 bundles, the knot(s) must be secure so the banding does not come loose during transit and processing.

2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays

In mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mailers need not prepare bundles when placing mail in a full tray and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles 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). Bundles must be secure subject to specific thickness limits in [2.3](#).

2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle 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 bundle 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 bundle of 28 pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.

- d. Mixed ADC presort level, tan Label X.

2.9 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard Mail mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.10 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles 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., “STD LTR BC R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office.

3.0 Letter Trays

3.1 Standard Containers

Mailings must be prepared in letter trays with sleeves. Containers for Customized MarketMail are specified in [705.1.4](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Tray Sizes

These approximate measurements define the letter tray sizes that apply to all Standard Mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

3.3 Letter Tray Preparation

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 managed mail (EMM) trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in [3.2](#). When EMM trays are not available for



245.3.4

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, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (e.g., 150 pieces).
- 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 [3.4](#) and [3.5](#).
- 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.

3.4 Tray Sleevng and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under [3.5](#), 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.

3.5 Strapping Exception

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 destines in the same SCF (mail processing plant) service area.

3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit 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 tray may be prepared for each 3-digit (or 3-digit scheme) area.

4.0 Tray Labels

4.1 Basic Standards

Tray labels are subject to these basic standards:

- a. Use 2-inch labels.
- b. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- c. Tray labels for automation rate mailings are subject to [4.9.1, Basic Standards for Barcoded Tray Labels](#), and [708.6.0](#).

4.2 Physical Characteristics of Tray Labels

A tray label must meet these specifications:

- a. Color: white or manila.
- 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.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of 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
General Delivery Unit	G
Highway Contract Route	H
Letters	LTR or LTRS
Machinable	MACH
Mixed	MXD
Nonmachinable	MAN or MANUAL
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Post Office Box Section	B
Rural Route	R
Standard Mail	STD
Working	WKG

4.5 Line 3 (Office of Mailing or Mailer Information Line)

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.

4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- 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.
- 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.
- It may appear below Line 3.
- 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.

4.8 Placement of Tray Label

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.

4.9 Barcoded Tray Labels**4.9.1 Basic Standards for Barcoded Tray Labels**

[Exhibit 4.9.1](#) shows the types of mail requiring barcoded tray labels. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing.

Exhibit 4.9.1 Required Barcoded Container Labels

RATE OR TYPE	PROCESSING CATEGORY
Standard Mail	
Automation rate	Letter-size
Enhanced Carrier Route	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter rates)

5.0 Preparing Nonautomation Letters**5.1 Basic Standards**

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in [5.0](#) and to these general standards (automation rate mailings must be prepared under [7.0](#)):

- a. All pieces must meet the eligibility standards in [243.2.0](#) through [243.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- c. All pieces must meet the applicable general preparation standards in [202](#), *Elements on the Face of a Mailpiece*.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#).



- e. Sortation determines rate eligibility as specified in [243.5.0, Additional Eligibility Standards for Nonautomation Standard Mail Letters](#).

5.2 Marking

Subject to the marking standards in [202.3.0, Placement and Content of Mail Markings](#), and [202.4.0, Placement and Physical Standards for Endorsements](#), regular Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”) and Nonprofit Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).

5.3 Machinable Preparation

5.3.1 Machinable Bundling

Machinable pieces are not bundled, except for the following (see [2.3](#)):

- a. Card-size pieces.
- b. All pieces in a less-than-full mixed AADC tray.

5.3.2 Traying and Labeling

Instead of preparing overflow AADC trays with fewer than 150 pieces, mailers may include these pieces in mixed AADC trays. Preparation sequence, tray size, and labeling:

- a. Origin/entry 3-digit (optional, no minimum); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: “STD LTR 3D MACH.”
- b. AADC (required); 150-piece minimum (overflow allowed); labeling:
 - 1. Line 1: [L801](#), Column B.
 - 2. Line 2: “STD LTR AADC MACH.”
- c. Mixed AADC (required); no minimum; labeling:
 - 1. Line 1: [L011](#), Column B. If entered at an ASF or BMC or for mail placed on an ASF or BMC pallet under option in [705.8.10.2, L010](#), Column B.
 - 2. Line 2: “STD LTR MACH WKG.”

5.4 Nonmachinable Preparation

5.4.1 Nonmachinable Bundling

Except as provided in [2.5, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), bundling is required before traying. A bundle 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 except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling 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 X or OEL.

5.4.2 Traying and Labeling

Overflow trays are not allowed. Preparation sequence, tray size, and labeling:

- a. 5-digit (required); 150-piece minimum; labeling
 - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
 - 2. Line 2: "STD LTR 5D MANUAL."
- b. 3-digit (required); 150-piece minimum (mailers may prepare 3-digit origin/entry trays with as few as 10 pieces per tray); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "STD LTR 3D MANUAL."
- c. ADC (required); 150-piece minimum; labeling:
 - 1. Line 1: [L004](#), Column B.
 - 2. Line 2: "STD LTR ADC MANUAL."
- d. Mixed ADC (required); no minimum; labeling:
 - 1. Line 1: [L011](#), Column B. If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
 - 2. Line 2: "STD LTR MANUAL WKG."

6.0 Preparing Enhanced Carrier Route Letters

6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in [6.0](#) and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [243.2.0](#) through [243.4.0](#) and specific eligibility in [243.6.0, Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- c. All pieces must meet the applicable general preparation standards in [2.0](#) through [4.0](#) and [202, Elements on the Face of a Mailpiece](#), and the following:
 - 1. Pieces must be sequenced according to [6.8, Delivery Sequence Standards](#).
 - 2. Pieces with a simplified address format must meet the standards in [602.3.0, Use of Alternative Addressing](#).



- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines rate eligibility as specified in [243.6.0, Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Letters](#).

6.2 Marking

Subject to the marking standards in [202.3.0, Placement and Content of Mail Markings](#), and [202.4.0, Placement and Physical Standards for Endorsements](#), Enhanced Carrier Route Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). All pieces must also be marked “ECRLOT” for basic rate, “ECRWSH” for high density rate, or “ECRWSS” for saturation rate. Pieces in carrier route mailings under 6.7 must bear carrier route information lines under [708.8.0](#).

6.3 Residual Pieces

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.

6.4 Carrier Route Bundle Preparation

Prepare carrier route bundles of letter-size mail as follows:

- a. Mailers must prepare only carrier route bundles, except under [6.7](#). Carrier route bundles are not permitted in full carrier route trays, except for card-size pieces.
- b. Except under [6.5](#), carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following tray levels:
 - 1. Carrier route tray: No bundle labeling is required.
 - 2. 5-digit or 3-digit carrier routes tray: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required

As a general exception to [6.4](#), a mailer may prepare a bundle with fewer than 10 pieces and a less-than-full carrier route tray when they are claiming the saturation rate for the contents and the applicable density standard is met.

6.6 General Traying and Labeling

For all ECR letters over 3 ounces and all ECR letters that are not automation-compatible or delivery-point barcoded, prepare trays as explained below. Also prepare trays as explained below when a mailing contains some pieces over 3 ounces and some pieces up to 3 ounces. Pieces with simplified addresses must be prepared in separate trays from pieces with other forms of addressing. For ECR automation-compatible letters that are delivery-point barcoded and weigh up to 3 ounces, prepare trays under [6.7](#). Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.

1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
 2. Line 2: for saturation, “STD LTR MACH WSS,” followed by route type and number; for high-density, “STD LTR MACH WSH,” followed by route type and number; for basic, “STD LTR MACH LOT,” followed by route type and number.
- b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece bundle.
1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
 2. Line 2: “STD LTR 5D CR-RT MACH.”
- c. 3-digit carrier routes: optional with minimum one 10-piece bundle for each of two or more 5-digit areas.
1. Line 1: city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A, that corresponds to 3-digit ZIP Code prefix on mail.
 2. Line 2: “STD LTR 3D CR-RT MACH.”
- d. For trays containing barcoded automation-compatible letter-size pieces over 3 ounces or nonmachinable letter-size pieces, use these Line 2 label designations in place of “MACH”:
1. Trays containing barcoded, automation-compatible pieces over 3 ounces: “BC.”
 2. Trays containing nonmachinable pieces: “MAN.”
 3. Trays containing simplified address pieces: “MAN.”

6.7 Traying and Labeling for Automation-Compatible ECR Letters

Mailers must make full carrier route and 5-digit carrier routes trays, when possible, for automation-compatible, delivery-point barcoded ECR letters that weigh up to 3 ounces. Except for card-size pieces, pieces must not be bundled. Group pieces together by carrier route in 5-digit and 3-digit carrier routes trays. If pieces for one carrier route do not result in a full tray, mailers must combine pieces from at least two routes to make full 5-digit carrier routes trays, grouping pieces together by carrier route. If pieces for multiple carrier routes do not result in a full 5-digit tray, mailers must combine pieces from at least two 5-digit ZIP Codes to make 3-digit carrier routes trays, grouping pieces together by carrier route. If pieces fill more than one tray but do not fill an additional tray, mailers must place excess pieces in a tray at the next sortation level. Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0](#) for overseas military mail).
 2. Line 2: for saturation, “STD LTR BC WSS,” followed by route type and number; for high-density, “STD LTR BC WSH,” followed by route type and number; for basic, “STD LTR BC LOT,” followed by route type and number.
- b. 5-digit carrier routes: required; no overflow, no bundling.



245.6.8

1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.0 for overseas military mail).
2. Line 2: “STD LTR 5D CR-RT BC.”
- c. 3-digit carrier routes: required; bundling required in less-than-full trays.
 1. Line 1: city, state, and 3-digit ZIP Code prefix shown in L002, Column A, that corresponds to 3-digit ZIP Code prefix on mail.
 2. Line 2: “STD LTR 3D CR-RT BC.”

6.8 Delivery Sequence Standards

6.8.1 Basic Standards

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 6.1 through 6.7 in *Preparing Enhanced Carrier Route Letters* and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

6.8.2 Missing Addresses

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.

6.8.3 Updating Walk Sequence Information—General

Walk-sequence rate pieces prepared with other than a simplified address format under 6.8.4 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 (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

6.8.4 Updating Walk Sequence Information for Simplified Addressing

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.

6.8.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates.

6.8.6 Updating Line-of-Travel Sequence Information

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. 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 eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code 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.

6.9 Delivery Sequence Documentation

6.9.1 Basic Standards

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 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. DSF² 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 [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

6.9.2 High Density

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.

6.9.3 Saturation Density—Simplified Address Mail

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.



6.9.4 Saturation Density—Other Mail

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.

6.9.5 Both Rates

If a mailing contains pieces qualifying for both walk-sequence rates, the documentation required by 6.9.2, *High Density*, and either 6.9.3, *Saturation Density—Simplified Address Mail*, or 6.9.4, *Saturation Density—Other Mail*, 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.

6.9.6 Carrier Route Rate

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by 6.9.2 through 6.9.5 in *Delivery Sequence Documentation*, 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.

7.0 Preparing Automation Rate Letters

7.1 Basic Standards

Letter-size automation rate Standard Mail must be prepared under 7.0 and the eligibility standards for the rate claimed. Trays must bear barcoded tray labels under 4.9.

7.2 Mailings

All pieces in a mailing must meet the standards in 201.1.0, *Physical Standards for Machinable Letters and Cards*, and 201.3.0, *Physical Standards for Automation Letters and Cards*, and must be sorted together to the finest extent required for the rate claimed. The definitions of a mailing and permissible combinations are in 1.0, *General Information for Mail Preparation*.

7.3 Marking

All Standard Mail automation rate pieces must be marked under 202.3.0, *Placement and Content of Mail Markings*. Pieces claimed at an automation rate must bear the appropriate class marking and “AUTO,” except as provided in

202.3.0. Pieces not claimed at an automation rate must not bear “AUTO” unless First-Class single-piece rate postage is affixed or a corrective single-piece rate marking (“Single-Piece” or “SNGLP”) is applied.

7.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, except bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow and less-than-full trays, and grouping is required under [7.5](#).

7.5 Tray Preparation

Instead of preparing overflow trays with fewer than 150 pieces, mailers may include these pieces in the next tray level when a tray of 150 or more pieces can be made. Mailers must note these trays on standardized documentation (see [708.1.2](#)). Pieces that are placed in the next tray level must be grouped by destination and placed in the front of that tray. Mailers may use this option selectively for 3-digit and AADC ZIP Codes. This option does not apply to origin/entry 3-digit/scheme trays. Preparation sequence, tray size, and Line 1 labeling:

- a. 5-digit/scheme (see [1.4e](#)): optional, but required for 5-digit rate (150-piece minimum); overflow allowed; for Line 1, label as follows:
 1. For 5-digit scheme trays, use destination shown in the current USPS City State Product.
 2. For 5-digit trays, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
- b. 3-digit/scheme; required (150-piece minimum, except no minimum for optional origin/entry 3-digit/scheme(s)); 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](#), Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1 labeling: use [L011](#), Column B. If entered at an ASF or BMC or for mail placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#), Column B.

7.6 Tray Line 2

Line 2: “STD LTR” and:

- a. 5-digit scheme: “BC 5D SCHEME.”
- b. 5-digit: “5D BC.”
- c. 3-digit scheme: “BC 3D 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.”



245.7.7

7.7 Presentation

Upon presentation of letter-size automation rate Standard Mail mailings to USPS 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.

246 Enter and Deposit

Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

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 [705.15.0](#).

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 [705.18.0](#). Nonprofit Standard Mail must be presented only at post offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

1.2 Separation of Mailings

Pieces at different rates (e.g., 3/5 and basic) may be combined in the same mailing as provided in [245.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same letter-size processing category, are part of the same mailing job, and are presented for verification at the same time.

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces as defined in [705.1.0](#), Regular, Nonprofit, Enhanced Carrier Route, and Nonprofit Enhanced Carrier Route Standard Mail pieces meeting the basic standards in [243.2.0](#) through [243.4.0](#) may qualify for the destination BMC, SCF, or DDU entry rates, as applicable, if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in [3.0](#), [4.0](#), and [5.0](#). Only one destination reduction may be claimed for each piece. An individual pallet may contain mail claimed at different destination entry rates.

2.2 Minimum Volume

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



246.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3602 postage statement.
- c. Separate Standard Mail mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office 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.
- e. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the 200-piece or 50-pound minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry post office if there is a total of at least 200 pieces or 50 pounds of Presorted rate mail, 200 pieces or 50 pounds of automation rate mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file listed on Form 3602 and Form 3602-C (or a postage statement register).

2.3 Postage Payment

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.

2.4 Office of Mailing

Unless the mailing is paid and deposited as a metered mail drop shipment (see [705.18.0](#)) or a plant-verified drop shipment (see [705.15.0](#)), 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.

2.5 Documentation

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.

2.6 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

2.7 Verification

2.7.1 Place

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.

2.7.2 Mail Separation and Presentation

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

2.7.3 Form 8125

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.

2.7.4 At BMC

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.

2.7.5 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

2.7.6 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.



2.7.7 Volume Standards

Except as permitted for a local mailer under [2.8.13](#), 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.

2.8 Deposit

2.8.1 Time and Location of Deposit

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

2.8.2 Freight

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

2.8.3 Appointments

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

- a. Except for a local mailer under [2.8.13](#) 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 ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

2.8.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry rate mail under [2.8.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.8.5 Adherence to Schedule

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

2.8.6 Redirection by USPS

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.

2.8.7 Redirection at Mailer's Request

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.

2.8.8 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date



mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.8.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

2.8.10 Drop and Pick

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

2.8.11 Demurrage

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

2.8.12 Appeals

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

2.8.13 Exception for Local Mailer

The restrictions in [2.7.7, Volume Standards](#), and [2.8.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0](#) through [5.0](#) in *Enter and Deposit*.

3.0 Destination Bulk Mail Center (DBMC) Entry

3.1 Definition

[4-12-07] For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1, BMC/ASF—DBMC Rate Eligibility](#).



Exhibit 3.1 BMC/ASF—DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149	ASF Buffalo NY 140
150-168, 260-266, 439-449	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856-857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.2 Eligibility

[7-5-07] Pieces in a mailing that meets the standards in 2.0 and 3.0 are eligible for DBMC rates when they meet all of the following conditions:

- a. The pieces are deposited at a BMC, ASF, or SCF under 3.3.

- b. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited (see [Exhibit 3.1](#)).
- c. The pieces are properly placed in a tray or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see [Exhibit 3.1](#)).

3.3 Eligibility for ADC or AADC Mailpieces

[7-5-07] 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 at which the sack or tray is deposited as shown in [Exhibit 3.1](#). All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the “Label To” ZIP Code in Column B of [L004](#)) is within the service area of the BMC or ASF at which it is deposited as shown in [Exhibit 3.1](#). All pieces in an AADC tray properly placed on an SCF pallet under [705.8.10.2](#) are eligible for DBMC rates when the 3-digit ZIP Code on the tray label is within that SCF’s service area according to [L005](#).

3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays

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

- a. All pieces in the bundle or tray must destinate within the ASF or BMC service area shown in [Exhibit 3.1, BMC/ASF—DBMC Rate Eligibility](#).
- b. Use labeling list [L010](#) when labeling bundles or trays containing such pieces.
- c. Pieces claiming DBMC rates and any mixed ADC or mixed AADC pieces not claiming DBMC rates must be prepared in separate mixed ADC bundles or trays or in separate mixed AADC trays.
- d. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to meet the standards in [3.4](#).

3.5 Vehicles

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

3.6 Form 4410

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

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C.



246.4.2

4.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [4.0](#) are eligible for DSCF rates under either [4.2a](#) or [4.2b](#) below:

- a. When deposited at a DSCF (or USPS-designated facility), addressed for delivery within that SCF's service area, and:
 1. Placed in a tray labeled to that DSCF.
 2. Placed in a tray labeled to a postal facility within that DSCF's service area.
- b. When deposited at a DDU, addressed for delivery within that facility's service area, placed in a tray labeled to that DDU, and either:
 1. The pieces are prepared with simplified addresses under [602.3.2](#).
 2. The mailer holds a mailing permit at the entry office and deposits only one mailing of fewer than 2,500 pieces per day.

4.3 Vehicles

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

5.0 Destination Delivery Unit (DDU) Entry

5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation 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).

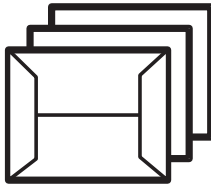
5.2 Eligibility

Letter-size mailpieces are not eligible for a destination delivery unit (DDU) discount. Mailers may not pay ECR flat-size rates and claim the DDU discount for letter-size pieces. Mailers may deposit letter-size pieces that meet the standards in [2.0](#) and [5.0](#) at a DDU when:

- a. Those pieces are addressed for delivery within that facility's service area (enhanced carrier route only).
- b. The pieces are placed in properly prepared and labeled carrier route trays or 5-digit carrier routes trays, or on pallets under [705.8.0](#).
- c. The pieces are eligible for and claimed at a carrier route rate.

300

Discount Mail Flats



Design Standards

- 301 Physical Standards
- 302 Elements on the Face of a Mailpiece

330 First-Class Mail

- 333 Rates and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit

340 Standard Mail

- 343 Rates and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit

360 Bound Printed Matter Flats

- 363 Rates and Eligibility
- 364 Postage Payment and Documentation
- 365 Mail Preparation
- 366 Enter and Deposit

370 Media Mail

- 373 Rates and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit

380 Library Mail

- 383 Rates and Eligibility
- 384 Postage Payment and Documentation
- 385 Mail Preparation
- 386 Enter and Deposit

Design Standards

TOPICS

301 Physical Standards

302 Elements on the Face of a Mailpiece



301 Physical Standards

1.0 Physical Standards for Flats

- 1.1 General Definition of Flat Size Mail
- 1.2 Length and Height of Flats
- 1.3 Minimum Flexibility for Flat-Size Pieces
- 1.4 Uniform Thickness
- 1.5 Flat-Size Pieces Not Eligible for Flat-Size Rates

2.0 Physical Standards for Nonautomation Flats

- 2.1 First-Class Mail
- 2.2 Standard Mail
- 2.3 Bound Printed Matter
- 2.4 Media Mail
- 2.5 Library Mail

3.0 Physical Standards for Automation Flats

- 3.1 Basic Standards for Automation Flats
- 3.2 Additional Criteria for Automation Flats
- 3.3 Polywrap Coverings
- 3.4 Prohibitions
- 3.5 Tabs, Wafer Seals, Tape, and Glue
- 3.6 Uniformity and Exterior Format
- 3.7 Outside Labels and Stickers

302 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Placement and Content of Mail Markings

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

3.0 Placement and Physical Standards for Endorsements

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

4.0 Barcode Placement

- 4.1 General Barcode Placement for Flats
- 4.2 Applying One Barcode
- 4.3 Applying Second Barcode
- 4.4 5-Digit and ZIP+4 Barcode Permissibility
- 4.5 DPBC Numeric Equivalent
- 4.6 Barcode in Address Block
- 4.7 Window Cover

330 First-Class Mail Flats

TOPICS

- 333 Rates and Eligibility
- 334 Postage Payment and Documentation
- 335 Mail Preparation
- 336 Enter and Deposit



333 Rates and Eligibility

1.0 Rates and Fees for First-Class Mail

- 1.1 Rate Application
- 1.2 Rate Computation for First-Class Flats
- 1.3 Presorted and Automation Rates for Flats
- 1.4 Presort Mailing Fee
- 1.5 Computing Postage for First-Class Mail
- 1.6 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Flats

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation

3.0 Eligibility Standards for First-Class Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standards
- 3.6 ZIP Code Accuracy

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

- 4.1 Basic Standards for Nonautomation First-Class Mail
- 4.2 Barcodes on Nonautomation First-Class Mail
- 4.3 Nonmachinable Flat-Size Pieces

5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Flats

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Rate Application—Bundle-Based Flats
- 5.3 Rate Application—Tray-Based Flats
- 5.4 Address Standards for Barcoded Pieces
- 5.5 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

334 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted Flats

- 2.1 Payment Methods for Presorted Rates
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

3.0 Postage Payment for Automation Flats

- 3.1 Payment Methods
- 3.2 Affixing Postage for Automation Rate First-Class Mail
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Lower Denomination Precanceled Stamps
- 3.5 Postage Affixed at Lowest Rate to All Pieces

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

330
First-Class Mail
Flats

335
Mail Preparation
.....

1.0 General Definition of Terms

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles

3.0 Flat Trays

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Flat Tray and Letter Tray Sizes
- 3.4 Preparation for Flats in Flat Trays
- 3.5 Preparation for Flats in EMM Letter Trays
- 3.6 Origin/Entry 3-Digit/Scheme Trays

4.0 Tray Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information
- 4.8 Placement of a Tray Label
- 4.9 Barcoded Tray Labels

5.0 Preparation of Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Single-Piece Rate Pieces Presented With Presort Mailings
- 5.3 Nonautomation Pieces
- 5.4 Bundling and Labeling
- 5.5 Traying and Labeling
- 5.6 Cotraying and Cobundling With Automation Rate Mail

6.0 Preparation of Automation Rate Flats

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 First-Class Mail Required Bundle-Based Preparation
- 6.6 First-Class Mail Optional Tray-Based Preparation
- 6.7 5-Digit Scheme Bundle Preparation
- 6.8 Cotraying and Cobundling With Presorted Rate Mail

336
Enter and Deposit
.....

1.0 Deposit

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

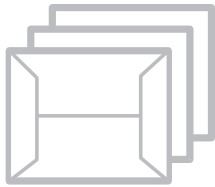
2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Rate Rather than Correcting Errors

340 Standard Mail Flats

TOPICS

- 343 Rates and Eligibility
- 344 Postage Payment and Documentation
- 345 Mail Preparation
- 346 Enter and Deposit



343 Rates and Eligibility

1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.5 Fees
- 1.6 Computing Postage — Standard Mail

2.0 Content Standards for Standard Mail Flats

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Flats

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.8 ZIP Code Accuracy

4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Shape, Flexibility, and Uniform Thickness

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

- 5.1 Basic Standards
- 5.2 Rate Application
- 5.3 5-Digit Rates for Flats
- 5.4 3-Digit Rates for Flats
- 5.5 ADC Rates for Flats
- 5.6 Mixed ADC Rates for Flats

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Code Accuracy
- 6.3 Basic Rate Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

7.0 Additional Eligibility Standards for Automation Rate Standard Mail Flats

- 7.1 Basic Eligibility Standards for Automation Rate Standard Mail
- 7.2 Rate Application
- 7.3 Address Standards for Barcoded Pieces
- 7.4 Enclosed Reply Cards and Envelopes

344 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Rate

3.0 Postage Payment for Automation Flats

- 3.1 All Pieces
- 3.2 Adding Additional Postage
- 3.3 Nondenominated Precanceled Stamps
- 3.4 Precanceled Stamps at Lower Denominations
- 3.5 Mixed Rate Mailing Documentation

340
Standard Mail
Flats

4.0 Mailing Documentation

- 4.1 Completing Postage Statements
- 4.2 Basic Documentation Standards
- 4.3 Documentation Standards for Automation Mailings
- 4.4 Preparing Documentation
- 4.5 Multiple Standards
- 4.6 Standard Format for Documentation
- 4.7 Providing Additional Information
- 4.8 Reporting Multiple Mailings on One Statement
- 4.9 Facsimile Postage Statements

5.0 Residual Pieces

- 5.1 Residual Standard Mail Subject to First-Class Rates
- 5.2 Residual Standard Mail Subject to Priority Mail Rates

345
Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles in Sacks
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.9 Pieces With Simplified Address
- 2.10 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.11 Labeling Bundles
- 2.12 Use of Carrier Route Information Lines
- 2.13 Facing Slips— All Carrier Route Mail

3.0 Sacks and Trays

- 3.1 Standard Containers
- 3.2 Sack Preparation
- 3.3 Tray Sizes
- 3.4 Preparing Flats in Letter Trays
- 3.5 Tray Sleeving and Strapping
- 3.6 Strapping Exception
- 3.7 Origin/Entry 3-Digit Sacks

4.0 Sack and Tray Labels

- 4.1 Basic Standards
- 4.2 Line 2 (Content Line)
- 4.3 Line 3 (Office of Mailing or Mailer Information Line)
- 4.4 Abbreviations for Lines 1 and 3
- 4.5 Placement of Extraneous Information
- 4.6 Sack Label
- 4.7 Tray Labels
- 4.8 Use of Barcoded Sack and Tray Labels

5.0 Preparing Nonautomation Flats

- 5.1 Basic Standards
- 5.2 Required Bundling
- 5.3 Bundling and Labeling
- 5.4 Loose Packing
- 5.5 Required Sacking or Traying
- 5.6 Drop Shipment
- 5.7 Sacking and Labeling
- 5.8 Cotraying and Cobundling Flats With Automation Rate Mail
- 5.9 Merged Containerization of Carrier Route, Automation, and nonautomation Flats

6.0 Preparing Enhanced Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Residual Pieces
- 6.3 Carrier Route Bundle Preparation
- 6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required
- 6.5 Multi Carrier Routes Bundle
- 6.6 Required Sack Minimums
- 6.7 Sack Preparation
- 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Rate Flats
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

340
Standard Mail
Flats

7.0 Preparing Automation Rate Flats

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 Standard Mail Bundle Preparation
- 7.5 Scheme Bundle Preparation
- 7.6 Merged Containerization With Presorted and Carrier Route Flats
- 7.7 Exception—Automation and Nonautomation Pieces on Pallets

346

Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing

2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

3.0 Destination Bulk Mail Center (DBMC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays
- 3.5 Vehicles
- 3.6 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

360

363 Rates and Eligibility
364 Postage Payment and Documentation
365 Mail Preparation
366 Enter and Deposit



363

Rates and Eligibility

1.0 Rates and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Discount Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Flats

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Rate Eligibility for Bound Printed Matter Flats

- 4.1 Rate Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

- 5.1 Basic Standards
- 5.2 Additional Standards for Carrier Route Bound Printed Matter
- 5.3 Carrier Route Accuracy

6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

- 6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 6.2 Weight Standard
- 6.3 Address Standards for Barcode Discount

364

Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Discounted Bound Printed Matter

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Mail Claiming the Barcode Discount
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Standard Format for Documentation
- 2.7 Providing Additional Information
- 2.8 Reporting Multiple Mailings on One Statement
- 2.9 Facsimile Postage Statements

365

Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Bundle Sizes
- 2.9 Pieces With Simplified Addresses
- 2.10 Labeling Bundles
- 2.11 Use of Carrier Route Information Lines
- 2.12 Facing Slips—All Carrier Route Mail

360
Bound
Printed Matter
Flats

- 3.0 Sacks**
 - 3.1 Preparation
- 4.0 Sack Labels**
 - 4.1 Basic Standards
 - 4.2 Physical Characteristics of a Sack Label
 - 4.3 Additional Standards for Barcoded Sack Labels
 - 4.4 Line 1 (Destination Line)
 - 4.5 Line 2 (Content Line)
 - 4.6 Line 3 (Office of Mailing or Mailer Information Line)
 - 4.7 Abbreviations for Lines 1 and 3
 - 4.8 Placement of Extraneous Information
 - 4.9 Basic Standards for Barcoded Sack Labels
- 5.0 Preparing Presorted Flats**
 - 5.1 Basic Standards
 - 5.2 Bundling
 - 5.3 Sacking
- 6.0 Preparing Carrier Route Flats**
 - 6.1 Basic Standards
 - 6.2 Required Bundling
 - 6.3 Sacking
- 7.0 Preparing Barcoded Flats**
 - 7.1 Basic Standards
 - 7.2 Mailings
 - 7.3 Bundling
 - 7.4 Sacking
 - 7.5 Mixed Rate Preparation

366
Enter and Deposit

- 1.0 Deposit of Nonpresorted Bound Printed Matter**
 - 1.1 Nonpresorted Rate Mailings
- 2.0 Presenting a Mailing**
 - 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
 - 2.2 Verification and Entry—Nonpresorted Mailings
 - 2.3 Office of Mailing
 - 2.4 Redirected Mailings
 - 2.5 BMC Acceptance
 - 2.6 Drop Shipment Information
- 3.0 Destination Entry**
 - 3.1 General
 - 3.2 Minimum Volume
 - 3.3 Postage Payment
 - 3.4 Mailing Fee
 - 3.5 Documentation
 - 3.6 Plant Loads
 - 3.7 Mailings of Unsacked Bundles
 - 3.8 Verification
 - 3.9 Deposit
- 4.0 Destination Bulk Mail Center (DBMC) Entry**
 - 4.1 Eligibility
 - 4.2 Presorted Flats
 - 4.3 Carrier Route Flats
- 5.0 Destination Sectional Center Facility (DSCF) Entry**
 - 5.1 Eligibility
 - 5.2 Presorted Flats
 - 5.3 Carrier Route Flats
- 6.0 Destination Delivery Unit (DDU) Entry**
 - 6.1 Eligibility
 - 6.2 Presorted Flats
 - 6.3 Carrier Route Flats

370 Media Mail Flats

TOPICS

- 373 Rates and Eligibility
- 374 Postage Payment and Documentation
- 375 Mail Preparation
- 376 Enter and Deposit



373 Rates and Eligibility

1.0 Rates and Fees for Media Mail

- 1.1 Rate Application
- 1.2 Media Mail Rate Application
- 1.3 Shape, Flexibility, and Thickness
- 1.4 Media Mail Presorted Rates
- 1.5 Mailing Fee
- 1.6 Computing Postage for Media Mail

2.0 Content Standards for Media Mail Flats

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

3.0 Rate Eligibility for Media Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Media Mail

374 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

375 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Bundle Sizes
- 2.8 Other Bundle Sizes
- 2.9 Labeling Bundles

3.0 Sacks

- 3.1 Maximum Weight

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of Mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

376 Enter and Deposit

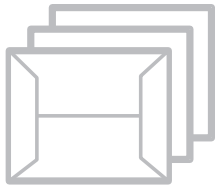
1.0 Verification and Deposit

- 1.1 Verification and Entry

380 Library Mail Flats

TOPICS

- 383 Rates and Eligibility
- 384 Postage Payment and Documentation
- 385 Mail Preparation
- 386 Enter and Deposit



383 Rates and Eligibility

1.0 Rates and Fees for Library Mail

- 1.1 Rate Application
- 1.2 Library Mail Rate Application
- 1.3 Shape, Flexibility, and Thickness
- 1.4 Library Mail Presorted Rates
- 1.5 Mailing Fee
- 1.6 Computing Postage for Library Mail

2.0 Content Standards for Library Mail Flats

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

3.0 Rate Eligibility for Library Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Library Mail

384 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

385 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles
- 2.7 Bundle Sizes
- 2.8 Other Bundle Sizes
- 2.9 Labeling Bundles

3.0 Sacks

- 3.1 Maximum Weight

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Office of mailing or Mailer Information Line)
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information

5.0 Preparing Presorted Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

386 Enter and Deposit

1.0 Verification and Deposit

- 1.1 Verification and Entry

Discount Flats

Design Standards

301 Physical Standards

302 Elements on the Face of a Mailpiece



301 Physical Standards

Overview

- 1.0 Physical Standards for Flats
- 2.0 Physical Standards for Nonautomation Flats
- 3.0 Physical Standards for Automation Flats

1.0 Physical Standards for Flats

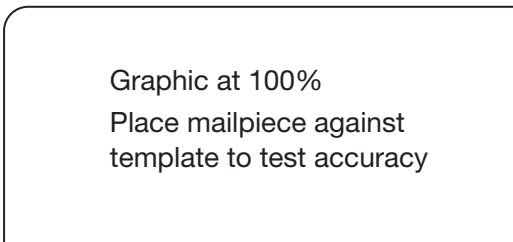
1.1 General Definition of Flat Size Mail

[7-15-07] Flat-size mail other than that in 3.0, *Physical Standards for Automation Flats*, is:

- 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 more than 3/4 inch thick, except for Periodicals mail under 707.26.0.
- c. Rectangular with four square corners or with finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See Exhibit 1.1c.

Exhibit 1.1c Maximum Corner Radius for Flat-Size Mailpieces

Corner Radius Maximum 1/8"



- d. Other size or weight standards may apply to mail claimed at certain rates, mail addressed to certain APOs and FPOs, and mail sent by the Department of State to U.S. government personnel abroad.

1.2 Length and Height of Flats

The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length.



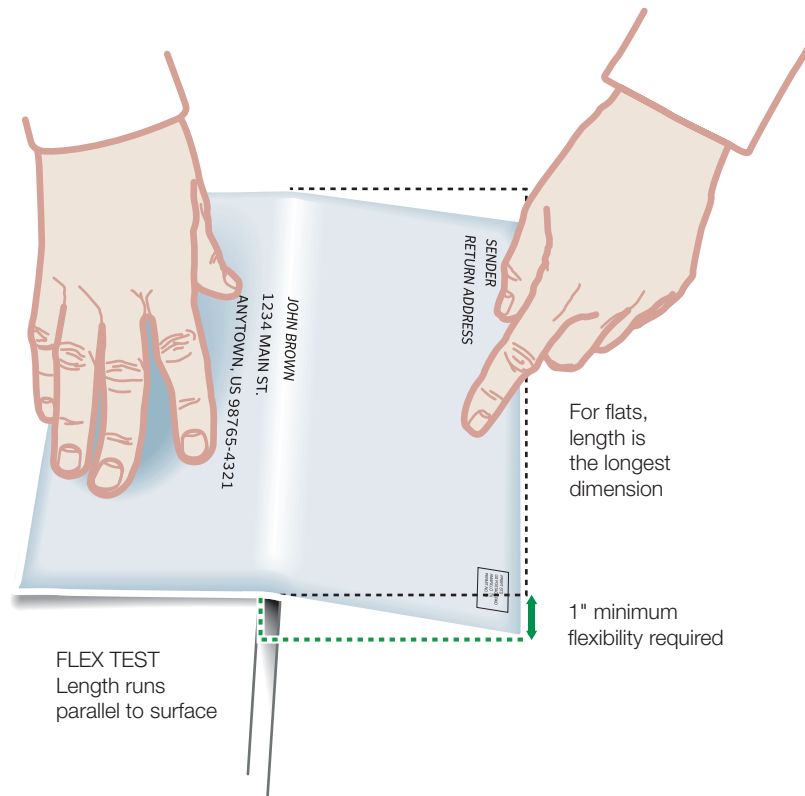
301.1.3

1.3 Minimum Flexibility for Flat-Size Pieces

Flat-size pieces must be flexible. Boxes—with or without hinges, gaps, or breaks that allow the piece to bend—are not flats. Tight envelopes or wrappers that are filled with one or more boxes are not flats. Test flats as follows:

- a. All flats (see [Exhibit 1.3a](#)):
 1. Place the piece with the length parallel to the edge of a flat surface and extend the piece halfway off the surface.
 2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's length, exerting steady pressure.
 3. The piece is *not* flexible if it cannot bend at least 1 inch vertically without being damaged.
 4. The piece *is* flexible if it can bend at least 1 inch vertically without being damaged and it does not contain a rigid insert. No further testing is necessary.
 5. Test the piece according to [1.3b](#) or [1.3c](#) below if it can bend at least 1 inch vertically without being damaged and it contains a rigid insert.

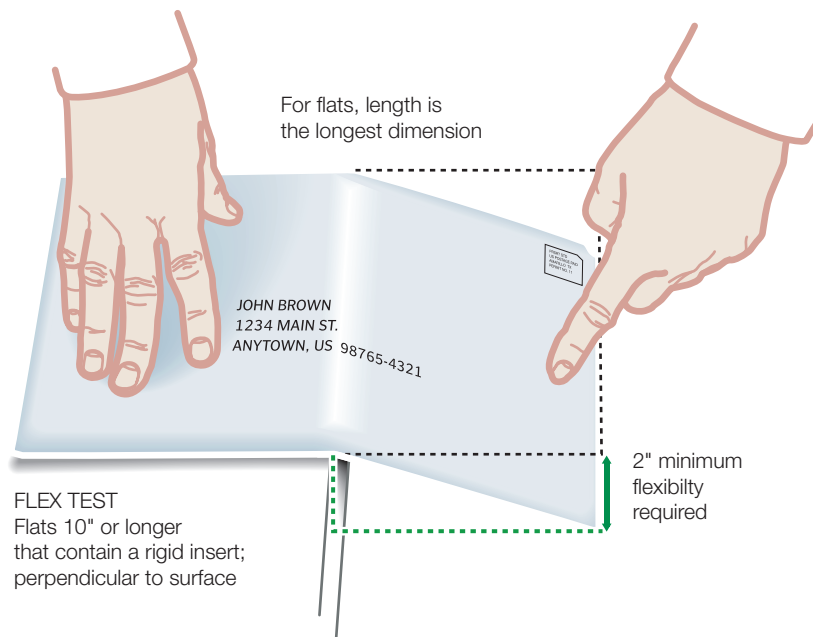
Exhibit 1.3a Flexibility Test—All Flats





- b. Flats 10 inches or longer that pass the test in 1.3a and contain a rigid insert (see Exhibit 1.3b):
 1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface.
 2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
 3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 2 inches vertically without being damaged.

Exhibit 1.3b Flexibility Test—Flats 10 Inches or Longer

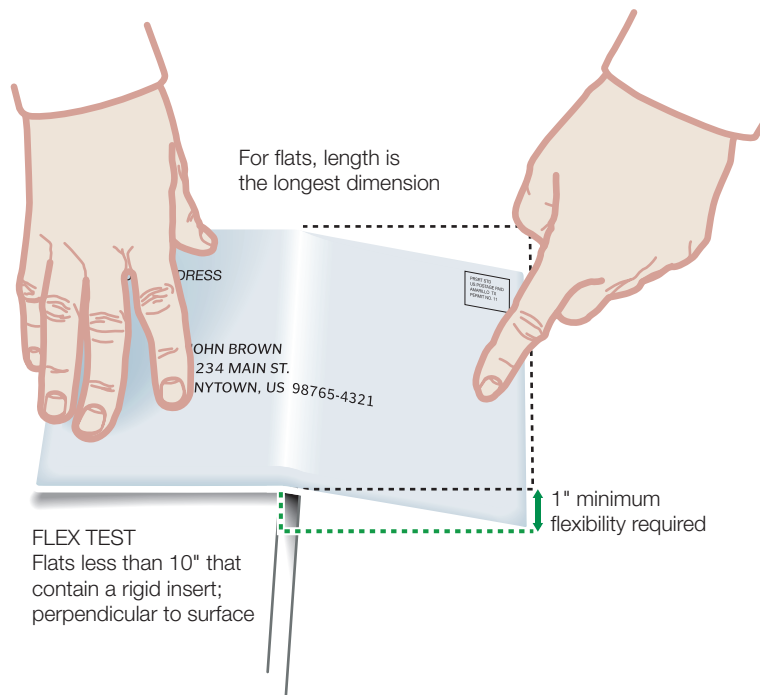




301.1.4

- c. Flats less than 10 inches long that pass the test in 1.3a and contain a rigid insert (see Exhibit 1.3c):
 1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface.
 2. Press down on the piece at a point 1 inch from the outer edge, in the center of the piece's width, exerting steady pressure.
 3. Turn the piece around and repeat steps 1 and 2. The piece is flexible if both ends can bend at least 1 inch vertically without being damaged.

Exhibit 1.3c Flexibility Test—Flats Less Than 10 Inches Long



1.4 Uniform Thickness

Flat-size mailpieces must be uniformly thick so that any bumps, protrusions, or other irregularities do not cause more than 1/4-inch variance in thickness. Exclude the outside edges of a mailpiece (1 inch from the edge) when determining variance in thickness. Mailers must secure nonpaper contents to prevent shifting of more than 2 inches within the mailpiece.

1.5 Flat-Size Pieces Not Eligible for Flat-Size Rates

[7-15-07] Mailpieces that do not meet the standards in 1.1 through 1.4 are not eligible for flat-size rates and must pay applicable rates as follows:

- a. First-Class Mail—parcel rates.
- b. Standard Mail—Not Flat-Machinable or parcel rates.
- c. Bound Printed Matter—parcel rates.



2.0 Physical Standards for Nonautomation Flats

2.1 First-Class Mail

These additional standards apply to First-Class Mail flat-size pieces:

- a. First-Class Mail cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail.
- b. Flat-size pieces that do not meet the standards in [1.1](#) through [1.4](#) must be prepared as parcels and pay the applicable parcel rate.

2.2 Standard Mail

2.2.1 Basic Physical Standards

These additional standards apply to Standard Mail flat-size pieces:

- a. Each piece must weigh less than 16 ounces.
- b. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels or Not Flat-Machinable pieces and pay the parcel or Not Flat-Machinable rates (see [401](#)).

2.2.2 Cover Page and Protective Cover

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 [3.5.2](#).

2.3 Bound Printed Matter

2.3.1 General Standards

These additional standards apply to Bound Printed Matter:

- a. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels and pay the applicable parcel rates.
- b. Bound Printed Matter may not weigh more than 15 pounds.
- c. Two or more flats may be mailed as a single piece 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.

2.4 Media Mail

2.4.1 General Standards

These additional standards apply to Media Mail:

- a. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels.
- b. No piece may weigh more than 70 pounds.
- c. Two or more flats may be mailed as a single piece 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.



301.2.5

2.5 Library Mail

2.5.1 General Standards

These additional standards apply to Library Mail:

- a. Flat-size pieces that do not meet the standards in [1.3](#) through [1.4](#) must be prepared as parcels.
- b. No piece may weigh more than 70 pounds.
- c. Two or more flats may be mailed as a single piece 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.

3.0 Physical Standards for Automation Flats

3.1 Basic Standards for Automation Flats

Flat-size pieces claimed at automation rates must meet the standards in [3.0](#) and the eligibility standards for the class of mail and rate claimed. Pieces prepared with polywrap film must meet the standards in [3.3](#).

3.2 Additional Criteria for Automation Flats

3.2.1 Shape and Size

[\[7-15-07\]](#) Each flat-size piece must be rectangular, except that flat-size mailpieces may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.1c](#). The following minimum and maximum dimensions apply to First-Class Mail, Standard Mail, Periodicals (except under [707.26.0](#)), and Bound Printed Matter pieces:

- a. Minimum height is 5 inches. Maximum height is 12 inches.
- b. Minimum length is 6 inches. Maximum length is 15 inches.
- c. For bound or folded pieces, the edge perpendicular to the bound or folded edge may not exceed 12 inches.
- d. Minimum thickness is 0.009 inch. Maximum thickness is 0.75 inch.

3.2.2 Maximum Weight

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.

3.2.3 Maximum Deflection for Automation Flat-Size Pieces

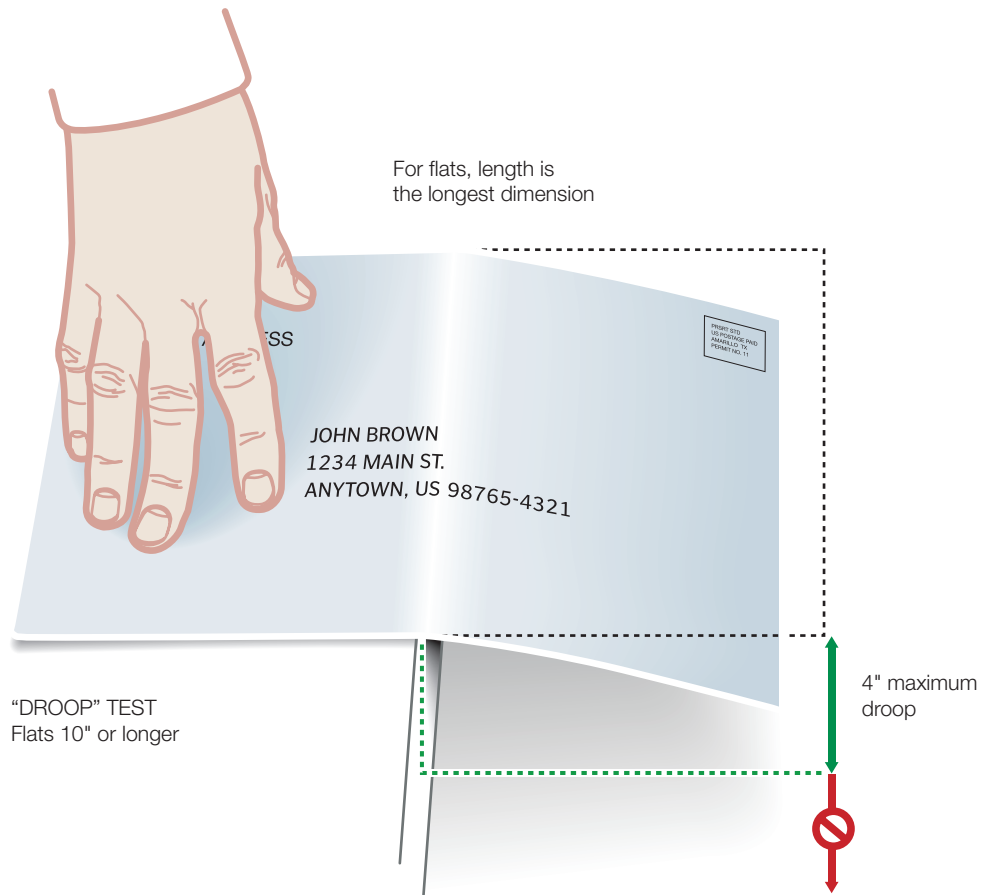
An automation flat-size mailpiece must be flexible (see [1.3](#)) and must meet maximum deflection standards. Test deflection as follows:

- a. For pieces 10 inches or longer (see [Exhibit 3.2.3a](#)):



1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece 5 inches off the surface. Turn the piece around and repeat the process.
2. The piece is automation-compatible if it does not droop more than 4 inches vertically.

Exhibit 3.2.3a Deflection Test—Pieces 10 Inches or Longer

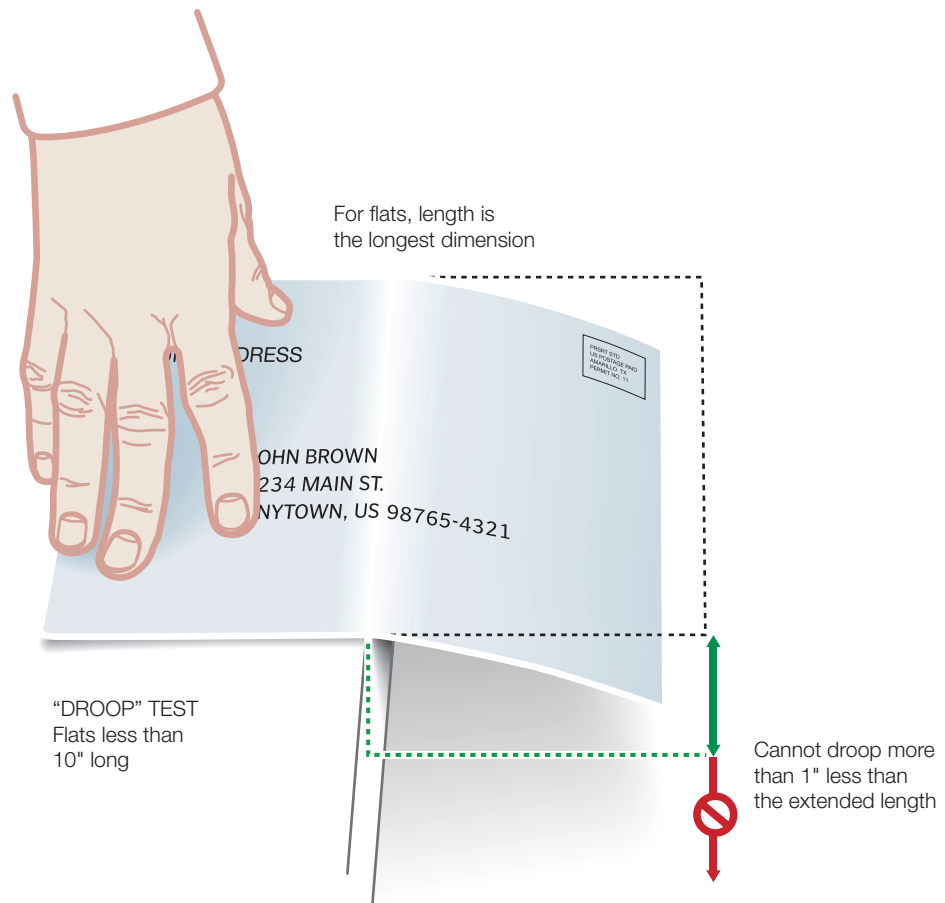




301.3.2.3

- b. For pieces less than 10 inches long (see [Exhibit 3.2.3b](#)):
 1. Place the piece with the length perpendicular to the edge of a flat surface and extend the piece one-half of its length off the surface. Turn the piece around and repeat the process.
 2. The piece is automation-compatible if it does not droop more than 1 inch less than the extended length. For example, a piece 8 inches long would extend 4 inches off a flat surface. It must not droop more than 3 inches vertically.

Exhibit 3.2.3b Deflection Test—For Pieces Less Than 10 Inches Long



- c. For pieces with bound or folded edges, perform the test in [3.2.3a](#) or [3.2.3b](#) above by placing the bound or final folded edge perpendicular to the edge of the flat surface.



3.3 Polywrap Coverings

3.3.1 Polywrap Films and Similar Coverings

When mailers use polywrap film or similar material to enclose flat-size mailpieces claimed at automation rates, the material must meet the standards in 3.3. Film approved for use under 3.3.5 must meet the specifications in Exhibit 3.3.1 as follows:

- a. Films or similar coverings must meet all six properties in Exhibit 3.3.1.
- b. If the address label is affixed to the outside of the polywrap, the haze property (property 2) does not apply.

Exhibit 3.3.1 Polywrap Specifications

Mailers who polywrap automation-rate flats must use polywrap that meets all of the properties in this exhibit.

PROPERTY	REQUIREMENT	TEST METHODS IN USPS T-3204	COMMENT
1. Kinetic Coefficient of Friction, MD			
a. Film on Stainless Steel with No. 8 (Mirror) Finish	<0.45	USPS-T-3204 Section 4.5.2	
b. Film on Film	0.20 to 0.55	USPS-T-3204 Section 4.5.1	
2. Haze	<70	USPS-T-3204 Section 4.5.3	Affixing address labels to outside of polywrap is an alternative to meeting this requirement.
3. Secant Modulus, 1% elongation			
a. TD	>50,000 psi	USPS-T-3204 Section 4.5.4	
b. MD	>40,000 psi	USPS-T-3204 Section 4.5.4	
4. Nominal Gauge	>0.001 in	USPS-T-3204 Section 4.5.5	
5. Static Charge	<2.0 kV	USPS-T-3204 Section 4.5.7	
6. Blocking	<15 g	USPS-T-3204 Section 4.5.6	To be conducted at 140 (±3.6°) degrees Fahrenheit.

3.3.2 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:

- a. The wrap direction must be around the longer axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the length of the mailpiece.



301.3.3.3

- b. The preferred seam placement is on the nonaddressed side of the mailpiece. If the seam is placed on the addressed side, the seam must not cover any part of the delivery address and barcode, postage area, or any required markings or endorsements. Regardless of seam placement, the polywrap over the address area must be a smooth surface to avoid interference with address and barcode readability.

3.3.3 Overhang

For purposes of the polywrap standards for overhang (selvage) only, the top edge of the mailpiece is one of the two physically longer edges of the piece, regardless of address orientation and whether bound or unbound. Any polywrap overhang (selvage) around the four edges of the mailpiece (top, bottom, and left and right sides) must meet these standards:

- a. When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 0.5 inch at the top of the mailpiece.
- b. When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 1.5 inches on the opposite side.
- c. The polywrap covering must not be so tight that it bends the mailpiece.

3.3.4 Polywrap on Mailpieces

Mailers claiming automation flat rates for polywrapped pieces must use polywrap that meets the specifications in 3.3.1. Only products listed on the USPS RIBBS Web site (<http://ribbs.usps.gov>) may be used on automation-rate flats.

3.3.5 Polywrap Certification Process for Manufacturers

To ensure that all polywrap manufacturers use the same criteria in meeting the new specifications, the Postal Service developed specification USPS-T-3204, *Test Procedures for Automatable Polywrap Films*. This specification describes exact test procedures and acceptable values for polywrap film characteristics. Independent testing laboratories may certify products for manufacturers who do not have the facilities or experience to conduct each of the test procedures in specification USPS-T-3204. The specification includes a list of laboratories experienced in conducting these tests. Customers may obtain the new test procedures by contacting USPS Engineering (see 608.8.1 for address) or on the USPS RIBBS Web site (<http://ribbs.usps.gov>). Manufacturers must submit a letter, on their letterhead, indicating the value for each of the specifications in 3.3.1 for each polywrap film, to USPS Mailing Standards (see 608.8.1 for address). When USPS receives the certificate of conformance, films with values meeting the standards will be listed on <http://ribbs.usps.gov>. Manufacturers should follow this process before submitting the letter certifying compliance with the specifications:

- a. Test each film according to procedures listed in USPS-T-3204, *Test Procedures for Automatable Polywrap Films*.



- b. Test each surface treatment separately. Manufacturers may test the thinnest film of one product with identical surface treatment and characteristics. If the thinnest film satisfactorily meets the characteristics after being tested, USPS will list the product as approved for all gauges of that product that also meet the gauge test.

3.4 Prohibitions

3.4.1 Protrusions

Clasps, strings, buttons, or like materials, or other protrusions that impede or damage mail processing equipment are prohibited.

3.4.2 Staples

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.

3.5 Tabs, Wafer Seals, Tape, and Glue

3.5.1 General

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.

3.5.2 Short Covers

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.

3.6 Uniformity and Exterior Format

3.6.1 General

A flat-size mailpiece prepared and claimed at automation rates must be uniformly thick (see 1.4). Each flat-size mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities not compatible with automation equipment. The exterior surface 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.



3.6.2 Outside Attachment

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.

3.6.3 Booklet-Type Piece or Magazine

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.

3.7 Outside Labels and Stickers

3.7.1 Use

Permanent labels and stickers (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.

3.7.2 Pressure-Sensitive Label

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 bundles to sortation levels.

3.7.3 “Sandwich” Label

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.

302 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Placement and Content of Mail Markings](#)
- [3.0 Placement and Physical Standards for Endorsements](#)
- [4.0 Barcode Placement](#)

1.0 All Mailpieces

1.1 Clear Space

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

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Placement and Content of Mail Markings

2.1 First-Class Mail and Standard Mail Markings

2.1.1 Placement

Mailpieces must be marked under the corresponding standards to show the class of service and/or rate paid:

- 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. Mailers may place rate-specific markings as follows:
 1. In the location specified in [2.1.1a](#).
 2. 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 optional endorsement line information under [708.7.0](#) or carrier route information under [708.8.0](#).



302.2.1.2

3. If preceded by two asterisks (**), the “AUTO,” “PRESORTED” (or “PRSR”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), 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 it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line.
- c. Additional Requirements for Carrier Route. “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. Pieces not mailed at ECR rates must not bear these markings.

2.1.2 Exceptions to Markings

Exceptions are as follows:

- a. 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 “PRSR” and “First-Class” markings. Standard Mail flats not marked “AUTO” must bear the appropriate basic marking in [2.1.1a](#).
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece. The two-letter rate category code required in the keyline on manifest mailing pieces prepared under [705.2.0](#) meets the requirement for other rate markings.
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece. The other “AUTO” marking must be replaced by the appropriate identifier/rate code marking described in [705.5.3.2, Rate and Postage Marking](#), 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.

2.2 Bound Printed Matter, Media Mail, and Library Mail Markings

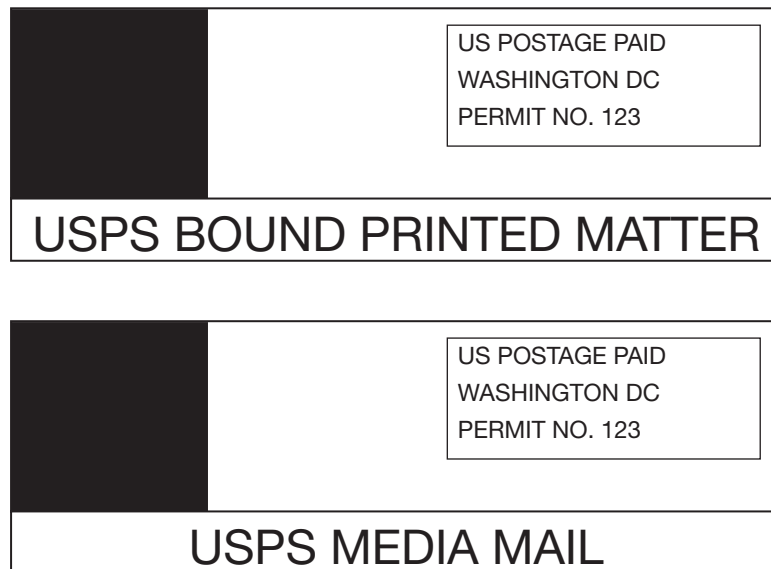
2.2.1 Basic Markings

The basic required Package Services subclass marking—“Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail”—must be printed on each piece claimed at the respective rate. 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 2.2.1, Package Services Indicator Examples](#)):

- 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., “BOUND PRINTED MATTER,” “MEDIA MAIL”) 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.

Exhibit 2.2.1 Package Services Indicator Examples



2.2.2 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” 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 [2.2.1, Basic Markings](#). 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 [708.7.0](#) or postal carrier route bundle information under [708.6.0](#). The additional rate markings are:

- a. For Presorted rate mail, the additional required marking is “Presorted” (or “PRSRT”). For presorted flats claiming the barcode discount prepared under [365.7.0](#), 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”).



2.2.3 Media Mail Markings

Each piece of Media Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail.” This additional marking may be placed in the postage area as specified in [2.2.1, Basic Markings](#). 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 [708.7.0](#).

2.2.4 Library Mail Markings

Each piece of Library Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Library Mail.” This additional marking may be placed in the postage area as specified in [2.2.1, Basic Markings](#). 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 [708.7.0](#).

2.3 Enclosures

Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in [703.9.0, Mixed Classes](#), and [705.16.0, Express Mail Open and Distribute and Priority Mail Open and Distribute](#).

2.4 Printing and Designs

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.

2.5 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0, Hazardous Materials](#).

3.0 Placement and Physical Standards for Endorsements

3.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4](#), or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#)), subject to the corresponding standards for use and availability.

3.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be 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).

3.3 Placement of Endorsements

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 (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) 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.

3.4 Physical Standards for Endorsements

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 if the endorsement is clear and legible.

4.0 Barcode Placement

4.1 General Barcode Placement for Flats

[5-1-07] On any flat-size piece claimed at automation rates, the piece may bear one POSTNET barcode or Intelligent Mail barcode under 4.2 or it may bear two POSTNET barcodes under 4.3. Other mailer-applied non-USPS barcodes may appear on the address side of the piece if the barcode format is not detectable or is confusing to automated postal equipment.

4.2 Applying One Barcode

[5-1-07] 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. The portion of the surface of the piece on which the barcode is printed



must meet the barcode dimensions and spacing requirements in [708.4.2.5](#), and the reflectance standards in [708.4.4](#). Intelligent Mail barcodes are subject to standards in [708.4.3.2](#).

4.3 **Applying Second Barcode**

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 [4.2](#), that is not CASS-certified. In addition, the second barcode must meet the following requirements:

- a. It 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.

4.4 **5-Digit and ZIP+4 Barcode Permissibility**

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.

4.5 **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.

4.6 **Barcode in Address Block**

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. Covers for address block windows are subject to [4.7](#).

- 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.

4.7 Window Cover

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 [708.4.4](#). The edges of the window cover must be securely glued to the envelope.

330 Discount Flats First-Class Mail

333 Rates and Eligibility

334 Postage Payment and Documentation

335 Mail Preparation

336 Enter and Deposit

333 Rates and Eligibility

Overview

- [1.0 Rates and Fees for First-Class Mail](#)
- [2.0 Content Standards for First-Class Mail Flats](#)
- [3.0 Eligibility Standards for First-Class Mail Flats](#)
- [4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats](#)
- [5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Flats](#)

1.0 Rates and Fees for First-Class Mail

1.1 Rate Application

Postage is based on the flat-size rate that applies to the weight of each addressed piece.

1.2 Rate Computation for First-Class Flats

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.

1.3 Presorted and Automation Rates for Flats

Weight Not Over (ounces) ¹	Automation				Nonautomation
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1	\$0.383	\$0.484	\$0.567	\$0.686	\$0.699
2	0.553	0.654	0.737	0.856	0.869
3	0.723	0.824	0.907	1.026	1.039
4	0.893	0.994	1.077	1.196	1.209
5	1.063	1.164	1.247	1.366	1.379
6	1.233	1.334	1.417	1.536	1.549
7	1.403	1.504	1.587	1.706	1.719
8	1.573	1.674	1.757	1.876	1.889
9	1.743	1.844	1.927	2.046	2.059
10	1.913	2.014	2.097	2.216	2.229
11	2.083	2.184	2.267	2.386	2.399
12	2.253	2.354	2.437	2.556	2.569
13	2.423	2.524	2.607	2.726	2.739

1. Flat-size pieces with certain characteristics (see 301.1.3 through 1.5) are subject to parcel rates.

1.4 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing: \$175.00.



333.1.5

1.5 **Computing Postage for First-Class Mail**

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in 1.6 and 1.2, *Rate Computation for First-Class Flats*. For First-Class Mail, affix postage to each piece under 334.2.2, *Affixed Postage for Presorted First-Class Mail*, 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.

1.6 **Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

2.0 Content Standards for First-Class Mail Flats

2.1 **General**

With the exception of restricted material as described in 601.8.0, any mailable item may be mailed as First-Class Mail.

2.2 **Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

2.3 **Personal Information**

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

2.4 **Handwritten and Typewritten Material**

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

2.5 **Matter Not Required to be Mailed as First-Class Mail**

Matter eligible for Standard Mail or Package Services rates or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

2.6 **Prohibited Air Transportation**

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in 601.10.0, *Hazardous Materials*.

3.0 Eligibility Standards for First-Class Mail Flats

3.1 Description of Service

3.1.1 Service Objectives

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

3.1.2 Rate Options

First-Class Mail offers the flexibility of single-piece rates ([133.1.0](#)), and discounted rates ([1.0](#)) for presorted mailings of 500 or more pieces that weigh 13 ounces or less.

3.2 Defining Characteristics

3.2.1 Inspection of Contents

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).

3.3 Additional Basic Standards for First-Class Mail

All pieces of presorted First-Class Mail must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [333, Rates and Eligibility](#), [334, Postage Payment and Documentation](#), and [604.7.0, Computing Postage](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in [301.2.0](#).
- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The Move Update standard in [3.5](#).



333.3.4

2. The ZIP Code accuracy standard in [3.6](#).
3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3.4 Presort Mailing Fee

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.

3.5 Move Update Standards

3.5.1 Basic Standards

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses subject to the Move Update standard must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard.
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the Move Update standard.

3.5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOA^{Link}).
- c. *FASTforward* MLOCR processes (letter-size and flat-size mail only) if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry.

- d. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) through [608.8.3](#) in *USPS Contact Information* for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- e. Ancillary service endorsements under [507.1.5.1](#), *First-Class Mail and Priority Mail*, except “Forwarding Service Requested.”

3.5.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

3.6 ZIP Code Accuracy

3.6.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.6.1d3](#), *Basic Standards* that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.6.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 - 1. Surveys of addressees on mailer’s address list inquiring about the accuracy of ZIP Code information.
 - 2. Any mailing list service in [507.6.0](#), *Mailing List Services*.



333.3.6.3

3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site www.usps.com.

3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

4.1 Basic Standards for Nonautomation First-Class Mail

In addition to the standards in [3.0, Eligibility Standards for First-Class Mail Flats](#), all pieces in a First-Class Mail Presorted rate mailing must be marked, sorted, and documented as specified in [334.4.0, Mailing Documentation](#), and [335.5.0, Preparation of Nonautomation Flats](#), or, alternatively under [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#).

4.2 Barcodes on Nonautomation First-Class Mail

Any POSTNET barcode on a mailpiece in a nonautomation First-Class mailing must be correct for the delivery address and meet the standards in [708.3.0, Coding Accuracy Support System \(CASS\)](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#).

4.3 Nonmachinable Flat-Size Pieces

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels and pay the applicable parcel-size rates.

5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Flats

5.1 Basic Standards for Automation First-Class Mail

[5-1-07] All pieces in a First-Class Mail automation rate mailing must:

- a. Meet the basic standards for First-Class Mail in [3.0](#).
- b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail.
- c. Meet the physical standards in [301.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The address matching and coding standards in [5.4, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate barcode meeting the standards in [708.4.0](#), a ZIP+4 barcode, a delivery point barcode (DPBC), or an Intelligent Mail barcode with a ZIP+4 or delivery point routing code, either on the piece or on an insert showing through a barcode window.
- f. Be marked, sorted, and documented as specified in [335.6.0](#), *Preparation of Automation Rate Flats*, or [705.9.0](#), *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*.

5.2 Rate Application—Bundle-Based Flats

Automation rates apply to each piece that is sorted under [335.6.0](#) or [705](#), *Advanced Preparation and Special Postage Payment Systems*:

- a. Pieces in 5-digit bundles 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 bundles of 10 or more pieces qualify for the 3-digit rate.
- c. Pieces in ADC bundles of 10 or more pieces qualify for the ADC rate.
- d. Pieces in mixed ADC bundles qualify for the mixed ADC rate.

5.3 Rate Application—Tray-Based Flats

Automation rates apply to each piece that is sorted under [335.6.6](#), *First-Class Mail Optional Tray-Based Preparation*, 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.

5.4 Address Standards for Barcoded Pieces

5.4.1 Basic Address Standards for Barcodes

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

5.4.2 Numeric ZIP+4

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



5.4.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.2.4, Delivery Point Barcode](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

5.4.4 Address Elements

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 Product.

5.4.5 Firm Name

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 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, 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 Product 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 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

5.4.6 Secondary Designator

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 Product. 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 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

5.4.7 Rural and Highway Contract Routes

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 Product. 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.

5.4.8 Post Office Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

5.5 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

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 [201.3.0, *Physical Standards for Automation Letters and Cards*](#), 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.

334 Postage Payment and Documentation

Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Postage Payment for Presorted Flats
- 3.0 Postage Payment for Automation Flats
- 4.0 Mailing Documentation

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Postage for discount (presorted or automation) rate First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps, [604.3.0](#) for precanceled stamps, or [604.4.0](#) for metered postage) or permit imprint ([604.5.0](#)) as specified in [2.0, Postage Payment for Presorted Flats](#), and [3.0, Postage Payment for Automation Flats](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted Flats

2.1 Payment Methods for Presorted Rates

Presorted First-Class Mail rate postage must be paid with meter stamps under [604.4.0](#), permit imprints under [604.5.0](#), or precanceled postage under [604.3.0](#), 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.

2.2 Affixed Postage for Presorted First-Class Mail

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 Mail 1-ounce rate applicable to the mailing job, and full postage on metered pieces for additional ounce(s) or extra services.
- 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.



334.2.3

2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS 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 Business Mailer Support authorization under [2.2c, Affixed Postage for Presorted First-Class Mail](#), credit is not given for postage affixed in excess of the authorized amount.

3.0 Postage Payment for Automation Flats

3.1 Payment Methods

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.

3.2 Affixing Postage for Automation Rate First-Class Mail

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. 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.
- c. Documentation meeting the standards in [4.0](#) 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).

3.3 Nondenominated Precanceled Stamps

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).

3.4 Lower Denomination Precanceled Stamps

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).

3.5 Postage Affixed at Lowest Rate to All Pieces

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 [4.0, Mailing Documentation](#). 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 Mailing Documentation**4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.



4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. 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.

4.4 Preparing Documentation

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.

4.5 Multiple Standards

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.

4.6 Standard Format for Documentation

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 [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

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 PCSC under [607.2.0, *Rulings on Mailing Standards*](#).

4.8 Reporting Multiple Mailings on One Statement

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 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.

4.9 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

335 Mail Preparation

Overview

- [1.0 General Definition of Terms](#)
- [2.0 Bundles](#)
- [3.0 Flat Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparation of Nonautomation Flats](#)
- [6.0 Preparation of Automation Rate Flats](#)

1.0 General Definition of Terms

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or 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 and 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 be combined, palletized, reported, or deposited together.
- b. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category (see [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#), and [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#), 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.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).



- c. *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.
- d. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC.

1.4 Preparation Definitions and Instructions

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 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.
- c. 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.
- d. 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.
- e. A *5-digit scheme sort for automation flats* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). Presorting must be performed using [L007](#). Pieces prepared in scheme bundles must meet the automation-compatibility criteria in [301.3.0, Physical Standards for Automation Flats](#). 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. Bundles 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 optional. Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#). Bundles are placed in appropriate containers using the OEL "label to" 5-digit ZIP Code.
- f. An *origin 3-digit (or origin 3-digit scheme)* tray 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.



- g. 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. Bundles 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.
- h. 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. Bundles 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.
- i. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry SCF”) 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 the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- j. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- k. A *bundle* 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 bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0, Bundles](#).
- l. 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 bundle or in a single container 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 First-Class Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles.
- m. *Cobundling* is an alternate preparation method available under [705.11.0](#) for First-Class Mail that allows the combining of flat-size automation rate and Presorted rate pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).



335.2.1

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles 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 bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.4 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.

- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays

Mailers need not prepare bundles when placing mail in a full tray if none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles 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).

2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle 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 bundle 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 bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.



335.3.1

3.0 Flat Trays

3.1 Presort

Presort, presort levels, and standard preparation terms are defined in [1.0, General Definition of Terms](#).

3.2 Standard Containers

Mailings must be prepared in flat trays with green lids under 3.4, unless prepared in extended managed mail (EMM) trays under [3.5](#). A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.3 Flat Tray and Letter Tray Sizes

These approximate measurements define the USPS-provided tray sizes that apply to mail preparation standards in [3.4](#) and [3.5](#):

- a. Flat tray. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.
- b. Letter tray. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

3.4 Preparation for Flats in Flat Trays

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 overflow 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 [3.4i, Preparation for Flats in Flat Trays](#).
- f. For automation rate mailings prepared under the optional tray-based preparation rules in [6.0](#), 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, 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, 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 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.
- i. 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 (the shorter dimension).

3.5 Preparation for Flats in EMM Letter Trays

Mailers may prepare First-Class Mail flat-size pieces in EMM letter trays instead of flat trays if the following standards are met:

- a. The pieces must fit completely within the dimensions for height, length, and width specified in [3.3b](#) for an extended managed mail (EMM) letter tray. All pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray.
- b. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [4.9](#), with Line 1 and Line 2 information as required for flat-size mail in flat trays. Each label must contain a barcode as specified in [708.6.2.3](#) and the content identifier number required in [Exhibit 708.6.1.1](#) for the same type of flat-size mail prepared in flat trays.
- c. All mail must be prepared under [6.6, First-Class Mail Optional Tray-Based Preparation](#), and must not be prepared in bundles, except pieces in less-than-full trays must be bundled. Mailers using this option are not eligible to prepare their mail under [705.9.0](#).
- d. All other applicable standards in [6.0, Preparation of Automation Rate Flats](#), must be met, including required preparation sequence and use of tray minimums.

3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit 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). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

4.0 Tray Labels

4.1 Basic Standards

Only tray labels may be used for trays; only sack labels may be used for sacks. 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 [4.9](#) and [708.6.0, Barcoding Standards for Container Labels](#).



4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- 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.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

CONTENT TYPE	CODE
Barcoded	BC
Barcoded and Nonbarcoded	BC/NBC
Digit	D
First-Class Mail	FCM
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 **Line 3 (Office of Mailing or Mailer Information Line)**

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.

4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 **Placement of Extraneous Information**

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.

4.8 **Placement of a Tray Label**

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.

4.9 Barcoded Tray Labels

4.9.1 Basic Standards for Barcoded Tray Labels

[Exhibit 4.9.1](#) shows the types of mail requiring barcoded tray labels. Barcoded labels must meet these general standards:

- a. Use 2-inch labels.
- b. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- c. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing.
- d. Mailer-produced barcoded labels must meet the standards in [708.6.0](#), [Barcoding Standards for Container Labels](#).

Exhibit 4.9.1 Required Barcoded Container Labels

RATE OR TYPE	PROCESSING CATEGORY
First-Class Mail	
Automation rate	Flat-size
Cobundled and cotrayed under 705.9.0 through 705.13.0	Flat-size

5.0 Preparation of Nonautomation Flats

5.1 Basic Standards

Each Presorted First-Class mailing must be prepared under [5.0](#) and [333.3.0](#), [Eligibility Standards for First-Class Mail Flats](#). All pieces must be in the flat-size processing category. Flat-size pieces must be prepared in flat trays. All pieces must be marked “Presorted” and “First-Class.”

5.2 Single-Piece Rate Pieces Presented With Presort Mailings

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 [202.3.0](#), [Placement and Content of Mail Markings](#), 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.

5.3 Nonautomation Pieces

Nonautomation flats must use the preparation sequence and tray labeling in [5.4](#) and [5.5](#).

5.4 Bundling and Labeling

Except under [2.7b](#), bundling is required before traying. A bundle 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 except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 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 X or OEL.

5.5 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3c](#) for overseas military mail).
 2. Line 2: "FCM FLTS 5D NON BC."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "FCM FLTS 3D NON BC."
- c. ADC (required); full trays (no overflow); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "FCM FLTS ADC NON BC."
- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
 2. Line 2: "FCM FLTS NON BC WKG."

5.6 Cotraying and Cobundling With Automation Rate Mail

Except for automation rate mailings prepared under the tray-based preparation option in [6.6](#), 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 cotraying standards in [705.9.0](#). Flat-size Presorted rate pieces may be cobundled with flat-size automation rate pieces under the standards in [705.11.0](#).



6.0 Preparation of Automation Rate Flats

6.1 Basic Standards

Automation rate First-Class Mail must be prepared under [6.0](#) and meet the eligibility standards for the rate claimed; trays must bear the appropriate barcoded container labels under [708.6.0, *Barcoding Standards for Container Labels*](#). Flat-size pieces must be prepared in flat trays.

6.2 Mailings

6.2.1 Automation Rate Pieces

All pieces in a mailing must 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. The definitions of a mailing and permissible combinations are in [1.2](#).

6.2.2 Single-Piece Rate Pieces

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 [202.3.0, *Placement and Content of Mail Markings*](#), 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.

6.3 Marking

All automation rate pieces must be marked under [302](#). Pieces claimed at an automation rate must bear the appropriate class marking. 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 (“single-piece” or “SNGLP”) is applied.

6.4 General Preparation

Except for First-Class Mail prepared under [6.6, *First-Class Mail Optional Tray-Based Preparation*](#), all pieces must be prepared in bundles. Bundles may contain fewer pieces than the bundle 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 bundle contains fewer pieces than the minimum bundle size for the above reasons.

6.5 First-Class Mail Required Bundle-Based Preparation

6.5.1 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 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 X or OEL.

6.5.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); full trays (no overflow); labeling:
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.0, *Barcoding Standards for Container Labels*](#), for overseas military mail).
 2. Line 2: "FCM FLTS 5D BC."
- b. 3-digit (required); full trays (no overflow); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "FCM FLTS 3D BC."
- c. Origin 3-digit(s) (required); no minimum; labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "FCM FLTS 3D BC."
- d. ADC (required); full trays (no overflow); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "FCM FLTS ADC BC."
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by city, state, and 3-digit ZIP Code prefix in Column C. (Use "MXD" instead of "OMX" in the destination line and ignore Column B).
 2. Line 2: "FCM FLTS BC WKG."

6.6 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); 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 [4.3c](#)). (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); 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); 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.



335.6.7

- e. Mixed ADC (required); no minimum for rate eligibility. Group pieces by ADC. For Line 1 use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B). Mailers using a MLOCR/barcode sorter and submitting standardized documentation need not group pieces by ADC.

6.7 5-Digit Scheme Bundle Preparation

Pieces meeting the automation-compatibility criteria in [301.3.0, *Physical Standards for Automation Flats*](#), may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in [L007](#). These bundles must meet the additional standards in [1.4e, *Preparation Definitions and Instructions*](#).

6.8 Cotraying and Cobundling With Presorted Rate Mail

Except for mailings prepared under the tray-based preparation option in [6.6](#), 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 cotraying standards in [705.9.0](#). Automation rate pieces may be cobundled with Presorted rate pieces under the standards in [705.11.0](#).

336 Enter and Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

1.0 Deposit

1.1 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.

1.2 Time and Location of Deposit

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 [604.4.5.3](#). Permit imprint mail must be deposited under [604.5.0](#) and [705, *Advanced Preparation and Special Postage Payment Systems*](#).

1.3 Approved Collections

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.

1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

2.0 Verification

2.1 USPS Verification and Mailer Correction

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.

2.2 Timeframe for Corrective Action

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



336.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date.

2.3 Payment at Single-Piece Rate Rather than Correcting Errors

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.

340 Discount Flats Standard Mail

343 Rates and Eligibility

344 Postage Payment and Documentation

345 Mail Preparation

346 Enter and Deposit

343 Rates and Eligibility

Overview

- 1.0 Rates and Fees for Standard Mail
- 2.0 Content Standards for Standard Mail Flats
- 3.0 Basic Standards for Standard Mail Flats
- 4.0 Rate Eligibility for Standard Mail
- 5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats
- 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats
- 7.0 Additional Eligibility Standards for Automation Rate Standard Mail Flats

1.0 Rates and Fees for Standard Mail

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Standard Mail Rate Application

Standard Mail rates are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece rate applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A rate determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.



343.1.3

1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece rate	None	\$0.187	\$0.205	\$0.249	\$0.335	\$0.392	\$0.424	\$0.477	\$0.363	\$0.427	\$0.461	\$0.515
	DBMC	0.154	0.172	0.216	0.302	0.359	0.391	0.444	0.330	0.394	0.428	0.482
	DSCF	0.145	0.163	0.207	0.293	0.350	0.382	---	0.321	0.385	0.419	---
	DDU	0.136	0.154	0.198	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.621	0.621	0.621	0.739	0.739	0.739	0.739	0.739	0.739	0.739	0.739
	DBMC	0.462	0.462	0.462	0.580	0.580	0.580	0.580	0.580	0.580	0.580	0.580
	DSCF	0.418	0.418	0.418	0.536	0.536	0.536	---	0.536	0.536	0.536	---
	DDU	0.373	0.373	0.373	---	---	---	---	---	---	---	---
+ per piece rate		+	+	+	+	+	+	+	+	+	+	
		0.059	0.077	0.121	0.186	0.243	0.275	0.328	0.213	0.277	0.311	0.365

1. Flat-size pieces with certain characteristics (see 301.1.3 through 1.5) are subject to not flat-machinable or parcel rates.
2. For ECR flats with a detached address label, add \$0.015 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece rate	None	\$0.118	\$0.136	\$0.180	\$0.212	\$0.269	\$0.301	\$0.354	\$0.237	\$0.301	\$0.335	\$0.389
	DBMC	0.085	0.103	0.147	0.179	0.236	0.268	0.321	0.204	0.268	0.302	0.356
	DSCF	0.076	0.094	0.138	0.170	0.227	0.259	---	0.195	0.259	0.293	---
	DDU	0.067	0.085	0.129	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.432	0.432	0.432	0.622	0.622	0.622	0.622	0.622	0.622	0.622	0.622
	DBMC	0.273	0.273	0.273	0.463	0.463	0.463	0.463	0.463	0.463	0.463	0.463
	DSCF	0.229	0.229	0.229	0.419	0.419	0.419	---	0.419	0.419	0.419	---
	DDU	0.184	0.184	0.184	---	---	---	---	---	---	---	---
+ per piece rate		+	+	+	+	+	+	+	+	+	+	
		0.029	0.047	0.091	0.086	0.143	0.175	0.228	0.111	0.175	0.209	0.263

1. Flat-size pieces with certain characteristics (see 301.1.3 through 1.5) are subject to not flat-machinable or parcel rates.
2. For ECR flats with a detached address label, add \$0.015 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

1.5 Fees**1.5.1 Presort Mailing Fee**

Mailing fee, per 12-month period: \$175.00.

1.5.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.”

WEIGHTED FEE	
Single Piece Weight Not Over (ounces)	Weighted Fee per Piece¹
1	\$1.98
2	2.40
3	2.82
4	3.24
5	3.66
6	4.08
7	4.50
8	4.92
9	5.34
10	5.76
11	6.18
12	6.61
13	7.03
Over 13 but under 16	11.38

1. Weighted fee equals single-piece First-Class Mail or Priority Mail rate multiplied by 2.472.

1.6 Computing Postage – Standard Mail**1.6.1 Weight**

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.

1.6.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, 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. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.



1.6.3 Net Postage

Postage is computed at the applicable rates on the entire mailing to be mailed at one time. The net postage rate is either the applicable minimum per piece rate or the piece/pound rate, as adjusted for any discounts and surcharges.

1.6.4 Per Piece and Per Pound Charges

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 [1.2, Standard Mail Rate Application](#). 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.

1.6.5 Computing Affixed Postage

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.

1.6.6 Permit Imprint

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.

2.0 Content Standards for Standard Mail Flats

2.1 Definition and Weight

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.

2.2 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.

- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [333.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

2.5 Attachments and Enclosures

2.5.1 Invoice

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.

2.5.2 Incidental First-Class Attachments and Enclosures

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. Incidental First-Class matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). 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.

2.5.3 Nonincidental First-Class Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail rates, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). 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.

2.5.4 Nonincidental First-Class Attachments

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 (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal



343.2.5.5

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.

2.5.5 Attachment of Other Standard Mail Matter

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the rate markings and endorsements permitted for the rate claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#).
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

2.6 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.

3.0 Basic Standards for Standard Mail Flats

3.1 Description of Service

3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

3.1.2 Minimum Quantity

Standard Mail provides economical rates for mailings of 200 or more pieces or 50 or more pounds of mail.

3.2 Defining Characteristics

3.2.1 Weight, Shape, Flexibility, and Uniform Thickness

All Standard Mail pieces must weigh less than 16 ounces. Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable rates (see [401](#)).

3.2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

3.2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

3.2.4 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

3.2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.

3.2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and Delivery Confirmation service (parcels only). See information regarding extra services in [503](#).



3.2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

3.2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

3.3 Additional Basic Standards for Standard Mail

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.6](#), *Residual Volume Requirement*, for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.
- c. 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 cosacked under [705.9.0](#), *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*. Separate automation, Presorted, and Enhanced Carrier Route mailings of flats may be co-containerized under [705](#).
- 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 addressing format is used subject to [602.3.0](#), *Use of Alternative Addressing*. Detached address labels may be used subject to [602.4.0](#), *Detached Address Labels (DALs)*.
- f. Postage must be paid under [344.1.0](#) through [344.3.0](#) in *Postage Payment and Documentation* 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 [344.4.2](#) 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 [302.4.0](#), *Barcode Placement*, [708.4.0](#), *Standards for POSTNET and Intelligent Mail Barcodes*, and [708.3.0](#), *Coding Accuracy Support System (CASS)*.
- j. 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.



3.4 Presort Mailing Fees

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.

3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [345.1.0, General Information for Mail Preparation](#). 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.

3.6 Residual Volume Requirement

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.

3.7 Residual Mail Subject to First-Class or Priority Mail Rates

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 [344.1.0, Basic Standards for Postage Payment](#), are met.



3.8 ZIP Code Accuracy

3.8.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.8.1d, Basic Standards](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.8.2, USPS-Approved Methods](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

3.8.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.6.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

3.8.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Rate Eligibility for Standard Mail

4.1 General Information

All Standard Mail rates are presorted rates (including all nonprofit rates). These rates apply to mailings meeting the basic standards in 2.0 through 4.0 and the corresponding standards for Presorted rates under 3.0 and 5.0, Enhanced Carrier Route rates under 6.0, automation rates under 7.0, or Customized MarketMail rates under 705.1.0. Except for Customized MarketMail pieces, destination entry discount rates are available under 346.2.0 through 346.5.0. Nonprofit rates may be used only by organizations authorized by the USPS. 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.

4.2 Minimum Per Piece Rates

The minimum per piece rates (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. In applying the minimum per piece rates, a mailpiece is categorized as a letter based on whether the piece meets the letter-size standard in 201.1.0, without regard to placement of the address on the piece, except under these conditions:
 1. If the piece meets both the definition of a letter in 201.1.1.1 and the definition of an automation flat in 301.3.0, the piece may be prepared and entered at an automation flat rate.
 2. Pieces mailed as Customized *MarketMail* under 705.1.0 must pay Regular or Nonprofit Standard Mail 5-digit nonentry rates for Not Flat-Machinable pieces and must not exceed 3.3 ounces.
- 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. Except for Customized MarketMail pieces, 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 346. DDU rates are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route rates. See 1.0 for individual per piece rates.

4.3 Piece/Pound Rates

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. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. 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. There are separate per pound rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route). 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 [346](#).

4.4 **Shape, Flexibility, and Uniform Thickness**

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels or Not Flat-Machinable pieces and pay parcel or Not Flat-Machinable rates (see [401](#)).

5.0 Additional Eligibility Standards for Nonautomation Standard Mail Flats

5.1 **Basic Standards**

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted rate mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Rates and Eligibility*.
- b. Except as provided in [3.6](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed 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 and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.8](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Be marked, sorted, and documented as specified in [345](#), *Mail Preparation*, or [705](#), *Advanced Preparation and Special Postage Payment Systems*.

5.2 **Rate Application**

Presorted rates for Regular and Nonprofit Standard Mail apply to flats that meet the eligibility standards in [2.0](#) through [4.0](#) and the preparation standards in [705](#), *Advanced Preparation and Special Postage Payment Systems*.

5.3 **5-Digit Rates for Flats**

The 5-digit rate applies to flat-size pieces:

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a 5-digit/scheme sack containing at least 125 pieces or 15 pounds of pieces.
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.

- c. In a 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; properly placed in a merged 5-digit/scheme or 5-digit sack under [705.10.0](#).

5.4 **3-Digit Rates for Flats**

The 3-digit rate applies to flat-size pieces:

- a. In a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable, or in a 3-digit/scheme bundle of 10 or more pieces; properly placed in a 3-digit sack of at least 125 pieces or 15 pounds of pieces.
- b. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 3-digit/scheme bundle of 10 or more pieces.

5.5 **ADC Rates for Flats**

ADC rates apply to flat-size pieces:

- a. In a 5-digit/scheme, 3-digit/scheme, or ADC bundle of 10 or more pieces properly placed in an ADC sack of at least 125 pieces or 15 pounds of pieces.
- b. In an optional 3-digit/scheme origin/entry sack.
- c. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in an ADC bundle of 10 or more pieces; properly placed on an ADC pallet.

5.6 **Mixed ADC Rates for Flats**

Mixed ADC rates apply to flat-size pieces in bundles that do not qualify for 5-digit, 3-digit, or ADC rates; placed in mixed ADC sacks or on ASF, BMC, or mixed BMC pallets under [705.8.0](#).

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

6.1 **General Enhanced Carrier Route Standards**

6.1.1 **Optional Preparation**

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.

6.1.2 **Basic Eligibility Standards**

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Rates and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [345.6.0, Preparing Enhanced Carrier Route Flats](#), or [705.8.0, Preparing Pallets](#).



343.6.2

- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The carrier route accuracy standard in [6.2](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 3. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) in *Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats* and in [345.6.9](#), *Delivery Sequence Standards*, and [345.6.10](#), *Delivery Sequence Documentation*.
- f. Meet the applicable documentation and postage payment standards in [344](#), *Postage Payment and Documentation*, and [1.6](#), *Computing Postage — Standard Mail*.
- g. Enhanced Carrier Route rate mail may not be more than 12 inches high, 15 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 [602.4.0](#).

6.2 Carrier Route Code Accuracy

6.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates under [6.2.1d](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [6.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail Enhanced Carrier Route rates, regardless of any required surcharge, must meet the carrier route accuracy standard.

6.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0](#), *Address Information*

[System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#). Printed Carrier Route Files (schemes) may be used for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation rates.

6.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

6.3 Basic Rate Enhanced Carrier Route Standards

6.3.1 Sequencing

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 [345.6.9, Delivery Sequence Standards](#), and [345.6.10, Delivery Sequence Documentation](#)).

6.3.2 Basic Rate Eligibility

Basic rates apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).
- 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.
- d. Entered at a destination delivery unit as unsacked bundles, according to preparation standards in [345.2.0](#) and entry standards in [346.5.0](#).

6.4 High Density Enhanced Carrier Route Standards

6.4.1 Basic Eligibility Standards for High Density Rates

All pieces mailed at high density rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- 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.

6.4.2 High Density Rates for Flats

High density rates apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.



343.6.5

- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack.

6.5 Saturation Enhanced Carrier Route Standards

6.5.1 Basic Eligibility Standards for Saturation Rates

All pieces mailed at saturation rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- 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 [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

6.5.2 Saturation Rates for Flats

Saturation rates apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparing Pallets](#), [705.10.0, Merging Bundles of Flats in Sacks and Pallets Using the City State Product](#), [705.12.0, Merging Bundles of Flats on Pallets Using a 5% Threshold](#), or [705.13.0, Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold](#).
- 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.

7.0 Additional Eligibility Standards for Automation Rate Standard Mail Flats

7.1 Basic Eligibility Standards for Automation Rate Standard Mail

[5-1-07] All pieces in a Regular Standard Mail or Nonprofit Standard Mail automation rate mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Rates and Eligibility](#).
- 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).
- c. Be in the same processing category and meet the physical standards in [301.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:



1. The address matching and coding standards in [7.3, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate ZIP+4 or delivery point barcode, or Intelligent Mail barcode with a ZIP+4 or delivery point routing code, meeting the standards in [302.4.0, Barcode Placement](#), and [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), either on the piece or on an insert showing through a window.
- f. Be marked, sorted and documented as specified in [345.7.0](#), and [705.8.0](#) through [705.13.0](#).
- g. Meet the applicable documentation and postage payment standards in [344](#).

7.2 Rate Application

Automation rates apply to each piece properly sorted into qualifying groups:

- a. The 5-digit rate applies to flat-size pieces in a 5-digit/scheme bundle of 10 or more pieces, or 15 or more pieces, as applicable.
- b. The 3-digit rate applies to flat-size pieces in a 3-digit/scheme bundle of 10 or more pieces.
- c. The ADC rate applies to flat-size pieces in an ADC bundle of 10 or more pieces.
- d. The mixed ADC rate applies to flat-size pieces in mixed ADC bundles (no minimum).

7.3 Address Standards for Barcoded Pieces

7.3.1 Basic Address Standards for Barcodes

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

7.3.2 Numeric ZIP+4

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

7.3.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.2](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

7.3.4 Address Elements

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 Product.



7.3.5 Firm Name

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 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, 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 Product 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 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

7.3.6 Secondary Designator

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 Product. 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 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

7.3.7 Rural and Highway Contract Routes

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 Product. 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.

7.3.8 Post Office Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

7.4 Enclosed Reply Cards and Envelopes

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 [201.3.0, *Physical Standards for Automation Letters and Cards*](#), 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.



344 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats](#)
- [3.0 Postage Payment for Automation Flats](#)
- [4.0 Mailing Documentation](#)
- [5.0 Residual Pieces](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.5.0), or precanceled stamps (604.3.0). 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.

2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

2.1 Identical-Weight Pieces

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 4.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance.

2.2 Nonidentical-Weight Pieces

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.

2.3 Combined Rate

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 Postage Payment for Automation Flats

3.1 All Pieces

Unless authorized by the USPS under [705.2.0](#) through [705.5.0](#) in *Advanced Preparation and Special Postage Payment Systems* and [705.15.0](#), *Plant-Verified Drop Shipment*, 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 postage statement.

3.2 Adding Additional Postage

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).

3.3 Nondenominated Precanceled Stamps

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](#).

3.4 Precanceled Stamps at Lower Denominations

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](#).

3.5 Mixed Rate Mailing Documentation

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 [4.0](#). 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 Mailing Documentation**4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. 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.



4.4 Preparing Documentation

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.

4.5 Multiple Standards

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.

4.6 Standard Format for Documentation

Standard Mail 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 [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

4.7 Providing Additional Information

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 PCSC under [607.2.0](#).

4.8 Reporting Multiple Mailings on One Statement

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 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.

4.9 Facsimile Postage Statements

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. 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-R, 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.

5.0 Residual Pieces

5.1 Residual Standard Mail Subject to First-Class Rates

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-R. These pieces are reported in Part C on Form 3600-R under the heading “From Standard Mail mailing.”
- 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 Form 3600-R under the heading “From Standard Mail mailing.” 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.

5.2 Residual Standard Mail Subject to Priority Mail Rates

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 Part E of Form 3600-R on the line titled “Pieces From Standard Mail mailing” 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.

345 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks and Trays](#)
- [4.0 Sack and Tray Labels](#)
- [5.0 Preparing Nonautomation Flats](#)
- [6.0 Preparing Enhanced Carrier Route Flats](#)
- [7.0 Preparing Automation Rate Flats](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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 bundle reallocation for Standard Mail flats on pallets (see [705.8.0](#)), mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or 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 be combined, palletized, reported, or deposited together.
- b. Except as provided in [343.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
 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.
8. Customized MarketMail and any other type of mail.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: 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 [L007](#).
- d. *5-digit scheme carrier routes (pallets and sacks) for Standard Mail flats*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *Merged 5-digit sacks*: the carrier route bundles and/or automation rate 5-digit bundles and/or Presorted rate 5-digit bundles 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 bundles with automation rate 5-digit bundles and Presorted rate 5-digit bundles in the same 5-digit container.
- f. *Merged 5-digit pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles).
- g. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or automation rate 5-digit bundles and/or Presorted rate 5-digit bundles 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 bundles and/or the Presorted rate 5-digit bundles 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 bundles with automation rate 5-digit bundles and Presorted rate 5-digit bundles in the same 5-digit container.
- h. *Merged 5-digit scheme pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#).
- i. *5-digit metro pallets for Standard Mail flats*: the 5-digit ZIP Codes on pieces in carrier route, automation rate, and presorted rate bundles are all destined for the same mail processing facility listed in [L006](#).
- j. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).

- k. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- l. *Origin/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. Separation is optional for each such 3-digit area.
- m. *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.
- n. *Origin/optional entry SCF*: the separation includes bundles 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.
- o. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- p. *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](#)).
- q. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC.
- r. *Residual pieces/bundles/sacks*: contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow preparation to a particular destination, and usually does not qualify for a presort rate.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.
- 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* sack is defined in the standards for the class and rate claimed.



345.1.4

- f. *A 5-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0 yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in L007 and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats, then prepare all possible 5-digit bundles and sacks. 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 required. Bundles 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. Label mailpieces using an optional endorsement line (OEL) under 708.7.0. Place bundles in appropriate containers using the OEL "label to" 5-digit ZIP Code.*
- g. *A 5-digit scheme carrier routes sort for Enhanced Carrier Route rate Standard Mail flats prepared in sacks or as bundles 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 bundles 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 bundles of Enhanced Carrier Route Standard Mail flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.*
- h. *A 5-digit scheme sort for Standard Mail flats prepared as bundles on pallets yields 5-digit scheme pallets containing automation rate and nonautomation rate 5-digit bundles for those 5-digit ZIP Codes listed in L001 and yields 5-digit pallets containing automation rate and nonautomation rate 5-digit bundles for other areas. 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 bundles 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 Standard Mail flats. The 5-digit scheme sort may not be used for other mail prepared on pallets, except for 5-digit bundles 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.*
- i. *A merged 5-digit sort for Standard Mail flats prepared in sacks yields merged 5-digit sacks that contain carrier route bundles and/or automation rate 5-digit bundles, and/or Presorted rate 5-digit bundles 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 bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles in the same 5-digit sack or pallet. The merged 5-digit sort is optional for Standard Mail flats prepared in sacks. Sacks prepared for a merged 5-digit destination that contain only a*



- single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only Presorted rate 5-digit bundle(s)) or that contain only two rate levels of bundle(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 bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles in the same 5-digit container.
- j. *A merged 5-digit sort for Standard Mail flats prepared as bundles on pallets yields merged 5-digit pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or Presorted rate 5-digit bundles). The merged 5-digit sort is optional for Standard Mail flats prepared in sacks under [705.10.0](#). Sacks or pallets prepared for a merged 5-digit destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only Presorted rate 5-digit bundle(s)) or only two rate levels of bundle(s) are still considered to be merged 5-digit sorted and must be labeled accordingly.*
 - k. *A merged 5-digit scheme sort for Standard Mail flats prepared in sacks under [705.10.0](#) yields merged 5-digit scheme sacks that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or Presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Sacks prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in [L001](#).*
 - l. *A merged 5-digit scheme sort for Standard Mail flats prepared as bundles on pallets under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#) yields merged 5-digit scheme pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Pallets prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only Presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in [L001](#).*
 - m. *A 5-digit metro sort for Standard Mail flats prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation rate and/or presorted bundles) 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](#).

- n. A 3-digit scheme sort for flats meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats, then prepare all possible 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Label mailpieces using an OEL under [708.7.0](#). Place 3-digit scheme bundles in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code.
- o. An *origin 3-digit* (or *origin 3-digit scheme*) tray 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. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- p. 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. Bundles 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.
- q. 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. Bundles 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.
- r. *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.
- s. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- t. 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 bundle or in a single container (sack or 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 bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. 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.

- u. *Cobundling* is an alternate preparation method available under [705.11.0](#) for Standard Mail that allows the combining of flat-size automation rate and Presorted rate pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Customized MarketMail.
- b. Bundles placed in or on 5-digit or 5-digit scheme ([L001](#)) sacks or pallets.
- c. Bundles placed in carrier route and 5-digit carrier routes sacks.
- d. Bundles of mailpieces at carrier route rates entered at a destination delivery unit (DDU).
- e. Bundles of Standard Mail flat-size pieces prepared in letter trays under [3.4](#).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.4](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.



2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles 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 bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles in Sacks

In addition to the standards in 2.5, mailers must prepare and secure bundles placed in sacks as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Measure bundles at the lowest (thinnest) point to determine the bundle height.
- c. Except under 6.5 for multi-carrier routes bundles, a bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (for example, if a piece is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high, even though the maximum bundle height is 8 inches).
- d. Bundles of pieces with covers of “coated stock” (for example, magazines or catalogs with glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:
 1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.
 2. Bundles 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.
- e. Bundles of pieces with outer surfaces of “uncoated stock” are subject to these conditions:
 1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).
 2. “Uncoated stock” refers to pieces with outer surfaces composed of material other than paper (such as plastic, cloth, or fiberboard) and also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock, such as an envelope or polybag.

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of flat-size pieces at destination delivery units (DDUs) if all the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).
 2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.



345.2.8

- b. Mailers must prepare bundles to comply with standards in [2.1](#) through [2.5](#) and [2.8](#) through [2.13](#).
- c. Mailers must enter bundles at DDUs according to standards in [346.5.0](#).

2.8 Exception to Bundle Preparation—Full Single-Sort-Level Trays

When mailers prepare flats in letter trays under [3.4](#), mailers need not prepare bundles when placing mail in a full tray if none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if it would have all been prepared in ADC bundles to the same destination.

2.9 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles 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). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and specific weight and height limits in [2.6](#) if placed in sacks.

2.10 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle 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 bundle 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 bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.11 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

2.12 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information

lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.13 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles 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., “STD FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office.

3.0 Sacks and Trays

3.1 Standard Containers

Mailings must be prepared in sacks except when permitted to be prepared in letter trays under [3.4](#) and under other applicable standards in this section. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Sack Preparation

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.

3.3 Tray Sizes

These approximate measurements define the letter tray sizes that apply to all Standard Mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

3.4 Preparing Flats in Letter Trays

Standard Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:



345.3.4

- a. At least 90% of the mailing job must be claimed at automation rates or Enhanced Carrier Route rates. No more than 10% of the mailing job may be claimed at Presorted rates. The following minimum volumes for Standard Mail must be met:
 1. For the portion claimed at automation nonletter rates, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted rates, no separate minimum is required.
 2. For any portion claimed at Enhanced Carrier Route nonletter rates, a separate 200-piece minimum must be met.
- b. Automation rate pieces must meet the applicable flat-size dimensions in [301.3.0](#). Presorted and Enhanced Carrier Route pieces must meet the flat-size dimensions in [301.1.0](#).
- c. The pieces must fit completely within the dimensions for height and the bottom (floor) dimensions for length and width specified in [3.3, Tray Sizes](#), for a managed mail (MM) letter tray or an extended managed mail (EMM) letter tray. If a single row of pieces is placed in a tray, all pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray. If two rows of pieces are placed in a tray, the rows must be parallel to each other and to the length of the tray and all pieces must be upright, faced toward the end of the tray, and perpendicular to the length of the tray. Other applicable standards in [245.3.3, Letter Tray Preparation](#), must also be met.
- d. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [4.8](#), with Line 1 and Line 2 information as required for flat-size mail in sacks. Each label must contain a barcode as specified in [708.6.2.3](#) and the content identifier number required in [Exhibit 708.6.1](#) for the same type of flat-size mail prepared in sacks.
- e. All mail prepared under [5.0, Preparing Nonautomation Flats](#), [6.0, Preparing Enhanced Carrier Route Flats](#), or [7.0, Preparing Automation Rate Flats](#), must be bundled except for full 5-digit trays and full carrier route trays. The exception to bundling in [2.8, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), may be used for other sort levels. All mail prepared under [705.9.0, Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks](#), must be bundled.
- f. All mail in the mailing job must be trayed. Sacking is not permitted except when the required minimum pallet load in [705.8.5.3](#) cannot be met.
- g. All trays must be palletized under [705.8.10.2](#), except for mail prepared in trays for Priority Mail or Express Mail drop shipment or for mail prepared and claimed at Enhanced Carrier Route destination delivery unit rates. Trays of letter-size pieces must not be placed onto pallets with trays of flat-size pieces. Pallet labels must identify the mail as flat-size pieces.
- h. All other applicable standards in [5.0, Preparing Nonautomation Flats](#), [6.0, Preparing Enhanced Carrier Route Flats](#), [7.0, Preparing Automation Rate Flats](#), or [705.9.0](#) must be met, including required preparation sequence and use of sack minimums as tray minimums.

3.5 Tray Sleevling and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under [3.6](#), 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.

3.6 Strapping Exception

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 letter tray or for any letter tray that originates and destines in the same SCF (mail processing plant) service area.

3.7 Origin/Entry 3-Digit Sacks

After all finer sort levels are prepared, an origin/entry 3-digit sacks must be prepared to contain any remaining mail for each 3-digit area serviced by the SCF serving the post office where the mail is verified (origin), and may be prepared for each 3-digit 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 3-digit area.

4.0 Sack and Tray Labels**4.1 Basic Standards**

Sack and tray labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Use 2-inch labels for trays.
- e. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- f. Container labels for automation rate mailings are subject to [4.8](#) and [708.6.0.Line 1 \(Destination Line\)](#)

Line 1 (destination line) must meet these standards:

- g. *Placement.* Line 1 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 of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- h. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).



345.4.2

- i. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.2 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack and tray 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
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Standard Mail	STD
Working	WKG

4.3 Line 3 (Office of Mailing or Mailer Information Line)

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.

4.4 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.5 Placement of Extraneous Information

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.

4.6 Sack Label

4.6.1 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- 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; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.6.2 Additional Standards for Barcoded Sack Labels

In addition to 4.7.1, barcoded sack labels must meet the standards in [4.8](#) and [708.6.2](#) (for 2-inch labels) or [345.6.3](#) (for 1-inch labels).

4.7 Tray Labels

4.7.1 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- 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.

4.7.2 Additional Standards for Barcoded Tray Labels

In addition to [4.7.1](#), barcoded tray labels must meet the standards in [708.6.0](#).



4.7.3 Placement of a Tray Label

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.

4.8 Use of Barcoded Sack and Tray Labels

Exhibit 4.8 shows the types of mail requiring barcoded sack or tray labels. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in 4.1.
- b. Mailer-produced barcoded labels must meet the standards in 708.6.0.
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert a barcoded label completely into the label holder on the sack or tray to prevent its loss during transport and processing.

Exhibit 4.8 Required Barcoded Container Labels

RATE OR TYPE	PROCESSING CATEGORY
Standard Mail	
Automation rate	Flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 345.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 345.3.0 option	Flat-size

5.0 Preparing Nonautomation Flats

5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in [5.2](#) through [5.9](#) and to these general standards (automation rate mailings must be prepared under [7.0](#)):

- a. All pieces must be in the flat-size processing category.
- b. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#) and the following:
 1. Subject to the marking standards in [302.2.0](#) and [302.3.0](#), regular Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”) and Nonprofit Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLT,” “ECRWSH,” “ECRWSS,” “AUTO,” or “Single-Piece” (or “SNGLP”).

2. Unless excepted by standard, all pieces must be in the flat-size processing category and must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under [3.0, Sacks and Trays](#).
- c. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0](#) in *Advanced Preparation and Special Postage Payment Systems*.
- d. Sortation determines rate eligibility as specified in [343.5.0](#).

5.2 Required Bundling

Except as provided in [5.4, Loose Packing](#), bundling is required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum bundle size in [5.3, Bundling and Labeling](#). Smaller volumes are not permitted except for mixed ADC bundles.

5.3 Bundling and Labeling

Mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit/scheme (required), see definition in [1.4f](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- b. 3-digit/scheme (required), see definition in [1.4n](#); 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 X or OEL.

5.4 Loose Packing

District managers may authorize loose packing of unbundled pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if bundled. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made in advance through the post office of mailing.

5.5 Required Sacking or Traying

Except as provided in [5.6](#), a sack, or a letter tray under [3.0](#), 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, mailers must apply these methods:
 1. Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
 2. Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.



345.5.6

- b. For nonidentical-weight pieces, mailers must apply either one of these methods:
 1. The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
 2. The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.
- c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied.

5.6 Drop Shipment

A mailer using Priority Mail or Express Mail to drop ship Standard Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

5.7 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); scheme sort required, only for pieces meeting the automation-compatibility criteria in [301.3.0](#), see definition in [1.4f](#); 125-piece or 15-pound minimum; labeling:
 1. Line 1: For 5-digit scheme sacks use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces. (See [4.2](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "STD FLT 5D SCH NON BC." For 5-digit sacks, "STD FLTS 5D NON BC."
- b. 3-digit (required); 125-piece or 15-pound minimum; labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "STD FLTS 3D NON BC."
- c. Origin/entry 3-digits(s) (optional); one-bundle minimum; labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "STD FLTS 3D NON BC."
- d. ADC (required); 125-piece or 15-pound minimum; labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "STD FLTS ADC NON BC."
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L009](#), Column B.
 2. Line 2: "STD FLTS NON BC WKG."

5.8 Cotraying and Cobundling Flats With Automation Rate Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a nonautomation rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under [6.0](#) and the automation rate and nonautomation rate mailings must be prepared under [705.9.0](#), *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*; or 2) all three mailings in the mailing job must be prepared under [705.10.0](#), *Merging Bundles of Flats in Sacks and Pallets Using the City State Product*.
- b. If the mailing job contains an automation rate mailing and a nonautomation rate mailing, then it must be prepared under the cosacking standards in [705.9.0](#).
- c. If the mailing job contains a carrier route mailing and a nonautomation rate mailing, then it must be separately sacked under [5.0](#) and [6.0](#) or prepared using the merged sacking option in [705.10.0](#).
- d. If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under [6.0](#) and [7.0](#) or prepared using the merged sacking option in [705.10.0](#).
- e. Nonautomation rate pieces may be cobundled with automation rate pieces under the standards in [705.11.0](#).

5.9 Merged Containerization of Carrier Route, Automation, and nonautomation Flats

Under the optional preparation in [705.10.0](#), nonautomation rate 5-digit bundles prepared under [5.2](#) through [5.8](#) are cosacked with carrier route rate bundles prepared under [6.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonautomation rate 5-digit bundles are copalletized with carrier route rate bundles prepared under [6.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [5.8a](#) for information on when preparation under [705.10.0](#) may be required.

6.0 Preparing Enhanced Carrier Route Flats

6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in [6.2](#) through [6.7](#) and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [343.2.0](#) through [343.4.0](#) and specific eligibility in [343.6.0](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces must be in the flat-size processing category.
- c. All pieces must meet the applicable general preparation standards in [2.0](#) through [4.0](#) and [302](#), and the following:



1. Subject to the marking standards in [302.](#), Enhanced Carrier Route Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). All pieces must also be marked “ECRLOT” for basic rate, “ECRWSH” for high density rate, or “ECRWSS” for saturation rate.
 2. Generally, flat-size pieces must be in sacks or in bundles on pallets. Certain flat-size pieces may be in letter trays under [3.4](#). When entering flat-size pieces at DDUs, mailers may prepare and transport unsacked, nonpalletized bundles according to standards in [2.7](#).
 3. Pieces must be sequenced according to [6.9](#).
 4. Pieces with a simplified address format must meet the standards in [602.3.0](#), *Use of Alternative Addressing*.
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0](#) in *Advanced Preparation and Special Postage Payment Systems*.
- e. Sortation determines rate eligibility as specified in [343.5.0](#).

6.2 Residual Pieces

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 Mail or Priority Mail rates.

6.3 Carrier Route Bundle Preparation

Prepare carrier route bundles of flat-size mail as follows:

- a. Mailers must prepare only carrier route bundles. Carrier route bundles are not required in full carrier route trays.
- b. Except under [6.4](#), carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following sack or tray levels:
 1. Carrier route tray or sack: No bundle labeling is required.
 2. 5-digit scheme or 5-digit carrier routes tray or sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

6.4 Bundles, Trays, and Sacks With Fewer Than the Minimum Number of Pieces Required

As a general exception to [6.2](#) through [6.7](#), a mailer may prepare a bundle, tray, or sack with fewer than the minimum number of pieces required for a carrier route when they are claiming the saturation rate for the contents and meet the applicable density standard.



6.5 Multi Carrier Routes Bundle

A mailer may combine individual eligible bundles of Standard Mail Enhanced Carrier Route basic rate mail into a multi carrier routes bundle of the same 5-digit ZIP Code under these conditions:

- a. Individual carrier route bundles cannot exceed 1 inch (except for a multi carrier routes bundle under 6.5b) and must be secured with two bands, one around the length and one around the girth.
- b. A multi carrier routes bundle can contain one individual bundle that exceeds 1 inch to serve as an anchor.
- c. The multi carrier routes bundle must meet the standards in 2.3 through 2.6.
- d. The multi carrier routes bundle must be secured with at least two bands, one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or more bands.
- e. The multi carrier routes bundle must be labeled with an optional endorsement line (OEL). The top bundle must contain the carrier route information for the individual bundle preceded by the endorsement "Multi" and two asterisks (e.g., *****Multi**C-001).
- f. A multi carrier routes bundle that exceeds the maximum heights in 2.6 by less than the thickness of an individual carrier route bundle (e.g., 1 inch or less) meets the standards.

6.6 Required Sack Minimums

When sacking is required, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first. The following conditions apply:

- 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 6.6b, *Required Sack Minimums* ("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.



345.6.7

6.7 Sack Preparation

Preparation sequence, sack size, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [f.](#) for overseas military mail).
 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: city, state, and 5-digit ZIP Code on mail (see [f.](#) for overseas military mail).
 2. Line 2: “STD FLTS CR-RTS.”

6.8 Merged Containerization of Carrier Route, Automation, and Presorted Rate Flats

Under the optional preparation in [705.10.0](#), carrier route rate bundles are cosacked with Presorted rate 5-digit bundles prepared under [5.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route rate bundles prepared under [6.3](#) and [6.3](#) are copalletized with Presorted rate 5-digit bundles prepared under [5.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted rate pieces may be cobundled with automation rate pieces under [705.11.0](#).

6.9 Delivery Sequence Standards

6.9.1 Basic Standards

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 [6.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

6.9.2 Missing Addresses

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.

6.9.3 Updating Walk Sequence Information—General

Walk-sequence rate pieces prepared with other than a simplified address format under 6.9.4 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, Second Generation (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

6.9.4 Updating Walk Sequence Information for Simplified Addressing

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.

6.9.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates.

6.9.6 Updating Line-of-Travel Sequence Information

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. 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 eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code 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.

6.10 Delivery Sequence Documentation

6.10.1 Basic Standards

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 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. DSF² invoice or documentation.



345.6.10.2

- 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 [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

6.10.2 High Density

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.

6.10.3 Saturation Density—Simplified Address Mail

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.

6.10.4 Saturation Density—Other Mail

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.

6.10.5 Both Rates

If a mailing contains pieces qualifying for both walk-sequence rates, the documentation required by [6.10.2, High Density](#), and either [6.10.3, Saturation Density—Simplified Address Mail](#), or [6.10.4, Saturation Density—Other Mail](#), 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.

6.10.6 Carrier Route Rate

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by [6.10.2](#) through [6.10.5 in Delivery Sequence Documentation](#), 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.

7.0 Preparing Automation Rate Flats

7.1 Basic Standards

Flat-size automation rate Standard Mail must be prepared under [7.0](#) and the eligibility standards for the rate claimed. Trays and sacks must bear the appropriate barcoded container labels under [4.8](#).

7.2 Mailings

All pieces in a mailing must meet the standards in [301.3.0, *Physical Standards for Automation Flats*](#), and be sorted together to the finest extent required. Standard Mail mailings may include pieces prepared at automation 3/5 and basic rates. The definitions of a mailing and permissible combinations are in [1.2](#).

7.3 Marking

All Standard Mail automation rate pieces must be marked under [302](#). Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in [302.2.0](#), “AUTO.” Pieces not claimed at an automation rate must not bear “AUTO” unless single-piece rate postage is affixed or the corrective single-piece rate marking “Single-Piece” or “SNGLP” is applied.

7.4 Standard Mail Bundle Preparation

7.4.1 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit/scheme (required); see definition in [1.4f](#):
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; OEL required.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; OEL required.
- b. 3-digit/scheme (required); see definition in [1.4n](#); 10-piece minimum; OEL required.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

7.4.2 Required Sacking

A sack, or a letter tray under [3.0](#), 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



345.7.4.3

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 [7.4.2b](#) (“BOTH”).

7.4.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (required); see definition in [1.4f](#); 125-piece or 15-pound minimum, labeling:
 1. Line 1: For 5-digit scheme sacks use [L007](#), Column B. For 5-digit sacks use city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “STD FLTS 5D SCH BC.” For 5-digit sacks, “STD FLTS 5D BC.”
- b. 3-digit (required); 125-piece/15-pound minimum; labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “STD FLTS 3D BC.”
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin and entry); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “STD FLTS 3D BC.”
- d. ADC (required); 125-piece/15-pound minimum; labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: “STD FLTS ADC BC.”
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L009](#), Column B.
 2. Line 2: “STD FLTS BC WKG.”

7.5 Scheme Bundle Preparation

Pieces meeting the automation compatibility criteria in [301.3.0](#) may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Code combinations identified in [L008](#). These bundles must meet the additional standards in [1.4f](#).

7.6 Merged Containerization With Presorted and Carrier Route Flats

When the conditions and preparation standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles 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. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Automation rate pieces may be cobundled with nonautomation rate pieces under [705.11.0](#).

7.7 Exception—Automation and Nonautomation Pieces on Pallets

When the physical dimensions of mailpieces in a Standard Mail mailing meet the definition of both a letter-size piece under [201.1.1.1](#) and an automation flat-size piece under [301.3.0](#), the entire job may be prepared, merged, and palletized under [705.9.0](#) through [705.11.0](#), [705.12.0](#), and [705.13.0](#) if the applicable standards are met. The nonautomation portion is all paid at nonautomation flat-size rates for Standard Mail. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under [705.11.0](#). As an alternative to [705.9.0](#) through [705.11.0](#), [705.12.0](#), and [705.13.0](#), if a portion of the job is prepared as palletized automation flats, the nonautomation portion may be prepared as palletized flats at nonautomation flat-size rates and at Enhanced Carrier Route flat-size rates. The nonautomation rate pieces that cannot be placed on BMC or finer level pallets may be prepared as flats in sacks and paid at the appropriate nonautomation flat-size rates. As provided in [343.5.0](#), the following minimum volumes for Standard Mail must be met for this alternative to [705.9.0](#) through [705.11.0](#), [705.12.0](#), and [705.13.0](#):

- a. For the portion claimed at automation flat-size rates, a separate 200-piece minimum must be met. For any portion of the job claimed at nonautomation rates, no separate minimum is required.
- b. For any portion claimed at Enhanced Carrier Route flat-size rates, a separate 200-piece minimum must be met.

346 Enter and Deposit

Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

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 [705.15.0](#). 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 [705.18.0](#). Nonprofit Standard Mail must be presented only at post offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

1.2 Separation of Mailing

Pieces at different rates (e.g., 3/5 and basic) may be combined in the same mailing as provided in [345.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same flat-size processing category, are part of the same mailing job, and are presented for verification at the same time.

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces as defined in [705.1.0](#), Regular, Nonprofit, Enhanced Carrier Route, and Nonprofit Enhanced Carrier Route Standard Mail pieces meeting the basic standards in [343.2.0](#) through [343.4.0](#) may qualify for the destination BMC, SCF, or DDU entry rates, as applicable, if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#). Only one destination reduction may be claimed for each piece. An individual pallet may contain mail claimed at different destination entry rates.

2.2 Minimum Volume

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



346.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3602 postage statement.
- c. Separate Standard Mail mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office 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.
- e. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the 200-piece or 50-pound minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry post office if there is a total of at least 200 pieces or 50 pounds of Presorted rate mail, 200 pieces or 50 pounds of automation rate mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file listed on Form 3602 and Form 3602-C (or a postage statement register).

2.3 Postage Payment

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.

2.4 Office of Mailing

Unless the mailing is paid and deposited as a metered mail drop shipment (see [705.18.0](#)) or a plant-verified drop shipment (see [705.15.0](#)), 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.

2.5 Documentation

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.

2.6 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

2.7 Verification

2.7.1 Place

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.

2.7.2 Mail Separation and Presentation

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

2.7.3 Form 8125

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.

2.7.4 At BMC

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.

2.7.5 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

2.7.6 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.



346.2.7.7

2.7.7 Volume Standards

Except as permitted for a local mailer under [2.8.13](#), 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.

2.8 Deposit

2.8.1 Time and Location of Deposit

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

2.8.2 Freight

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

2.8.3 Appointments

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

- a. Except for a local mailer under [2.8.13](#) 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 ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

2.8.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry rate mail under [2.8.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.8.5 Adherence to Schedule

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

2.8.6 Redirection by USPS

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.

2.8.7 Redirection at Mailer's Request

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.

2.8.8 Recurring Appointments

Recurring refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date



346.2.8.9

mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.8.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
 3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
 4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

2.8.10 Drop and Pick

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

2.8.11 Demurrage

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

2.8.12 Appeals

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

2.8.13 Exception for Local Mailer

The restrictions in [2.7.7, Volume Standards](#), and [2.8.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#).

3.0 Destination Bulk Mail Center (DBMC) Entry**3.1 Definition**

[4-12-07] For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1, BMC/ASF—DMBC Rate Eligibility](#).



Exhibit 3.1 BMC/ASF—DMBC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149	ASF Buffalo NY 140
150-168, 260-266, 439-449	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856-857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.2 Eligibility

Pieces in a mailing that meet the standards in 2.0 and 3.0 are eligible for the DBMC 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 3.1; 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 3.1](#)). If bundles of flats on pallets are reallocated from an ASF pallet to a BMC pallet under [705.8.14](#), mail for the ASF ZIP Codes placed on the BMC pallet is not eligible for the DBMC rates. DBMC rate mail also must be eligible for Presorted, automation, or Enhanced Carrier Route rates, subject to the corresponding standards for those rates.

3.3 Eligibility for ADC Mailpieces

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

3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays

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

- a. All pieces in the bundle, sack, or tray must destinate within the ASF or BMC service area shown in [Exhibit 3.1](#).
- b. Use labeling list [L009](#) when labeling bundles, sacks, or trays containing such pieces.
- c. Pieces claiming DBMC rates and any mixed ADC pieces not claiming DBMC rates must be prepared in separate mixed ADC bundles, sacks, or trays.
- d. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to meet the standards in [3.4](#).

3.5 Vehicles

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

3.6 Form 4410

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

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C.

4.2 Eligibility

Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DSCF rate, as follows:



346.4.3

- a. When deposited at a DSCF (or USPS-designated facility), addressed for delivery within that facility's service area, and placed in or on a sack or pallet that is labeled to that DSCF or to a postal facility within its service area.
- b. When prepared in 5-digit bundles and placed in or on a merged 5-digit scheme or merged 5-digit sack or pallet that is deposited at the destination delivery unit as defined in [5.1](#).

4.3 Vehicles

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

5.0 Destination Delivery Unit (DDU) Entry

5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation 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).

5.2 Eligibility

Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in [2.0](#) and [5.0](#) are eligible for the DDU rate when deposited at a DDU and addressed for delivery within that facility's service area. Mailers must unload mail at DDUs according to standards in [2.8.9](#). Only pieces eligible for and claimed at ECR rates are eligible for the DDU discount. No other rates or discounts are available for pieces receiving the DDU discount. When mailings contain pieces claimed at more than one destination entry rate, mailers must separate mail according to standards in [2.7.2](#).

360 Bound Printed Matter Flats

363 Rates and Eligibility

364 Postage Payment and Documentation

365 Mail Preparation

366 Enter and Deposit

363 Rates and Eligibility

Overview

- 1.0 Rates and Fees for Bound Printed Matter
- 2.0 Basic Eligibility Standards for Bound Printed Matter
- 3.0 Content Standards for Bound Printed Matter Flats
- 4.0 Rate Eligibility for Bound Printed Matter Flats
- 5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats
- 6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

1.0 Rates and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

Apply the rates and discounts for nonpresorted Bound Printed Matter as follows:

1.1.1 Rates

Bound Printed Matter (BPM) rates are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted rate applies to BPM not mailed at the Presorted or carrier route rates.

1.1.2 Rigid Flat-Size Pieces

Rigid flat-size pieces (see [301.1.3](#)) must pay the applicable postage for a parcel size piece based on weight and zone.

1.1.3 Rate Application

The nonpresorted BPM 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 BPM 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.

1.1.4 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 [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), for the ZIP+4 code or numeric DPBC of the delivery address. The pieces must be part of a nonpresorted rate mailing of 50 or more flat-size pieces. To qualify for the barcoded discount, the flat-size piece must meet the automation requirements under [301.3.0](#).

1.1.5 Bound Printed Matter—Nonpresorted

For barcoded discount, deduct \$0.03 per piece (automatable flats only, 50-piece minimum).



Exhibit 1.1.5 Bound Printed Matter Nonpresorted Rates

Weight Not Over (pounds) ¹	Zone						
	1 & 2	3	4	5	6	7	8
1.0	\$1.96	\$2.01	\$2.07	\$2.14	\$2.22	\$2.29	\$2.46
1.5	1.96	2.01	2.07	2.14	2.22	2.29	2.46
2.0	2.05	2.11	2.19	2.29	2.39	2.49	2.71
2.5	2.14	2.22	2.32	2.44	2.57	2.69	2.97
3.0	2.23	2.32	2.44	2.59	2.74	2.89	3.22
3.5	2.32	2.43	2.57	2.74	2.92	3.09	3.48
4.0	2.41	2.53	2.69	2.89	3.09	3.29	3.73
4.5	2.50	2.64	2.82	3.04	3.27	3.49	3.99
5.0	2.59	2.74	2.94	3.19	3.44	3.69	4.24
6.0	2.77	2.95	3.19	3.49	3.79	4.09	4.75
7.0	2.95	3.16	3.44	3.79	4.14	4.49	5.26
8.0	3.13	3.37	3.69	4.09	4.49	4.89	5.77
9.0	3.31	3.58	3.94	4.39	4.84	5.29	6.28
10.0	3.49	3.79	4.19	4.69	5.19	5.69	6.79
11.0	3.67	4.00	4.44	4.99	5.54	6.09	7.30
12.0	3.85	4.21	4.69	5.29	5.89	6.49	7.81
13.0	4.03	4.42	4.94	5.59	6.24	6.89	8.32
14.0	4.21	4.63	5.19	5.89	6.59	7.29	8.83
15.0	4.39	4.84	5.44	6.19	6.94	7.69	9.34

1. For barcode discount, deduct \$0.03 per piece (machinable flats only, 50-piece minimum).

1.1.6 Computing Postage—Bound Printed Matter With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece.

1.1.7 Computing Postage—Bound Printed Matter With Postage Affixed

For each piece, affix the postage (see authorized methods in [364.1.1.2](#)) for the weight increment for the zone to which the piece is addressed, as shown in [1.1.5, Bound Printed Matter—Nonpresorted](#).

1.2 Discount Bound Printed Matter

Apply the rates, fees and discounts for discounted Bound Printed Matter as follows:

1.2.1 Rates

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2.2 Rigid Flat-Size Pieces

Rigid flat-size pieces (see [301.1.3](#)) must pay the applicable postage for a parcel size piece based on weight and zone.

1.2.3 Rate Application

The presorted Bound Printed Matter rate has a per piece charge and a per pound charge. Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. 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.

1.2.4 Bound Printed Matter Presorted and Carrier Route Rates

Each piece is subject to both a piece rate and a pound rate. For the barcode discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcode discount is not available for flats mailed at carrier route rates.

1.2.5 Bound Printed Matter Destination Entry Rates

Each piece is subject to both a piece rate and a pound rate. For the barcode discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcode discount is not available for flats mailed at Presorted DDU rates. Presorted DDU rates are not available for flats that weigh 1 pound or less.

Exhibit 1.2.5 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Rates

		Carrier Route			Presorted ²		
		Rate per piece	+	Rate per pound	Rate per piece	+	Rate per pound
Each piece is subject to both a piece rate and a pound rate. ¹							
Zone	Local, 1 & 2	\$1.178	+	\$0.122	\$1.289	+	\$0.122
	3	1.178	+	0.148	1.289	+	0.148
	4	1.178	+	0.195	1.289	+	0.195
	5	1.178	+	0.249	1.289	+	0.249
	6	1.178	+	0.311	1.289	+	0.311
	7	1.178	+	0.359	1.289	+	0.359
	8	1.178	+	0.477	1.289	+	0.477
	<i>Destination Entry</i>						
DBMC	1 & 2	0.861	+	0.086	0.972	+	0.086
	3	0.861	+	0.124	0.972	+	0.124
	4	0.861	+	0.164	0.972	+	0.164
	5	0.861	+	0.218	0.972	+	0.218
DSCF		0.478	+	0.083	0.589	+	0.083
DDU		0.394	+	0.040	0.505 ³	+	0.040

1. Multiply the number of pounds in the mailing by rate per pound. Multiply the number of pieces in the mailing by rate per piece. Add both totals.
2. For barcode discount, deduct \$0.03 per piece (automation-compatible flats only). Barcode discount not available for pieces mailed at presorted DDU rates.
3. Each flat must weigh more than 1 pound to be eligible for presorted DDU rate.

1.2.6 Destination Entry Mailing Fee

Destination entry mailing fees for Bound Printed Matter, per 12-month period: \$175.00.



1.2.7 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.2.8 Computing Postage for Affixed Postage

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 [1.2.4](#) or [1.2.5](#) 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.

1.2.9 Computing Postage for Permit Imprint

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.

2.0 Basic Eligibility Standards for Bound Printed Matter

2.1 Service Objectives

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local post office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM rates constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All BPM mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Except for unendorsed BPM, each piece must bear the sender's return address.

3.0 Content Standards for Bound Printed Matter Flats

3.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- 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.
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [3.2](#) or permitted or required under [707.7.9](#)).

3.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM rates. Postage at BPM rates is based on the combined weight of the host piece and the sample copies enclosed.



3.3 Attachments and Enclosures

3.3.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter 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.

3.3.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Bound Printed Matter 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 Bound Printed Matter rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

3.3.3 Additional Enclosures

Bound Printed Matter 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 [703.1.6.11, Products Mailable at Nonprofit Standard Mail Rates](#). 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 [703.1.6.11](#).

3.4 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 Rate Eligibility for Bound Printed Matter Flats

4.1 Rate Eligibility

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. Nonpresorted Rate. The nonpresorted rate applies to mailings of fewer than 300 pieces and to BPM not mailed at the Presorted or carrier route rates.
- b. Presorted Rate. The Presorted rate applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in [705.8.0, *Preparing Pallets*](#), or [365.5.0, *Preparing Presorted Flats*](#).
- 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 [705.8.0, *Preparing Pallets*](#), or [365.5.0, *Preparing Presorted Flats*](#).
- d. 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 [Exhibit 708.4.0](#) for the ZIP+4 Code or numeric DPBC of the delivery address. The pieces must be part of a nonpresorted 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 [705.8.0, *Preparing Pallets*](#), and [365.7.0, *Preparing Barcoded Flats*](#). 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 requirements under [301.3.0](#).

4.2 Nonidentical Weight Pieces

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 [705.2.0, *Manifest Mailing System*](#), or [705.4.0, *Alternate Mailing System*](#).



4.3 ZIP Code Accuracy

4.3.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, address means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [4.3.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [4.3.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Presorted and Carrier Route rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

4.3.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.6.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site, www.usps.com.

4.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.



5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

5.1 Basic Standards

In addition to the standards in [2.0](#) and [3.0](#), all pieces in a Bound Printed Matter mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.3](#).
 2. If the barcode discount for flat-size pieces is claimed (see [3.1](#)), the additional address matching and coding standards in [6.3, Address Standards for Barcode Discount](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
 3. If the carrier route discount is claimed, the carrier route accuracy standard in [5.3](#).
 4. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 5. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the applicable preparation standards under [365.5.0, Preparing Presorted Flats](#), or [365.6.0, Preparing Carrier Route Flats](#), [365.7.0, Preparing Barcoded Flats](#), or [705.8.0, Preparing Pallets](#).

5.2 Additional Standards for Carrier Route Bound Printed Matter

In addition to the basic standards in [2.0, Basic Eligibility Standards for Bound Printed Matter](#), and [3.2, Attachments or Enclosures of Periodicals Sample Copies](#), all pieces in a Bound Printed Matter carrier route rate mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The carrier route accuracy standard in [5.3](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 3. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards in [365.6.0, Preparing Carrier Route Flats](#), or [705.8.0, Preparing Pallets](#).

5.3 Carrier Route Accuracy

5.3.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming carrier route rates that are subject to the carrier route accuracy standard must meet these requirements:



363.5.3.2

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [5.3.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Carrier Route rates must meet the ZIP Code accuracy standards.

5.3.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

5.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

6.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

6.1 Basic Eligibility Standards for Barcoded Bound Printed Matter

The barcode discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0, Standards for POSTNET and Intelligent Mail Barcodes](#), for the ZIP+4 code or numeric DPBC of the delivery address. Instead of ZIP+4 codes or DPBCs, pieces may bear Intelligent Mail barcodes (under [708.4.0](#)) containing a ZIP+4 or delivery point routing code for the delivery address. The pieces must be part of a nonpresorted 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 [705.8.0, Preparing Pallets](#), and [365.7.0, Preparing Barcoded Flats](#). The barcode discount is not available for flat-size pieces mailed at Presorted DDU rates or carrier route rates. To qualify for the barcode discount, the flat-size piece must meet the flat sorting machine requirements under [301.3.2, Additional Criteria for Automation Flats](#).

6.2 Weight Standard

Maximum weight limit for barcoded Bound Printed Matter is 20 ounces.

6.3 Address Standards for Barcode Discount

6.3.1 Basic Address Standards

To qualify for barcode discounts, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.2.0](#) that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece.

6.3.2 Numeric ZIP+4

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

6.3.3 Numeric DPBC

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.0](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

6.3.4 Address Elements

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 Product.

6.3.5 Firm Name

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 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, 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 Product 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 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

6.3.6 Secondary Designator

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 Product. 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 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

6.3.7 Rural and Highway Contract Routes

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 Product. 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



363.6.3.8

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.

6.3.8 Post Office Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

364 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Nonpresorted Bound Printed Matter

1.1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter may be paid by adhesive stamps (except precanceled stamps), customer-generated postage meter, PC postage, or permit imprint, as defined in [604.1.0](#), [604.4.0](#), and [604.5.0](#). Mailers may use permit imprint for mailings that contain nonidentical-weight pieces only under [705, Advanced Preparation and Special Postage Payment Systems](#). Mailers may use permit imprint for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone. Identical-weight permit imprint mail also may be mailed under [705](#).

1.1.2 Affixing Postage

In a postage-affixed nonpresorted mailing, the mailer must affix to each piece a value in adhesive stamps, meter stamps, or PC postage equal to at least the postage required.

1.1.3 Postage Paid with Permit Imprint

The following standards apply for postage paid with permit imprint:

- a. Advance Deposit Account. A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes.
- b. Minimum Quantity. Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of nonpresorted rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.
- c. Postage Statement. A complete postage statement must accompany each mailing paid with permit imprint.

1.2 Discounted Bound Printed Matter

1.2.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter may be paid by any method (see [604](#)) 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 when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance



364.2.1

into groups that each contain pieces subject to the same zone and same combination of rates (e.g., all are zone 4, with a BMC entry discount and a barcoded discount). Identical-weight permit imprint mail also may be mailed under [705.2.0](#) through [705.4.0](#) in Advanced Preparation and Special Postage Payment Systems.

2.0 Mailing Documentation

2.1 **Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 **Basic Documentation Standards**

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

2.3 **Documentation for Mail Claiming the Barcode Discount**

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software or standardized documentation. 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.

2.4 **Preparing Documentation**

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.

2.5 **Multiple Standards**

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.

2.6 Standard Format for Documentation

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 [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

2.7 Providing Additional Information

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 PCSC under [607.2.0](#).

2.8 Reporting Multiple Mailings on One Statement

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 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.

2.9 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

365 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Flats](#)
- [6.0 Preparing Carrier Route Flats](#)
- [7.0 Preparing Barcoded Flats](#)

1.0 General Information for Mail Preparation

1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted rate Bound Printed Matter.

1.2 Definition of Presort Process

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.

1.3 Definition of Mailings

A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or 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 be combined, palletized, reported, or deposited together.

1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: 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 [L007](#).



- d. *5-digit scheme carrier routes (sacks only) for Bound Printed Matter flats*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *5-digit scheme (pallets) for Bound Printed Matter flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- f. *5-digit metro pallets for Bound Printed Matter flats*: the 5-digit ZIP Codes on pieces in carrier route, automation rate, and presorted rate bundles are all destined for the same mail processing facility listed in [L006](#).
- g. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- h. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- i. *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.
- j. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- k. *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](#)).
- l. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.5 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for flats meeting the automation-compatibility standards in 301.3.0* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. 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 required. Bundles 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. Label mailpieces using an OEL under [708.7.0](#). Place bundles in appropriate containers using the OEL “label to” 5-digit ZIP Code.
- d. A 5-digit scheme carrier routes sort for Carrier Route Bound Printed Matter flats prepared in sacks or as bundles 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 bundles 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 Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
 - e. A 5-digit scheme sort for Presorted Bound Printed Matter flats prepared as bundles on pallets yields 5-digit scheme pallets containing Presorted rate 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and yields 5-digit pallets containing Presorted rate 5-digit bundles for other areas. 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 bundles 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 Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.
 - f. A 5-digit metro sort for Bound Printed Matter flats prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation rate and/or presorted bundles) 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](#).
 - g. A 3-digit scheme sort for flats meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Mailpieces must be labeled using an OEL under [708.7.0](#). Three-digit scheme bundles are placed in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code.



- h. 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. Bundles 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.
- i. 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. Bundles 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.
- j. *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.
- k. A *bundle* 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 bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0](#).
- l. 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 bundle or in a single container (sack or 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 Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. 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.
- m. *Cobundling* is available for combining within the same bundle flat-size Bound Printed Matter Presorted rate pieces qualifying for and claiming the barcode discount and Presorted rate pieces not qualifying for the barcode discount.

Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Bundles placed in or on 5-digit or 5-digit scheme ([L001](#)) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route rates entered at a destination delivery unit (DDU).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.4, Preparing Bundles of Pieces of Nonuniform Thickness \(“Counterstacking”\)](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles 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 bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.



365.2.5

- 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0](#).
- b. If placed in sacks, the specific weight limits in [5.0](#), [Preparing Presorted Flats](#), and [6.0](#), [Preparing Carrier Route Flats](#).
- c. If bundles are prepared for entry as unsacked bundles under [366.6.2](#) or [366.6.3](#), the weight limits and other standards in [2.7](#).

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of flat-size pieces at destination delivery units (DDUs) if all of the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 - 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight

of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).

2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.
- b. Mailers must prepare 5-digit bundles for entry at DDUs according to standards in [5.2.1](#). Only presorted flats that weigh more than 1 pound are eligible for the DDU rate.
- c. Mailers must prepare bundles to comply with standards in [2.1](#) through [2.6](#) and [2.9](#) through [2.12](#).
- d. Mailers must enter bundles at DDUs according to standards in [366.6.0](#).

2.8 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter must meet the applicable minimum and maximum bundle size standards in [705.8.0, *Preparing Pallets*](#), [5.0, *Preparing Presorted Flats*](#), or [7.0, *Preparing Barcoded Flats*](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle 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 bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles prepared in sacks, each physical bundle of Bound Printed Matter must contain at least two pieces. For carrier route rate Bound Printed Matter prepared in sacks, the last physical bundle to an individual carrier route may consist of a single addressed piece, provided that all other bundles to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route (the logical bundle) meets the carrier route rate eligibility minimum in [363](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0, *Preparing Pallets*](#), and each physical bundle, including carrier route rate mail, must always contain at least two pieces.

2.9 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles 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). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets and, for Bound Printed Matter in sacks, specific weight limits in [5.0, *Preparing Presorted Flats*](#), and [6.0, *Preparing Carrier Route Flats*](#).



365.2.10

2.10 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

2.11 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.12](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.12 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles 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., “BPM FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office.

3.0 Sacks

3.1 Preparation

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.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.

- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- e. Container labels for automation rate mailings are subject to [4.9](#) and [708.6.0](#).

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- 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; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Additional Standards for Barcoded Sack Labels

In addition to [4.2](#), barcoded sack labels must meet the standards in [4.9](#) and [708.6.2](#) (for 2-inch labels) or [708.6.3](#) (for 1-inch labels).

4.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.



365.4.6

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack 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
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

4.6 **Line 3 (Office of Mailing or Mailer Information Line)**

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.

4.7 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 **Placement of Extraneous Information**

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.

4.9 Basic Standards for Barcoded Sack Labels

Mailers must use barcoded sack labels for barcoded flat-size mailings. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in [4.2](#).
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert a barcoded label completely into the label holder on the sack to prevent its loss during transport and processing.

5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in [5.2, Bundling](#), and [5.3, Sacking](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [302.2.0, Placement and Content of Mail Markings](#), [363, Rates and Eligibility](#), [365, Mail Preparation](#), and [366, Enter and Deposit](#).
- b. All pieces must be sorted to the finest extent possible under [5.2, Bundling](#), and [5.3, Sacking](#), or palletized under [705.8.0](#).
- c. Subject to [302.2.2](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

5.2 Bundling

5.2.1 Required Bundling

Mailers must bundle pieces before putting them in sacks. Mailers must prepare a bundle when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Only mixed ADC bundles may contain smaller volumes. Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU entry may weigh a maximum of 40 pounds. For all other bundles, the maximum weight for each bundle is 20 pounds.

5.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence and labeling:

- a. 5-digit/scheme (required); red Label 5 or OEL. See definition in [1.5e](#).
- b. 3-digit/scheme (required); green Label 3 or OEL. See definition in [1.5g](#).
- c. ADC (required); pink Label A or OEL.
- d. Mixed ADC (required); tan Label X or OEL.



5.3 Sacking

5.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [2.7](#) or in bundles on pallets. Otherwise, mailers must prepare a sack when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Only mixed ADC sacks may contain smaller volumes. Optional SCF sacks are subject to the same minimum piece or pound provision as required sacks. 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.

5.3.2 Separation by Zone

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 be 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 [705.2.0, Manifest Mailing System](#), [705.4.0, Alternate Mailing System](#), or [5.3.3, Commingling Zones](#).

5.3.3 Commingling Zones

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 [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#); 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.

5.3.4 Cosacking Presorted Mail With Barcoded Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, a Presorted rate mailing qualifying for and claiming the barcode discount under [363](#), and a Presorted rate mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted rate mailing qualifying for and claiming the barcode discount and the Presorted rate mailing (not claiming the barcode discount) must be cosacked under [705.9.0](#). As an option, the Presorted rate pieces qualifying for and claiming the barcode discount may be cobundled with Presorted rate pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted rate mailing qualifying for and claiming the barcode discount and a Presorted rate mailing (not claiming the barcode discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted rate pieces qualifying for and claiming the barcode discount may be cobundled with Presorted rate pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).

5.3.5 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); see 1.4e; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; minimum 20 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.5](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLTS 5D NON BC."
- b. 3-digit (required); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC FLTS 3D NON BC."
- c. SCF (optional); labeling:



365.6.1

1. Line 1: [L005](#), Column B.
 2. Line 2: "PSVC FLTS SCF NON BC."
- d. ADC (required); labeling:
1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC FLTS ADC NON BC."
- e. Mixed ADC (required); labeling:
1. Line 1: Use [L009](#), Column B.
 2. Line 2: "PSVC FLTS NON BC WKG."

6.0 Preparing Carrier Route Flats

6.1 Basic Standards

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in [6.2](#) and [6.3](#) and to these general standards:

- a. Each mailing must meet the applicable standards in [363, Rates and Eligibility](#), [365, Mail Preparation](#), [366, Enter and Deposit](#). The mailer is responsible for proper payment of postage. (Information regarding postage payment methods is specified by standards according to each shape and class of mail, e.g. [364](#) for Bound Printed Matter Flats.
- b. All pieces must be sorted to the finest extent possible under [6.2](#) and [6.3](#), [Sacking](#), or palletized under [705.8.0](#).
- c. Subject to [302.2.2](#), pieces must be marked "Bound Printed Matter" (or "BPM") and "Carrier Route Presort" (or "CAR-RT SORT").

6.2 Required Bundling

A carrier route bundle (or bundles) 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 bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under [2.0](#). Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line ([708.7.0](#)) or an optional endorsement line ([708.6.0](#)). Bundling 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 bundle by the actual piece count or mail weight for each bundle, 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.

6.3 Sacking

6.3.1 Required Sacking

Mailers may prepare flats as unsacked bundles under [2.7](#) or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 20 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks 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 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.

6.3.2 Separation by Zone

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 be 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 [705.2.0, Manifest Mailing System](#), [705.4.0, Alternate Mailing System](#), or [6.3.3, Commingling Zones](#).

6.3.3 Commingling Zones

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 [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#).
- 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).



365.6.3.4

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.

6.3.4 Residual Pieces

Residual pieces not sorted under 6.0 may be prepared as a Presorted Bound Printed Matter mailing under 5.0 provided that they 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.

6.3.5 Sack Preparation

Preparation sequence and Line 1 sack labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).
- 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 bundles (see 4.4 for overseas military mail).

6.3.6 Sack Label Line 2

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."

6.3.7 Exception to Sacking

Sacking is not required for bundles that are prepared for and entered at DDU rates; such bundles may be bedloaded and may weigh up to 40 pounds each.

7.0 Preparing Barcoded Flats

7.1 Basic Standards

Flat-size Bound Printed Matter pieces claiming the barcode discount must be prepared under 7.0 and the eligibility standards for the rate claimed. Bundle and sack preparation are subject to 365. Sacks must bear the appropriate barcoded container labels under 4.9.

7.2 Mailings

All pieces in a mailing must meet the standards in 7.0 and be sorted together to the finest extent required. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount.

7.3 Bundling

7.3.1 Bundle Standards

All pieces must be prepared in bundles and meet the following requirements:

- a. Meet both the size dimensions and the turning ability and deflection standards under 301.3.2, *Additional Criteria for Automation Flats*.
- b. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle 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 bundle contains fewer pieces than the minimum bundle size for the above reasons.

7.3.2 Bundle Preparation

Bundles must be prepared and labeled in the following sequence:

- a. 5-digit/scheme: (required); see definition in 1.5e; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; OEL required.
- b. 3-digit/scheme (required); see definition in 1.5g; minimum 10 pieces or 10 pounds, maximum weight 20 pounds; OEL required.
- c. ADC: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); pink Label A or OEL.
- d. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label X or OEL.

7.3.3 Scheme Bundle Preparation

See 1.5c and 1.5g for additional standards for pieces prepared in scheme bundles.

7.4 Sacking

7.4.1 Sack Preparation and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (see 1.5e) (required), minimum 20 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see 4.2 for overseas military mail).



365.7.5

2. Line 2: For 5-digit scheme sacks, "PSVC FLTS 5D SCH BC." For 5-digit sacks, "PSVC FLTS 5D BC."
- b. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in [L002](#), when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC FLTS 3D BC."
- c. SCF (optional); minimum 20 addressed pieces; labeling:
 1. Line 1: [L005](#), Column B.
 2. Line 2: "PSVC FLTS SCF BC."
- d. ADC (required); minimum 20 addressed pieces; labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC FLTS ADC BC."
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: [L009](#), Column B.
 2. Line 2: "PSVC FLTS BC WKG."

7.5 Mixed Rate Preparation

7.5.1 Cobundling and Cosacking Mixed Rate Mail

The following standards apply to Bound Printed Matter:

- a. If the mailing job contains a carrier route mailing, a Presorted rate mailing qualifying for and claiming the barcode discount under [363.6.1](#), and a Presorted rate mailing (not claiming the barcode discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted rate mailing qualifying for and claiming the barcode discount and the Presorted rate mailing (not claiming the barcode discount) must be cosacked under [705.9.0](#). As an option, the Presorted rate pieces qualifying for and claiming the barcode discount may be cobundled with Presorted rate pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted rate mailing qualifying for and claiming the barcode discount and a Presorted rate mailing (not claiming the barcode discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted rate pieces qualifying for and claiming the barcode discount may be cobundled with Presorted rate pieces (not claiming the barcode discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- c. If the mailing job contains only a carrier route mailing and a Presorted rate mailing qualifying for and claiming the barcode discount, each mailing must be prepared separately under the applicable standards in [6.0](#) and [7.0](#).

7.5.2 Merged Containerization

When the conditions and preparation standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of Presorted (barcoded and nonbarcoded pieces) 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. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Barcode discount rate pieces may be cobundled with presorted rate pieces under [705.11.0](#)

366 Enter and Deposit

Overview

- [1.0 Deposit of Nonpresorted Bound Printed Matter](#)
- [2.0 Presenting a Mailing](#)
- [3.0 Destination Entry](#)
- [4.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [5.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [6.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Deposit of Nonpresorted Bound Printed Matter

1.1 Nonpresorted Rate Mailings

Nonpresorted rate Bound Printed Matter 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 [705.17.0, Express Mail Reship Service](#). Permit imprint mail must be presented at the post office under [604.5.0](#).

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

All presorted, carrier route, destination entry, and barcode 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 [705.15.0](#). 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 [705.18.0](#).

2.2 Verification and Entry—Nonpresorted Mailings

Nonpresorted rate Bound Printed Matter is not offered at post offices, branches, or stations or through Postal Service carriers, except under [2.2c](#) and [2.2d](#). Mailers must deposit Nonpresorted Bound Printed Matter as follows:

- a. At the time and place specified by the postmaster at the office of mailing.
- b. For metered mail, at other than the licensing post office only as permitted under [705.18.0, Metered Mail Drop Shipment](#).
- c. For permit imprint mail, only at the post office where the permit is held (see [604.5.0](#)).
- d. At any post office, branch, or station or with a Postal Service carrier, if the correct postage is applied, including postage for any extra service elected.



366.2.3

2.3 Office of Mailing

Bound Printed Matter must be mailed at the post office from which the zone rate postage was computed, except under [2.4, *Redirected Mailings*](#), and [2.5, *BMC Acceptance*](#).

2.4 Redirected Mailings

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.

2.5 BMC Acceptance

A mailer may present Bound Printed Matter 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.

2.6 Drop Shipment Information

Essential information for entering drop shipment Bound Printed Matter mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1, *Postal Service*](#)).

3.0 Destination Entry

3.1 General

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 (sack or pallet). Each piece can claim only one destination entry rate; an individual pallet may contain pieces claimed at different destination entry rates.

3.2 Minimum Volume

A destination entry rate BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 presorted addressed pieces or 300 Carrier Route addressed pieces.

- b. Except as provided in [3.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate presorted and Carrier Route mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office 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.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a presorted or Carrier Route mailing entered at a single destination entry post office if there is a total of at least 300 Presorted rate pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.

3.3 Postage Payment

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.

3.4 Mailing Fee

A destination entry mailing fee ([363.1.2.5](#)) 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.

3.5 Documentation

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry rates.

3.6 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

3.7 Mailings of Unsacked Bundles

Mailers may present unsacked, nonpalletized bundles of BPM flats that are properly prepared for and entered at DDU rates and unloaded according to standards in [3.9.9](#). Pieces in these bundles are not eligible for barcode discounts.



3.8 Verification

3.8.1 Place

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.

3.8.2 Mail Separation and Presentation

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

3.8.3 Form 8125

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.

3.8.4 At BMC

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.

3.8.5 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

3.8.6 Mailer Transport

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

3.8.7 Volume Standards

Except as permitted for a local mailer under 3.9.12, 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.

3.9 Deposit

3.9.1 Time and Location of Deposit

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.

3.9.2 Freight

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

3.9.3 Appointments

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

- a. Except for a local mailer under [3.9.12](#) 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.



366.3.9.4

- d. When Periodicals are transported together with BPM as a mixed load (707.29.0), an appointment must be obtained for deposit at a destination entry facility.

3.9.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry rate mail under 3.9.3 and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

3.9.5 Adherence to Schedule

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

3.9.6 Redirection by USPS

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.

3.9.7 Redirection at Mailer's Request

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.

3.9.8 Recurring Appointments

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.

3.9.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs 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 destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

3.9.10 Demurrage

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

3.9.11 Appeals

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



366.3.9.12

3.9.12 Exception for Local Mailer

The restrictions in [3.8.7, Volume Standards](#), and [3.9.3, Appointments](#), 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 [4.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#), or [6.0, Destination Delivery Unit \(DDU\) Entry](#).

4.0 Destination Bulk Mail Center (DBMC) Entry

4.1 Eligibility

[4-12-07] Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [4.0](#) 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 4.1, BMC/ASF—DBMC Rate Eligibility](#).
- 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 4.1](#)).

Exhibit 4.1 BMC/ASF – DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149	ASF Buffalo NY 140
150-168, 260-266, 439-449	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856-857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

4.2 Presorted Flats

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 bundles to the respective mixed ADC sack. Use the



address on the mailpieces to assign pieces to the respective mixed ADC bundle. All pieces in an ADC sack or in a palletized ADC bundle 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 bundle 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 [4.1, Eligibility](#).

4.3 Carrier Route Flats

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 [4.1, Eligibility](#).

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 Eligibility

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [5.0](#) 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 5.1, BMC Deposit of DSCF Rate Pallets](#), 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 5.1](#), 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, or are part of a 3-digit scheme combination in [L008](#).
- 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.

Exhibit 5.1 BMC Deposit of DSCF Rate Pallets

BMC	DESTINATION ZIP CODE
Atlanta	300 06-08, 30-37, 60-69, 71, 80-86, 88-90 303 05-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 60, 62-63, 66, 76 311 01 399 01
Chicago	531 40-44 534 01-08 600 16-17, 19, 25, 53, 56, 68, 70, 76-77 601 03, 05-07, 20-23, 31, 33, 60-65, 76 604 09, 11-12, 15, 22, 25, 30-36, 38-41, 46, 53-59, 62-65, 67, 73, 77-78, 82, 90 605 04-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98, 99 606 01, 05, 08-60, 67, 81, 90, 93-94 607 14 608 03-05
Cincinnati	None
Dallas	None
Denver	691 90 800 01-19, 32, 40-42, 44, 46-47 801 10-15, 20-30, 50-56, 60-63, 65-67 802 15, 21-22, 24-29, 31-33, 35-37, 41, 51 804 01-19 805 21-28, 53-54 806 31-39
Des Moines	None
Detroit	480 07, 21, 25-26, 34, 37, 45, 46, 66-73, 75-76, 80-84, 86, 89, 91-93, 98-99 481 03-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98 482 04, 20-21, 27-28, 35 483 10-18, 40, 42, 43, 97
Greensboro	271 01-02 274 08-10 275 14-16 277 01
Jacksonville	315 20-25, 27 320 03, 65, 67, 73, 80, 84-86, 91-92, 95 321 73-76 322 05, 07, 10-11, 16, 20-21, 24-25, 30, 36, 38-39, 45, 47, 54, 77 329 01-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78 334 27-29, 31-34, 54, 60-67, 81, 86-88, 96-99 337 55-67, 70-79 338 80-85, 88 341 01-06, 08-10, 12-14, 16-17, 19-20 344 70-82 349 45-51, 54, 79-82, 94-97
Kansas City	640 13-15, 50-51, 55-56, 58 641 16-19, 51, 53-54, 57-61, 63-64, 67, 88, 90 660 02, 44-49
Los Angeles	902 20-23, 40-42, 80



366.5.2

BMC	DESTINATION ZIP CODE
Memphis	380 18, 88 381 15, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 93, 95 386 14 387 32, 33
Minneapolis/St. Paul	None
New Jersey	None
Philadelphia	190 01-99 191 11, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60
Pittsburgh	None
St. Louis	620 02, 40 622 20-23, 26 630 05-06, 11, 17, 21-22, 24, 31-34, 42-45, 74 631 04-41, 43-44, 46-47, 51, 57-58 633 01-04
San Francisco	939 21-23 940 02-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 85-89 944 01-99 945 03, 06, 13, 15-16, 18-24, 26-27, 29, 33, 35-45, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99 948 01-04, 06-08, 20, 50
Seattle	980 02-04, 23, 31, 35, 63-64, 92-93
Springfield	None
Washington	None

5.2 Presorted Flats

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. Mail must be entered at the appropriate facility under [5.1](#).

5.3 Carrier Route Flats

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 [5.1](#).

6.0 Destination Delivery Unit (DDU) Entry

6.1 Eligibility

Pieces in a mailing meeting the standards in [3.0](#), [Destination Entry](#), and [6.0](#) 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.

6.2 Presorted Flats

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under [6.1](#). Presorted flats weighing 1 pound or less are not eligible for DDU rates.

6.3 Carrier Route Flats

Carrier route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as unsacked carrier route bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under [6.1](#).

370 Discount Flats Media Mail

373 Rates and Eligibility

374 Postage Payment and Documentation

375 Mail Preparation

376 Enter and Deposit

373 Rates and Eligibility

Overview

- [1.0 Rates and Fees for Media Mail](#)
- [2.0 Content Standards for Media Mail Flats](#)
- [3.0 Rate Eligibility for Media Mail Flats](#)

1.0 Rates and Fees for Media Mail

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Media Mail Rate Application

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.

1.3 Shape, Flexibility, and Thickness

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels.

1.4 Media Mail Presorted Rates

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.30	\$1.80
2	1.64	2.14
3	1.98	2.48
4	2.32	2.82
5	2.66	3.16

1.5 Mailing Fee

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. Presort mailing fees for Media Mail, per 12-month period: \$175.00.

1.6 Computing Postage for Media Mail

1.6.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected



373.1.6.2

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.

1.6.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any surcharges or discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.6.3 Computing Postage for Permit Imprint

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.

2.0 Content Standards for Media Mail Flats

2.1 General

Mailable matter meeting one of the specific eligibility standards in [2.2](#), and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail.

2.2 Content Standards

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, including incidental announcements of 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.

2.3 Postal Inspection

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail rates constitutes consent by the mailer to postal inspection of the contents.

2.4 Attachments and Enclosures

2.4.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media 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.

2.4.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Media Mail 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 Media Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

2.4.3 Loose Enclosures

In addition to the enclosures and additions listed in [343.2.5, Attachments and Enclosures](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates.



2.4.4 Enclosures in Books

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 [2.4.4b](#).
- 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 [2.4.4a](#).
- 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 [2.4.4a](#) or [2.4.4b](#).

2.5 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.

3.0 Rate Eligibility for Media Mail Flats

3.1 Basic Weight Standards

There is no minimum weight for Media Mail. A single piece of Media Mail can weigh no more than 70 pounds.

3.2 Rate Eligibility Standards

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 [375.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#). 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.

3.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address.

3.4 Rate Categories for Media Mail

Media Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. 5-Digit Presort Rate. To qualify for the 5-digit rate, a piece must be prepared and sorted to 5-digit sacks under [375.5.0, *Preparing Presorted Flats*](#), or 5-digit pallets under [705.8.0, *Preparing Pallets*](#). All logical 5-digit bundles on pallets must contain at least 10 pieces.
- b. Basic Presort Rate. All pieces prepared and sorted under [375.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#), that are not eligible for the 5-digit rate qualify for the basic rate.



374 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) 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 when authorized by Business Mailer Support.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile (see [2.7, Facsimile Postage Statements](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

2.3 Preparing Documentation

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.

2.4 Multiple Standards

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.



2.5 Providing Additional Information

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 PCSC under [607, Mailer Compliance and Appeals of Classification Decisions](#).

2.6 Reporting Multiple Mailings on One Statement

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 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.

2.7 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

375 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Flats](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or 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 be combined, palletized, reported, or deposited together.
- b. Media Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0:** the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L007](#).
- c. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0:** the ZIP Code in the delivery address on all pieces begins with one of the 3-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L008](#).



- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. 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 required. Bundles 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. Label mailpieces using an OEL under [708.7.0](#). Place bundles in appropriate containers using the OEL “label to” 5-digit ZIP Code.
- d. A *3-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Mailpieces must be labeled using an OEL under [708.7.0](#). Place 3-digit scheme bundles in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code.
- e. 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. Bundles 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.
- f. 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. Bundles 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.

- g. A *bundle* 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 bundle. Bundle preparation is described in 2.0.
- h. 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 bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles 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 bundles 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 bundle of uniform thickness.



- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0, Preparing Pallets](#).
- b. If placed in sacks, Media Mail must meet the specific weight limits in [5.2](#).

2.7 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Media Mail must meet the applicable minimum and maximum bundle size standards in [5.2](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle 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

bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#), and each physical bundle, including carrier route rate mail, must always contain at least two pieces.

2.8 Other Bundle Sizes

An individual bundle 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 bundle 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 bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.9 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Maximum Weight

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.



4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- 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; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 **Line 3 (Office of Mailing or Mailer Information Line)**

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.

4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 **Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- 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.
- 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.
- It may appear below Line 3.
- 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.



5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Media Mail are subject to the standards in [5.2, Bundling](#), and [5.3, Sacking](#), and to these general requirements:

- a. Each mailing must meet the applicable standards in [5.0](#).
- b. All pieces must be sorted to the finest extent possible under [5.2, Bundling](#), or palletized under [705.8.0, Preparing Pallets](#).
- c. Each piece claimed at Media Mail rates must be marked “Media Mail” under [302.2.0, Placement and Content of Mail Markings](#). Each piece claimed at Presorted Media Mail rates also must be marked “Presorted” or “PRSRT”.

5.2 Bundling

5.2.1 Required Bundling

A bundle 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 except for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces.

5.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate); red Label 5 or OEL. See definition in [1.4c](#).
- b. 3-digit/scheme (required); green Label 3 or OEL. See definition in [1.4d](#).
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

5.3 Sacking

5.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in [5.3.2](#) or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate); see [1.4c](#); scheme sort required, only for pieces meeting the automation-compatibility criteria in [301.3.0](#); minimum 10 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.5](#) for overseas military mail).

2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLT 5D NBC."
- 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 [L009](#), Column B.
 2. Line 2: "PSVC FLTS NON BC WKG."

376 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

1.0 Verification and Deposit

1.1 Verification and Entry

All presorted 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-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 [705.18.0](#).

380 Discount Flats Library Mail

383 Rates and Eligibility

384 Postage Payment and Documentation

385 Mail Preparation

386 Enter and Deposit

383 Rates and Eligibility

Overview

- [1.0 Rates and Fees for Library Mail](#)
- [2.0 Content Standards for Library Mail Flats](#)
- [3.0 Rate Eligibility for Library Mail Flats](#)

1.0 Rates and Fees for Library Mail

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Library Mail Rate Application

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.

1.3 Shape, Flexibility, and Thickness

Flat-size pieces that do not meet the standards in [301.1.3](#) through [301.1.4](#) must be prepared as parcels.

1.4 Library Mail Presorted Rates

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.24	\$1.71
2	1.56	2.03
3	1.88	2.35
4	2.20	2.67
5	2.52	2.99

1.5 Mailing Fee

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. Presort mailing fees for Library Mail, per 12-month period: \$175.00.

1.6 Computing Postage for Library Mail

1.6.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected



383.1.6.2

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.

1.6.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any surcharges or discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.6.3 Computing Postage for Permit Imprint

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.

2.0 Content Standards for Library Mail Flats

2.1 General

Mailable matter meeting one of the specific eligibility standards in [2.3](#) or [2.4](#), as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail.

2.2 Sender and Recipient Qualifications

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 [703.1.0](#).

2.3 Content Standards for Mailings Between Entities

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.

2.4 Qualified Mailings “To” or “From”

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 [2.4a.](#) through [d.](#) in [Content Standards for Library Mail Flats](#) and guides or scripts prepared solely for use with such materials.

2.5 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail rates constitutes consent by the mailer to postal inspection of the contents.

2.6 Attachments and Enclosures

2.6.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Library 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.

2.6.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Library Mail 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 Library Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

2.6.3 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail rate may contain these enclosures as well as the additions and enclosures permitted under [2.6.1](#), [2.6.2](#) and [2.7](#):

- 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 [2.6.3b](#).
- 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 [2.6.3a](#).
- 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.
- 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.

2.6.4 Other Enclosures

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under [2.6.1](#), [2.6.2](#) and [2.7](#).

2.7 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.

3.0 Rate Eligibility for Library Mail Flats

3.1 Basic Weight Standards

There is no minimum weight for Library Mail. A single piece of Library Mail can weigh no more than 70 pounds.

3.2 Rate Eligibility Standards

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 [385.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#). 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.

3.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.4 Rate Categories for Library Mail

Library Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. 5-Digit Presort Rate. To qualify for the 5-digit rate, a piece must be prepared and sorted to 5-digit sacks under [385.5.0, *Preparing Presorted Flats*](#), or to 5-digit pallets under [705.8.0](#). All logical 5-digit bundles on pallets must contain at least 10 pieces.
- b. Basic Presort Rate. All pieces prepared and sorted under [385.5.0, *Preparing Presorted Flats*](#), or [705.8.0, *Preparing Pallets*](#), that are not eligible for the 5-digit rate qualify for the basic rate.

384 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) 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 when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile (see [2.7, Facsimile Postage Statements](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

2.3 Preparing Documentation

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.



2.4 Multiple Standards

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.

2.5 Providing Additional Information

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 PCSC under [607, Mailer Compliance and Appeals of Classification Decisions](#).

2.6 Reporting Multiple Mailings on One Statement

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 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.

2.7 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

385 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Flats](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or 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 be combined, palletized, reported, or deposited together.
- b. Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (bundles and sacks) for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L007](#).
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 301.3.0*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L008](#).



- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and 5-digit bundles for other ZIP Codes. When standards require 5-digit/scheme sort, mailers must prepare all possible 5-digit scheme bundles and sacks of flats before preparing 5-digit bundles and sacks. 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 required. Bundles 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. Label mailpieces using an OEL under [708.7.0](#). Place bundles in appropriate containers using the OEL “label to” 5-digit ZIP Code.
- d. A *3-digit scheme sort* for flats weighing up to 20 ounces and meeting the automation-compatibility standards in [301.3.0](#) yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When standards require 3-digit/scheme sort, mailers must prepare all possible 3-digit scheme bundles of flats before preparing 3-digit bundles. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Mailpieces must be labeled using an OEL under [708.7.0](#). Place 3-digit scheme bundles in 3-digit through mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code.
- e. 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. Bundles 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.
- f. 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. Bundles 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.

- g. A *bundle* 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 bundle. Bundle preparation is described in [2.0, Bundles](#).
- h. 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 bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles 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 bundles 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 bundle of uniform thickness.



385.2.5

- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0, Preparing Pallets](#).
- b. If placed in sacks, Library Mail must meet the specific weight limits in [5.2](#).

2.7 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Library Mail must meet the applicable minimum and maximum bundle size standards in [5.2](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle 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

bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under 705.8.0 and each physical bundle, including carrier route rate mail, must always contain at least two pieces.

2.8 Other Bundle Sizes

An individual bundle 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 bundle 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 bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.9 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Maximum Weight

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.



4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- 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; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Barcoded	BC
Digit	D
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Mixed	MXD
Nonbarcoded	NON BC (sacks)
Package Services	PSVC
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 **Line 3 (Office of mailing or Mailer Information Line)**

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.

4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 **Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- 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.
- 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.
- It may appear below Line 3.
- 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.



5.0 Preparing Presorted Flats

5.1 Basic Standards

All mailings of Presorted Library Mail are subject to the standards in [5.2](#) and [5.3](#) and to these general standards:

- a. Each mailing must meet the applicable standards in [5.0](#).
- b. All pieces must be sorted to the finest extent possible under [5.2](#) and [5.3](#) or palletized under [705.8.0](#).
- c. Each piece claimed at Library Mail rates must be marked “Library Mail” under [302.2.0, Placement and Content of Mail Markings](#). Each piece claimed at Presorted Library Mail rates also must be marked “Presorted” or “PRSRT” under [302.2.0](#).

5.2 Bundling

5.2.1 Required Bundling

A bundle 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 except for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles, placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces.

5.2.2 Bundling and Labeling

For mailings consisting entirely of pieces meeting the automation-compatibility criteria in [301.3.0](#), pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional, but required for 5-digit rate); red Label 5 or OEL. See definition in [1.4c](#).
- b. 3-digit scheme (required); green Label 3 or OEL. See definition in [1.4d](#).
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL.

5.3 Sacking

5.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in [5.3.2](#) or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate); see [1.4c](#); scheme sort required, only for pieces meeting the automation-compatibility criteria in [301.3.0](#); minimum 10 addressed pieces; labeling:

1. Line 1: For 5-digit scheme sacks, use [L007](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.5](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH NBC." For 5-digit sacks, "PSVC FLT 5D NBC."
- 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 [L009](#), Column B.
 2. Line 2: "PSVC FLTS NON BC WKG."

386 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

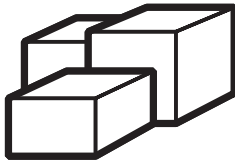
1.0 Verification and Deposit

1.1 **Verification and Entry**

All presorted 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-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 [705.18.0](#).

400

Discount Mail Parcels



Design Standards

- 401 Physical Standards
- 402 Elements on the Face of a Mailpiece

430 First-Class Mail

- 433 Rates and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit

440 Standard Mail

- 443 Rates and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit

450 Parcel Post

- 453 Rates and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit

460 Bound Printed Matter Parcels

- 463 Rates and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit

470 Media Mail

- 473 Rates and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit

480 Library Mail

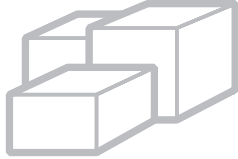
- 483 Rates and Eligibility
- 484 Postage Payment and Documentation
- 485 Mail Preparation
- 486 Enter and Deposit

Design Standards

TOPICS

401 Physical Standards

402 Elements on the Face of a Mailpiece



401 Physical Standards

1.0 Physical Standards for Parcels

- 1.1 Processing Categories
- 1.2 Minimum Size
- 1.3 Maximum Weight and Size
- 1.4 Two or More Packages
- 1.5 Machinable Parcels
- 1.6 Irregular Parcel
- 1.7 Outside Parcel

2.0 Additional Physical Standards by Class of Mail

- 2.1 First-Class Mail Parcels
- 2.2 Standard Mail Parcels and Not Flat-Machinable Pieces
- 2.3 Parcel Post
- 2.4 Bound Printed Matter Parcels

402 Elements on the Face of a Mailpiece

1.0 All Mailpieces

- 1.1 Clear Space
- 1.2 Delivery and Return Address
- 1.3 Postage Payment

2.0 Placement and Content of Markings

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

3.0 Placement and Physical Standards for Endorsements

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

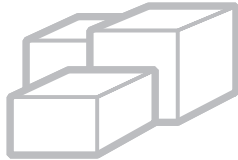
4.0 General Barcode Placement for Parcels

- 4.1 UCC/EAN Code 128 Barcode Location
- 4.2 Clear Zone for UCC/EAN Code 128 Barcode
- 4.3 POSTNET Barcodes

430 First-Class Mail Parcels

TOPICS

- 433 Rates and Eligibility
- 434 Postage Payment and Documentation
- 435 Mail Preparation
- 436 Enter and Deposit



433 Rates and Eligibility

1.0 Rates and Fees for First-Class Mail

- 1.1 Rate Application
- 1.2 Rate Computation for First-Class Parcels
- 1.3 Parcel Rates
- 1.4 Surcharge
- 1.5 Presort Mailing Fee
- 1.6 Computing Postage for First-Class Mail
- 1.7 Determining Single-Piece Weight

2.0 Content Standards for First-Class Mail Parcels

- 2.1 General
- 2.2 Bills and Statements of Account
- 2.3 Personal Information
- 2.4 Handwritten and Typewritten Material
- 2.5 Matter Not Required to be Mailed as First-Class Mail
- 2.6 Prohibited Air Transportation

3.0 Basic Standards for First-Class Mail Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for First-Class Mail
- 3.4 Presort Mailing Fee
- 3.5 Move Update Standard
- 3.6 ZIP Code Accuracy

4.0 Rate Eligibility for Presorted First-Class Mail Parcels

- 4.1 5-Digit Rate
- 4.2 3-Digit Rate
- 4.3 ADC Rate
- 4.4 Single-Piece Rate

434 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted Parcels

- 2.1 Payment Methods for Presorted Rates
- 2.2 Affixed Postage for Presorted First-Class Mail
- 2.3 Additional Postage

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

430
First-Class Mail
Parcels

435
Mail Preparation

**1.0 General Information for
Mail Preparation**

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Sacks

- 2.1 Presort
- 2.2 Standard Containers
- 2.3 Sack Preparation

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Line 1 (Destination Line)
- 3.3 Line 2 (Content Line)
- 3.4 Line 3 (Origin Line)
- 3.5 Electronic Verification System
- 3.6 Abbreviations for Lines 1 and 3
- 3.7 Placement of Extraneous Information

4.0 Preparing Presorted Parcels

- 4.1 Basic Standards
- 4.2 Single-Rate Pieces Presented With Presorted Mailings
- 4.3 Bundling
- 4.4 Sacking and Labeling

436
Enter and Deposit

1.0 Deposit

- 1.1 Service Objective
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

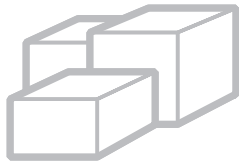
2.0 Verification

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Rate Rather than Correcting Errors

440 Standard Mail Parcels

TOPICS

- 443 Rates and Eligibility
- 444 Postage Payment and Documentation
- 445 Mail Preparation
- 446 Enter and Deposit



443 Rates and Eligibility

1.0 Rates and Fees for Standard Mail

- 1.1 Standard Mail Rate Application
- 1.2 Regular Standard Mail—Presorted and Enhanced Carrier Route Rates
- 1.3 Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Rates
- 1.4 Regular Standard Mail—Not Flat-Machinable Rates
- 1.5 Nonprofit Standard Mail—Not Flat-Machinable Rates
- 1.6 Fees
- 1.7 Computing Postage for Standard Mail

2.0 Content Standards for Standard Mail Parcels

- 2.1 Definition and Weight
- 2.2 Personal Information
- 2.3 Bills and Statements of Account
- 2.4 Handwritten and Typewritten Matter
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Basic Standards for Standard Mail Parcels

- 3.1 Description of Service
- 3.2 Defining Characteristics
- 3.3 Additional Basic Standards for Standard Mail
- 3.4 Presort Mailing Fees
- 3.5 Merging Similar Standard Mailings
- 3.6 Residual Volume Requirement
- 3.7 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.8 ZIP Code Accuracy

4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Surcharge
- 4.5 Extra Services for Standard Mail

5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

- 5.1 Basic Standards
- 5.2 Rate Application
- 5.3 Rates for Machinable Parcels
- 5.4 Rates for Irregular Parcels
- 5.5 Rates for Not Flat-Machinable (NFM) Pieces

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels

- 6.1 General Enhanced Carrier Route Standards
- 6.2 Carrier Route Accuracy
- 6.3 Basic Rate Enhanced Carrier Route Standards
- 6.4 High Density Enhanced Carrier Route Standards
- 6.5 Saturation Enhanced Carrier Route Standards

444 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

- 2.1 Identical-Weight Pieces
- 2.2 Nonidentical-Weight Pieces
- 2.3 Combined Rate

3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

4.0 Residual Pieces

- 4.1 Postage Payment for Ineligible Standard Mail
- 4.2 Postage Payment for Barcoded Machinable Parcels

440 Standard Mail Parcels

445 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Preparing Bundles in Sacks
- 2.7 Pieces With Simplified Address
- 2.8 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.9 Labeling Bundles
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

3.0 Sacks

- 3.1 Standard Containers
- 3.2 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Markings
- 5.3 Preparing Machinable Parcels
- 5.4 Preparing Irregular Parcels

6.0 Preparing Not Flat-Machinable Pieces

- 6.1 Basic Standards
- 6.2 Bundling
- 6.3 Sacking and Labeling

7.0 Preparing Enhanced Carrier Route Parcels

- 7.1 Basic Standards
- 7.2 Marking
- 7.3 Residual Pieces
- 7.4 Bundling
- 7.5 Preparing Irregular Parcels
- 7.6 Delivery Sequence Standards
- 7.7 Delivery Sequence Documentation

446 Enter and Deposit

1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Plant Loads
- 2.6 Verification
- 2.7 Deposit

3.0 Destination Bulk Mail Center (DBMC) Entry

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles
- 3.5 Additional Standards for Machinable Parcels
- 3.6 Vehicles
- 3.7 Form 4410

4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

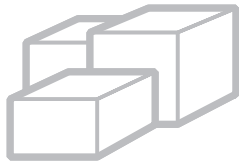
5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

450 Parcel Post Parcels

TOPICS

- 453 Rates and Eligibility
- 454 Postage Payment and Documentation
- 455 Mail Preparation
- 456 Enter and Deposit



453 Rates and Eligibility

1.0 Parcel Post Rates and Fees

- 1.1 Rate Application for Parcel Post
- 1.2 Parcel Post Inter-BMC/ASF Single-Piece Rates
- 1.3 Parcel Post Local and Intra-BMC/ASF Rates
- 1.4 Parcel Select—DBMC, DSCF, and DDU Rates
- 1.5 Destination Entry Mailing Fee
- 1.6 Pickup on Demand Fee
- 1.7 Computing Postage for Parcel Post and Parcel Select

2.0 Content Standards for Parcel Post

- 2.1 Definition of Parcel Post
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

3.0 Rate Eligibility Standards for Parcel Post

- 3.1 Parcel Post and Parcel Select Rate Eligibility
- 3.2 Fees
- 3.3 Delivery and Return Addresses
- 3.4 Parcel Select

454 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Postage Payment
- 1.3 Completing Postage Statements
- 1.4 Documentation
- 1.5 Basic Documentation Standards
- 1.6 Preparing Documentation
- 1.7 Multiple Standards
- 1.8 Providing Additional Information
- 1.9 Reporting Multiple Mailings on One Statement
- 1.10 Facsimile Postage Statements

**450
Parcel Post
Parcels**

455
Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Level
- 1.4 Preparation Definitions and Instructions

2.0 Sacks

- 2.1 Maximum Weight

3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Physical Characteristics of a Sack Label
- 3.3 Line 1 (Destination Line)
- 3.4 Line 2 (Content Line)
- 3.5 Line 3 (Origin Line)
- 3.6 Electronic Verification System
- 3.7 Abbreviations for Lines 1 and 3
- 3.8 Placement of Extraneous Information

4.0 Preparing Parcel Post

- 4.1 Basic Standards
- 4.2 Basic Standards for BMC Presort
- 4.3 Basic Standards for OBMC Presort
- 4.4 Parcel Select—DBMC Rates
- 4.5 Parcel Select—DSCF Rates
- 4.6 Parcel Select—DDU Rates
- 4.7 Optional Machinable Parcel Preparation

5.0 Standards for Barcode Discounts

- 5.1 Standards for Barcoded Mail

456
Enter and Deposit

1.0 Verification and Deposit

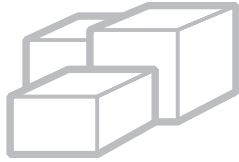
- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance
- 1.5 Drop Shipment Information

2.0 Parcel Select

- 2.1 Definitions
- 2.2 Rate Eligibility for Parcel Select Rates
- 2.3 Preparing Parcel Select
- 2.4 Deposit for Parcel Select
- 2.5 Acceptance at Designated SCF—USPS Benefit
- 2.6 Acceptance at Designated SCF

460

- 463 Rates and Eligibility
- 464 Postage Payment and Documentation
- 465 Mail Preparation
- 466 Enter and Deposit



463

Rates and Eligibility

1.0 Rates and Fees for Bound Printed Matter

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Discount Bound Printed Matter

2.0 Basic Eligibility Standards for Bound Printed Matter

- 2.1 Service Objectives
- 2.2 Postal Inspection
- 2.3 Delivery and Return Addresses

3.0 Content Standards for Bound Printed Matter Parcels

- 3.1 Basic Content Standards
- 3.2 Attachments or Enclosures of Periodicals Sample Copies
- 3.3 Attachments and Enclosures
- 3.4 Written Additions

4.0 Rate Eligibility for Bound Printed Matter Parcels

- 4.1 Rate Eligibility
- 4.2 Nonidentical Weight Pieces
- 4.3 ZIP Code Accuracy

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

- 5.1 Basic Standards
- 5.2 Carrier Route Accuracy

464

Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Nonpresorted Bound Printed Matter
- 1.2 Discounted Bound Printed Matter

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

465

Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Basic Preparation—Nonpresorted
- 1.2 Definition of Presort Process
- 1.3 Definition of Mailings
- 1.4 Terms for Presort Levels
- 1.5 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities
- 2.8 Pieces With Simplified Addresses
- 2.9 Labeling Bundles
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

3.0 Sacks

- 3.1 Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Line 1 (Destination Line)
- 4.3 Line 2 (Content Line)
- 4.4 Line 3 (Origin Line)
- 4.5 Electronic Verification System
- 4.6 Abbreviations for Lines 1 and 3
- 4.7 Placement of Extraneous Information

5.0 Preparing Presorted Parcels

- 5.1 Basic Standards
- 5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 5.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 5.4 Preparing Machinable Parcels Not Claiming DBMC Rates
- 5.5 Preparing Machinable Parcels Claiming DBMC Rates

**460
Bound
Printed Matter
Parcels**

6.0 Preparing Carrier Route Parcels

- 6.1 Basic Standards
- 6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds
- 6.3 Preparing Irregular Parcels Weighing 10 Pounds or More
- 6.4 Preparing Machinable Parcels

7.0 Standards for Barcode Discounts

- 7.1 Standards for Barcoded Mail

466

Enter and Deposit

1.0 Deposit of Nonpresorted Bound Printed Matter

- 1.1 Nonpresorted Rate Mailings

2.0 Presenting a Mailing

- 2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings
- 2.2 Verification and Entry—Nonpresorted Mailings
- 2.3 Office of Mailing
- 2.4 Redirected Mailings
- 2.5 BMC Acceptance
- 2.6 Drop Shipment Information

3.0 Destination Entry

- 3.1 General
- 3.2 Minimum Volume
- 3.3 Postage Payment
- 3.4 Mailing Fee
- 3.5 Documentation
- 3.6 Plant Loads
- 3.7 Mailings of Unsacked Bundles
- 3.8 Verification
- 3.9 Deposit

4.0 Destination Bulk Mail Center (DBMC) Entry

- 4.1 Eligibility
- 4.2 Acceptance at Designated SCF—Mailer Benefit
- 4.3 Presorted Machinable Parcels
- 4.4 Presorted Irregular Parcels
- 4.5 Carrier Route Machinable Parcels
- 4.6 Carrier Route Irregular Parcels

5.0 Destination Sectional Center Facility (DSCF) Entry

- 5.1 Eligibility
- 5.2 Presorted Machinable Parcels
- 5.3 Presorted Irregular Parcels
- 5.4 Carrier Route Machinable Parcels
- 5.5 Carrier Route Irregular Parcels

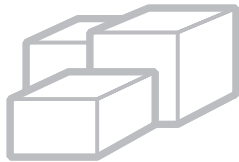
6.0 Destination Delivery Unit (DDU) Entry

- 6.1 Eligibility
- 6.2 Presorted Machinable Parcels
- 6.3 Presorted Irregular Parcels
- 6.4 Carrier Route Machinable Parcels
- 6.5 Carrier Route Irregular Parcels

470 Media Mail Parcels

TOPICS

- 473 Rates and Eligibility
- 474 Postage Payment and Documentation
- 475 Mail Preparation
- 476 Enter and Deposit



473 Rates and Eligibility

1.0 Media Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Media Mail Rate Application
- 1.3 Media Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Media Mail

2.0 Content Standards for Media Mail Parcels

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

3.0 Rate Eligibility for Media Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Media Mail

474 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

475 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counter-stacking")
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles

3.0 Sacks

- 3.1 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Media Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparing Machinable Parcels
- 5.3 Preparing Irregular Parcels

476 Enter and Deposit

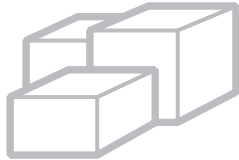
1.0 Verification and Deposit

- 1.1 Verification and Entry

480 Library Mail Parcels

TOPICS

- 483 Rates and Eligibility
- 484 Postage Payment and Documentation
- 485 Mail Preparation
- 486 Enter and Deposit



483 Rates and Eligibility

1.0 Library Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Library Mail Rate Application
- 1.3 Library Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Library Mail

2.0 Content Standards for Library Mail Parcels

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

3.0 Rate Eligibility for Library Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Library Mail

484 Postage Payment and Documentation

1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

485 Mail Preparation

1.0 General Information for Mail Preparation

- 1.1 Definition of Presort Process
- 1.2 Definition of Mailings
- 1.3 Terms for Presort Levels
- 1.4 Preparation Definitions and Instructions

2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Address Visibility
- 2.3 Arranging Pieces in a Bundle (“Facing”)
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)
- 2.5 Securing Bundles
- 2.6 Bundle Sizes
- 2.7 Exception to Bundle Sizes
- 2.8 Labeling Bundles

3.0 Sacks

- 3.1 Sack Preparation

4.0 Sack Labels

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Sack Label
- 4.3 Line 1 (Destination Line)
- 4.4 Line 2 (Content Line)
- 4.5 Line 3 (Origin Line)
- 4.6 Electronic Verification System
- 4.7 Abbreviations for Lines 1 and 3
- 4.8 Placement of Extraneous Information

5.0 Preparing Library Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparing Machinable Parcels
- 5.3 Preparing Irregular Parcels
- 5.4 Standards for Barcode Discount

486 Enter and Deposit

1.0 Verification and Deposit

- 1.1 Verification and Entry

Discount Parcels Design Standards

401 Physical Standards

402 Elements on the Face of a Mailpiece



401 Physical Standards

Overview

- [1.0 Physical Standards for Parcels](#)
- [2.0 Additional Physical Standards by Class of Mail](#)

1.0 Physical Standards for Parcels

1.1 Processing Categories

USPS categorizes parcels into one of three mail processing categories: machinable, irregular, or outside parcel. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece.

1.2 Minimum Size

Pieces are subject to the minimum standards in [601.1.0, General Standards](#), and may be subject to other minimum dimensions, based on the standards for specific rates.

1.3 Maximum Weight and Size

No mailpiece may weigh more than 70 pounds. Lower weight limits apply to First-Class Mail, Standard Mail, and Bound Printed Matter. Pieces may not measure more than 108 inches in length and girth combined, except Parcel Post, which may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#).

1.4 Two or More Packages

Two or more packages may be mailed as a single parcel if they are about the same size or shape, are securely wrapped or fastened together, and do not exceed the weight or size limits.

1.5 Machinable Parcels

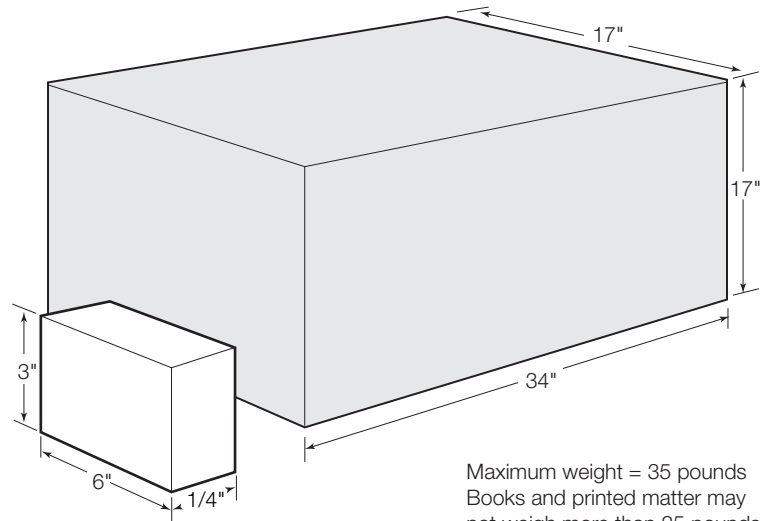
1.5.1 Criteria

A machinable parcel is any piece that is (see [Exhibit 1.5.1, Machinable Parcel Dimensions](#)):

- a. Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight, except under 1.5.2. A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under [601.1.0](#).
- 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.



Exhibit 1.5.1 Machinable Parcel Dimensions



Maximum weight = 35 pounds
Books and printed matter may not weigh more than 25 pounds.

Minimum weight = 6 oz.
(for details, see machinable parcel criteria in 401.1.5.1)

1.5.2 Criteria for Lightweight Parcels

A machinable parcel may weigh less than 6 ounces (but not less than 3.5 ounces) if it meets all of the following conditions:

- a. The mailpiece is rectangular and able to maintain its integrity during mail processing (see 601.3.0).
- b. The mailpiece bears a parcel barcode, printed and placed according to 708.5.0.
- c. Mailpieces weighing at least 3.5 ounces but less than 5 ounces must be a paperboard or fiberboard box within the following dimensions:
 1. At least 1.5 inches thick and no more than 3 inches thick.
 2. At least 6 inches long and no more than 7 inches long.
 3. At least 3.5 inches high and no more than 5 inches high.
- d. Mailpieces weighing at least 5 ounces but less than 6 ounces must be within the following dimensions:
 1. More than 3/4 inch thick and no more than 6 inches thick.
 2. At least 6 inches long and no more than 12 inches long.
 3. At least 3-1/2 inches high and no more than 9 inches high.

1.5.3 Soft Goods and Enveloped Printed Matter

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in 601 are met.



1.5.4 Exception

Some parcels may be successfully processed on BMC parcel sorters even though they do not conform to the general machinability criteria in 1.5.1. The manager, BMC Operations, USPS Headquarters (see 608.8.1 for address) may authorize a mailer to enter such parcels as machinable parcels rather than irregular parcels if the parcels are tested on BMC parcel sorters and prove to be machinable. Mailers who wish to have parcels tested for machinability on USPS parcel sorting machines must:

- a. Submit a written request to BMC Operations. The request must list mailpiece characteristics for every shape, weight, construction, and size to be considered. If the letter requesting testing describes a mailpiece that falls within the specifications of pieces that were tested previously, the mailpiece will not be acknowledged for testing.
- b. Define estimated number of parcels to be mailed in the coming year, and preparation level (e.g., destination BMC pallets).
- c. Upon acknowledgement from the manager, BMC Operations, send 100 mailpiece samples to the designated test facility at least 6 weeks prior to the first mailing date. The manager, BMC Operations will recommend changes to ensure machinability of parcels that do not qualify.

1.6 Irregular Parcel

An irregular parcel is a parcel not meeting the dimensional criteria in 1.5.1. 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.

1.7 Outside Parcel

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. 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.



401.2.1

2.0 Additional Physical Standards by Class of Mail

2.1 First-Class Mail Parcels

2.1.1 Weight

Matter at First-Class Mail rates cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail.

2.1.2 Surcharge

Unless prepared in 5-digit/scheme containers or paid at a single-piece rate, presorted parcels are subject to a \$0.05 surcharge if any of the following characteristics apply:

- a. The parcels weigh less than 2 ounces.
- b. The parcels do not bear a UCC/EAN Code 128 or POSTNET barcode.
- c. The parcels are irregularly shaped, such as rolls, tubes, and triangles.

2.2 Standard Mail Parcels and Not Flat-Machinable Pieces

2.2.1 Additional Physical Standards

Each piece must weigh less than 16 ounces.

2.2.2 Not Flat-Machinable Pieces

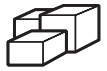
Categorize Standard Mail with the following characteristics as Not Flat-Machinable pieces (unless mailed as parcels):

- a. Not Flat-Machinable pieces are rigid or are not uniformly thick, with the following dimensions:
 1. At least 4 inches high, but not more than 12 inches high.
 2. At least 4 inches long, but not more than 15-3/4 inches long.
 3. At least 0.009 thick, but not more than 1-1/4 inches thick. (Pieces less than 5 inches long must be over 1/4 inch thick.)
- b. Flexible pieces that are at least 4 inches high, but not more than 12 inches high, with either of the following dimensions:
 1. Over 15 inches long, but not more than 15-3/4 inches long.
 2. Over 3/4 inches thick, but not more than 1-1/4 inches thick.

2.2.3 Surcharge

Unless prepared in carrier route or 5-digit/scheme containers, Standard Mail parcels and Not Flat-Machinable pieces are subject to a \$0.05 surcharge if:

- a. The machinable parcels do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)) or the irregular parcels do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)) or POSTNET barcode (see [708.4.0](#)).
- b. The Not Flat-Machinable pieces weigh 6 ounces or more and do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)).
- c. The Not Flat-Machinable pieces weigh less than 6 ounces and do not bear a UCC/EAN Code 128 barcode (see [708.5.0](#)) or POSTNET barcode (see [708.4.0](#)).



2.3 Parcel Post

2.3.1 General Standards

These standards apply to Parcel Post:

- a. 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.
- b. An item weighing less than 20 pounds but measuring more than 84 inches (but not more than 108 inches) in combined length and girth is charged the rate for a 20-pound parcel for the zone to which it is addressed (balloon rate).

2.3.2 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 [453.1.0](#) unless the applicable special handling fee is paid. An oversized parcel as described in [2.3.1a](#) 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, except under [1.5.2](#) for lightweight parcels.
- 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 [1.0](#) 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.

2.4 Bound Printed Matter Parcels

2.4.1 General Standards

Pieces mailed at Bound Printed Matter rates may not weigh more than 15 pounds.

402 Elements on the Face of a Mailpiece

Overview

- [1.0 All Mailpieces](#)
- [2.0 Placement and Content of Markings](#)
- [3.0 Placement and Physical Standards for Endorsements](#)
- [4.0 General Barcode Placement for Parcels](#)

1.0 All Mailpieces

1.1 Clear Space

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

1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [602](#) for additional information regarding addressing.)

1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail.

2.0 Placement and Content of Markings

2.1 First-Class Mail and Standard Mail Markings

2.1.1 Placement

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.** The rate-specific markings “ECRLOT,” “ECRWSH,” “ECRWSS,” and “Customized MarketMail” (or “CUST MKTMAIL” or “CMM”) (Standard Mail only) may be placed as follows:
 1. In the location specified in [2.1.1a](#).
 2. 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 optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).



402.2.1.2

3. If preceded by two asterisks (**), the “PRESORTED” (or “PRSRT”) or “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line.
- c. Mark each Not Flat-Machinable piece “Not Flat-Machinable” or “NFM,” either by including the marking in the optional endorsement line or by placing the marking immediately to the left of or below the postage area.
- d. Additional Requirements for Carrier Route. “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. Pieces not mailed at ECR rates must not bear these markings.

2.1.2 Exceptions to Markings

The following exceptions apply to manifest mailings:

- a. The basic marking must appear in the postage area on each piece. The two-letter rate category code required in the keyline on manifest mailing pieces prepared under [705.2.0](#) meets the requirement for other rate markings.
- b. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:
 1. In the required permit imprint as described in [604.5.0](#).
 2. In the human-readable text above the required barcode described in [705.2.9](#) and [708.5.0](#).

2.2 Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings

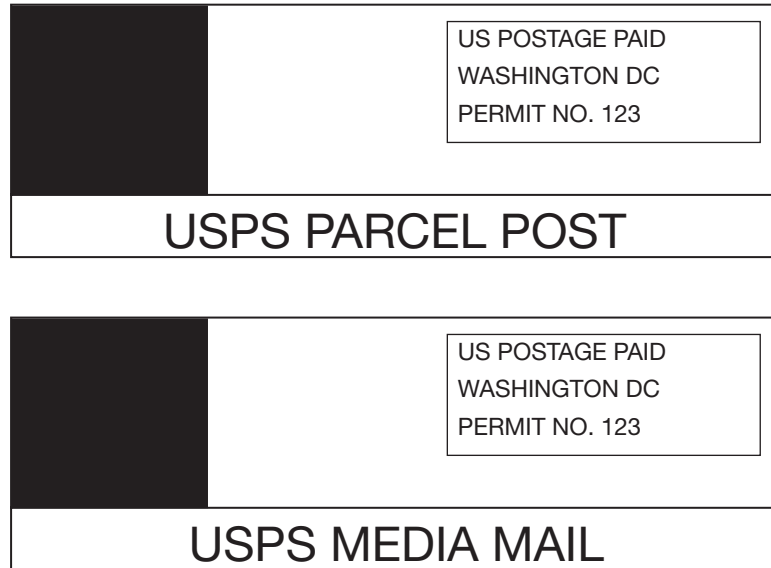
2.2.1 Basic Markings

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 2.2.1](#)):

- 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,” “MEDIA MAIL”) 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.

Exhibit 2.2.1 Package Services Indicator Examples



2.2.2 Parcel Post Markings

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 in 2.2.1. 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 2.0) 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 2.2.1.

2.2.3 Parcel Select (Parcel Post) Markings

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 2.2.1, 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 2.2.1, 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 [2.2.1](#) 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.

2.2.4 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” 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 [2.2.1](#). 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 [708.7.0](#) or postal carrier route bundle information under [708.6.0](#). The additional rate markings are:

- a. For Presorted rate mail, the additional required marking is “Presorted” (or “PRSRT”).
- b. For carrier route rate mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”).

2.2.5 Address and Firm Designation on Bound Printed Matter Machinable Parcels

When a Bound Printed Matter machinable parcel consists of multiple pieces for a single address secured with transparent shrinkwrap, the delivery address information and barcoded pressure-sensitive Label F or firm optional endorsement line must be visible and readable by the naked eye. Mailers must label the parcel using one of the following options:

- a. A firm optional endorsement line under [708.7.0](#), followed by the 5-digit destination ZIP Code of the parcel.
- b. A blue, pressure-sensitive, barcoded Label F on the address side of the parcel.

2.2.6 Media Mail Markings

Each piece of Media Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail.” This additional marking may be placed in the postage area as specified in [2.2.1](#). 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 [708.7.0](#).

2.2.7 Exception to Markings

Mail manifested using eVS under [705.2.9](#) must bear the basic marking and the additional marking “eVS” (or the alternative “e-VS” or “EVS”) in two places:

- a. In the required permit imprint as described in [604.5.0](#).
- b. In the human-readable text above the required barcode described in [705.2.9](#) and [708.5.0](#).

2.3 Enclosures

Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in [703.9.0, *Mixed Classes*](#).

2.4 Printing and Designs

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.

2.5 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0](#).

3.0 Placement and Physical Standards for Endorsements**3.1 Endorsements for Delivery Instructions and Ancillary Services**

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4](#) or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0, *Treatment of Mail*](#)), subject to the corresponding standards for use and availability.

3.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be 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).

3.3 Placement of Endorsements

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 (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) 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.



402.3.4

3.4 Physical Standards for Endorsements

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.

4.0 General Barcode Placement for Parcels

4.1 UCC/EAN Code 128 Barcode Location

The address and barcode (see [708.5.0](#)) must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in [708.5.8](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [4.2](#). Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels.

4.2 Clear Zone for UCC/EAN Code 128 Barcode

The barcode must be located as specified in [4.1](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) 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.

4.3 POSTNET Barcodes

First-Class Mail parcels, Standard Mail irregular parcels, and Not Flat-Machinable pieces less than 6 ounces may bear POSTNET barcodes or UCC/EAN Code 128 barcodes. First-Class Mail parcels, Standard Mail irregular parcels, and Not Flat-Machinable parcels less than 6 ounces bearing POSTNET barcodes representing only the postal routing barcode (destination ZIP Code) are eligible to be mailed using eVS. POSTNET barcodes may not be used on eVS parcels bearing concatenated UCC/EAN Code 128 barcodes. Place POSTNET barcodes on First-Class Mail parcels, Standard Mail irregular parcels, or Not Flat-Machinable pieces as described under [4.3.1](#) through [4.3.3](#).

4.3.1 General Placement of POSTNET Barcodes

On any First-Class Mail parcel, any Standard Mail irregular parcel, or Standard Mail Not Flat-Machinable piece under 6 ounces, the POSTNET barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. POSTNET barcodes must be printed according to 708.4.0. Address block barcodes are subject to the standards in 4.3.2.

4.3.2 POSTNET Barcode in Address Block

When the POSTNET barcode is included as part of the address block:

- a. Place the barcode 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. Do not print the barcode anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.
- c. Allow at least 1/25 inch clearance between the barcode and any information line above or below it. Do not separate the barcode more than 5/8 inch from the top or bottom line of the address block. Allow at least 1/8 inch clearance between the leftmost and rightmost bars and any adjacent printing.
- d. If a window envelope is used, allow at least 1/8 inch clearance between the leftmost and rightmost bars and any printing or window edge, and at least 1/25 inch between the barcode and the top and bottom window edges. These clearances must be maintained during the insert's range of movement in the envelope. Covers for address block windows are subject to 4.3.3.
- e. If an address label is used, allow a clear space of at least 1/8 inch between the barcode and the left and right edges of the address label, and at least 1/25 inch between the barcode and the top and bottom edges of the address label.

4.3.3 Window Cover

A window cover over the address block must be 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 708.4.4. The edges of the window cover must be securely glued to the envelope.

430 Discount Parcels First-Class Mail

433 Rates and Eligibility

434 Postage Payment and Documentation

435 Mail Preparation

436 Enter and Deposit

433 Rates and Eligibility

Overview

- [1.0 Rates and Fees for First-Class Mail](#)
- [2.0 Content Standards for First-Class Mail Parcels](#)
- [3.0 Basic Standards for First-Class Mail Parcels](#)
- [4.0 Rate Eligibility for Presorted First-Class Mail Parcels](#)

1.0 Rates and Fees for First-Class Mail

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Rate Computation for First-Class Parcels

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.

1.3 Parcel Rates

Weight Not Over (ounces) ¹	5-Digit	3-Digit	ADC	Single-Piece ²
1	\$0.704	\$0.837	\$0.891	\$1.13
2	0.874	1.007	1.061	1.30
3	1.044	1.177	1.231	1.47
4	1.214	1.347	1.401	1.64
5	1.384	1.517	1.571	1.81
6	1.554	1.687	1.741	1.98
7	1.724	1.857	1.911	2.15
8	1.894	2.027	2.081	2.32
9	2.064	2.197	2.251	2.49
10	2.234	2.367	2.421	2.66
11	2.404	2.537	2.591	2.83
12	2.574	2.707	2.761	3.00
13	2.744	2.877	2.931	3.17

1. A \$0.05 surcharge applies to pieces in 3-digit and ADC sacks that:
Do not bear a correct POSTNET or UCC/EAN Code 128 barcode (708.5).
Weigh less than 2 ounces.

Are irregularly shaped, such as tubes, rolls, and triangles.

2. Use single-piece rate for mixed ADC sortation.



433.1.4

1.4 Surcharge

Unless prepared in 5-digit/scheme sacks or paid at the single-piece rates, presorted parcels are subject to a \$0.05 surcharge if any of the following characteristics apply:

- a. The parcels weigh less than 2 ounces.
- b. The parcels do not bear a UCC/EAN Code 128 or POSTNET barcode, under [708.8.0](#), for the ZIP Code of the delivery address.
- c. The parcels are irregularly shaped, such as rolls, tubes, and triangles.

1.5 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing: \$175.00.

1.6 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.1](#) and [1.2](#). For First-Class Mail, affix postage to each piece 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.

1.7 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

2.0 Content Standards for First-Class Mail Parcels

2.1 General

With the exception of restricted material as described in [601.8.0](#), any mailable item may be mailed as First-Class Mail.

2.2 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (or Express Mail) and are defined as follows:

- a. Bills and statements of account assert a debt in a definite amount owed by the addressee to the sender or a third party. In addition, bills include a demand for payment; statements of account do not include a demand for payment. The debt does not have to be due immediately but may become due at a later time or on demand. The debt asserted need not be legally collectible or owed.
- b. Bills and statements of account do not need to state the precise amount due if they contain information that would enable the debtor to determine that amount.

2.3 Personal Information

Mail containing personal information must be mailed as First-Class Mail (or Express Mail). Personal information is any information specific to the addressee.

2.4 Handwritten and Typewritten Material

Mail containing handwritten or typewritten material must be mailed as First-Class Mail or Express Mail.

2.5 Matter Not Required to be Mailed as First-Class Mail

Matter eligible for Standard Mail or Package Services rates or authorized as Periodicals is not required to be mailed as First-Class Mail or Express Mail.

2.6 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#), Hazardous Materials.

3.0 Basic Standards for First-Class Mail Parcels**3.1 Description of Service****3.1.1 Service Objectives**

First-Class Mail receives expeditious handling and transportation. Service objectives for delivery are 1 to 3 days; however, delivery time is not guaranteed.

3.1.2 Rate Options

First-Class Mail offers the flexibility of single-piece rates ([133.1.0](#)), and discounted rates ([1.0](#)) for presorted mailings of 500 or more pieces that weigh 13 ounces or less.

3.2 Defining Characteristics**3.2.1 Inspection of Contents**

First-Class Mail is closed against postal inspection. Federal law and USPS regulations restrict both opening and reviewing the contents of First-Class Mail by anyone other than the addressee.

3.2.2 Forwarding Service

The price of First-Class Mail includes forwarding service to a new address for up to 12 months.

3.2.3 Return Service

The price of First-Class Mail includes return service if the mailpiece is undeliverable.

3.2.4 Extra Services Exclusive to First-Class Mail

First-Class Mail is the only class of mail eligible to receive the following extra services: Registered Mail service and Certified Mail service.

3.2.5 Additional Extra Services

Additional extra services available with First-Class Mail are certificate of mailing service, COD service, Delivery Confirmation service (parcels only), insured mail service (merchandise only), return receipt service, restricted delivery service, Signature Confirmation service (parcels only), and special handling. See information regarding extra services in [503](#).



3.3 Additional Basic Standards for First-Class Mail

All pieces of presorted First-Class Mail must:

- a. Meet the basic content standards for First-Class Mail in [2.0](#).
- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [433, Rates and Eligibility](#), [434, Postage Payment and Documentation](#), and [604.7.0, Computing Postage](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The Move Update standard in [3.5](#).
 2. The ZIP Code accuracy standard in [3.6](#).
 3. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3.4 Presort Mailing Fee

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.

3.5 Move Update Standard

3.5.1 Basic Standards

The Move Update standard is a means of reducing the number of mailpieces in a mailing that require forwarding or return by the periodic matching of a mailer's address records with customer-filed change-of-address orders received and maintained by the USPS. For the purposes of this standard, *address* means a specific address associated with a specific occupant name. Addresses subject to the Move Update standard must meet these requirements:

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard.
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the Move Update standard.

3.5.2 USPS-Approved Methods

The following methods are authorized for meeting the Move Update standard:

- a. Address Change Service (ACS).
- b. National Change of Address Linkage System (NCOA^{Link}).
- c. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- d. Ancillary service endorsements except “Forwarding Service Requested.”

3.5.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS.

3.6 ZIP Code Accuracy

3.6.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.5.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the ZIP Code accuracy standard.

3.6.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer’s address list inquiring about the accuracy of ZIP Code information.



433.3.6.3

2. Any mailing list service in [507.6.0](#).
3. An authorized service provider.
4. CASS-certified matching software.
5. USPS Web site www.usps.com.

3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Rate Eligibility for Presorted First-Class Mail Parcels

4.1 5-Digit Rate

The 5-digit rate applies to presorted parcels in a 5-digit/scheme sack containing at least 10 pounds of parcels.

4.2 3-Digit Rate

The 3-digit rate applies to presorted parcels in a 3-digit sack containing at least 10 pounds of parcels.

4.3 ADC Rate

The ADC rate applies to presorted parcels in a 3-digit origin sack (no minimum), and to parcels in an ADC sack containing at least 10 pounds of parcels.

4.4 Single-Piece Rate

The single-piece rate applies to presorted parcels in a mixed ADC sack, with no minimum volume requirement.

434 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted Parcels](#)
- [3.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

Postage for discount (presorted) rate First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps, [604.3.0](#) for precanceled stamps, or [604.4.0](#) for metered postage) or permit imprint ([604.5.0](#)) as specified in [2.0](#). Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

2.0 Postage Payment for Presorted Parcels

2.1 Payment Methods for Presorted Rates

Presorted First-Class Mail rate postage must be paid with meter stamps under [604.4.0](#), permit imprints under [604.5.0](#), or precanceled postage under [604.3.0](#), 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.

2.2 Affixed Postage for Presorted First-Class Mail

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 Mail 1-ounce rate applicable to the mailing job, and full postage on metered pieces for additional ounce(s), surcharge, or extra services.
- 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.

2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS 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 Business Mailer Support authorization under [2.2c](#), credit is not given for postage affixed in excess of the authorized amount.

3.0 Mailing Documentation

3.1 **Completing Postage Statements**

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

3.2 **Basic Documentation Standards**

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require paper documentation. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and the content of the mailing; details the volume and postage data; 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.

3.3 **Preparing Documentation**

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.

3.4 **Multiple Standards**

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.

3.5 **Standard Format for Documentation**

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 rate claimed, or the documentation must be prepared as standardized documentation. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

3.6 Providing Additional Information

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 PCSC under [607.2.0](#).

3.7 Reporting Multiple Mailings on One Statement

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 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.

3.8 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

435 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparing Presorted Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

A “mailing” is defined as a group of pieces within the same class of mail and the same processing category that may be sorted together and/or 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 must be prepared as a separate mailing.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit scheme for First-Class Mail parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L606](#).
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *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.
- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [ADC]*: the pieces are for delivery in the service area of more than one ADC.



435.1.4

1.4 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. 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/sack must be prepared for each.
- d. The *required quantity* (for example, “required at 10 pieces”) means that the unit must be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Smaller quantities may be prepared only if permitted by the standards for each rate.
- e. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility 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, the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- f. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- g. A “*logical presort destination*” represents the total number of pieces in a mailing that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Sacks

2.1 Presort

Presort, presort levels, and standard preparation terms are defined in [1.0](#).

2.2 Standard Containers

Mailings must be prepared in USPS-approved sacks. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

2.3 Sack Preparation

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.

3.0 Sack Labels

3.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- e. Color: white or manila.
- f. Weight: 70-pound or heavier stock.
- g. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- h. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

3.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

3.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards.



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Digit	D
First-Class Mail	FCM
Mixed	MXD
Working	WKG

3.4 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under [705.2.9](#). Line 3 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. As an alternative to adding a fourth line for eVS mailings as required by [3.5](#), "eVS" may appear as the first element on Line 3.

3.5 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

3.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

3.7 Placement of Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- 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.
- 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.
- It may appear below Line 3.
- 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.

4.0 Preparing Presorted Parcels

4.1 Basic Standards

Each Presorted First-Class mailing must be prepared in USPS-approved sacks and marked “Presorted” (or “PRSRT”) and “First-Class.” All pieces must be sorted together and prepared under [4.3](#) and [4.4](#).

4.2 Single-Rate Pieces Presented With Presorted Mailings

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 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 [202.3.0](#) 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.

4.3 Bundling

Bundling is not permitted.

4.4 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme optional, but required for 5-digit rate (see definition in [1.3a](#)); 10-pound minimum, labeling:
 1. Line 1: For 5-digit scheme sacks use [L606](#), Column B. For 5-digit sacks use city, state, and 5-digit ZIP Code on mail (see [3.2c](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “FCM PARCELS 5D SCH.” For 5-digit sacks, “FCM PARCELS 5D.”
- b. 3-digit (required); 10-pound minimum, except for required origin 3-digit(s); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: “FCM PARCELS 3D.”
- c. ADC (required); 10-pound minimum; labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: “FCM PARCELS ADC.”
- d. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use [L201](#); for mail originating in ZIP Code areas in Column A, use “MXD” followed by city, state, and 3-digit ZIP Code prefix in Column C (use “MXD” instead of “OMX” in the destination line and ignore Column B).
 2. Line 2: “FCM PARCELS WKG.”

436 Enter and Deposit

Overview

- [1.0 Deposit](#)
- [2.0 Verification](#)

1.0 Deposit

1.1 Service Objective

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.

1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted 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 [604.4.5.3](#). Permit imprint mail must be deposited under [604.5.0](#) and [705, Advanced Preparation and Special Postage Payment Systems](#).

1.3 Approved Collections

The USPS may collect Presorted 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:

- Acceptance and verification are done at the customer's facility; or
- Postage is paid with permit imprint under an optional procedure; or
- Postage is paid with meter or precanceled stamps.

1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures.

2.0 Verification

2.1 USPS Verification and Mailer Correction

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.

2.2 Timeframe for Corrective Action

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



436.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date.

2.3 Payment at Single-Piece Rate Rather than Correcting Errors

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.

440 Discount Parcels Standard Mail

443 Rates and Eligibility

444 Postage Payment and Documentation

445 Mail Preparation

446 Enter and Deposit

443 Rates and Eligibility

Overview

- [1.0 Rates and Fees for Standard Mail](#)
- [2.0 Content Standards for Standard Mail Parcels](#)
- [3.0 Basic Standards for Standard Mail Parcels](#)
- [4.0 Rate Eligibility for Standard Mail](#)
- [5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces](#)
- [6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels](#)

1.0 Rates and Fees for Standard Mail

1.1 Standard Mail Rate Application

Standard Mail rates are based on the weight of the pieces as follows:

- a. The appropriate minimum per piece rate applies to any Standard Mail piece that weighs 3.3 ounces (0.2063 pound) or less.
- b. A rate determined by adding the per piece charge and the corresponding per pound charge applies to any Standard Mail piece that weighs more than 3.3 ounces.



443

Discount Parcels: Standard Mail Rates and Eligibility

443.1.2

1.2 Regular Standard Mail—Presorted and Enhanced Carrier Route Rates

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece rate	None	\$0.369	\$0.378	\$0.499	---	---	---	\$0.607	\$0.653	\$0.914	\$1.129
	DBMC	0.336	0.345	0.466	---	---	---	0.574	0.620	0.881	1.096
	DSCF	0.327	0.336	0.457	---	---	---	0.565	0.611	0.872	---
	DDU	0.318	0.327	0.448	---	---	---	0.556	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.621	0.621	0.621	0.739	0.739	0.739	0.739	0.739	0.739	0.739
	DBMC	0.462	0.462	0.462	0.580	0.580	---	0.580	0.580	0.580	0.580
	DSCF	0.418	0.418	0.418	0.536	---	---	0.536	0.536	0.536	---
	DDU	0.373	0.373	0.373	0.491	---	---	0.491	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece rate		0.241	0.250	0.371	0.346	0.716	0.909	0.457	0.503	0.764	0.979

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.

2. For ECR parcels with a detached address label, add \$0.015 per piece.

3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

1.3 Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Rates

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece rate	None	\$0.300	\$0.309	\$0.430	---	---	---	\$0.481	\$0.527	\$0.788	\$1.003
	DBMC	0.267	0.276	0.397	---	---	---	0.448	0.494	0.755	0.970
	DSCF	0.258	0.267	0.388	---	---	---	0.439	0.485	0.746	---
	DDU	0.249	0.258	0.379	---	---	---	0.430	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.432	0.432	0.432	0.622	0.622	0.622	0.622	0.622	0.622	0.622
	DBMC	0.273	0.273	0.273	0.463	0.463	---	0.463	0.463	0.463	0.463
	DSCF	0.229	0.229	0.229	0.419	---	---	0.419	0.419	0.419	---
	DDU	0.184	0.184	0.184	0.374	---	---	0.374	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece rate		0.211	0.220	0.341	0.244	0.614	0.807	0.355	0.401	0.662	0.877

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.

2. For ECR parcels with a detached address label, add \$0.015 per piece.

3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

1.4 Regular Standard Mail—Not Flat-Machinable Rates

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece rate	None	\$0.460 ²	\$0.506	\$0.767	\$1.028
	DBMC	0.427	0.473	0.734	0.995
	DSCF	0.418	0.464	0.725	---
	DDU	0.409	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.739	0.739	0.739	0.739
	DBMC	0.580	0.580	0.580	0.580
	DSCF	0.536	0.536	0.536	---
	DDU	0.491	---	---	---
+		+	+	+	+
per piece rate		0.310	0.356	0.617	0.878

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM rates.
2. Customized MarketMail pieces pay \$0.460 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

1.5 Nonprofit Standard Mail—Not Flat-Machinable Rates

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece rate	None	\$0.334 ²	\$0.380	\$0.641	\$0.902
	DBMC	0.301	0.347	0.608	0.869
	DSCF	0.292	0.338	0.599	---
	DDU	0.283	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.622	0.622	0.622	0.622
	DBMC	0.463	0.463	0.463	0.463
	DSCF	0.419	0.419	0.419	---
	DDU	0.374	---	---	---
+		+	+	+	+
per piece rate		0.208	0.254	0.515	0.776

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM rates.
2. Customized MarketMail pieces pay \$0.334 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.



443.1.6

1.6 Fees

1.6.1 Annual Mailing Fee

Mailing fee, per 12-month period: \$175.00.

1.6.2 Weighted Fee

For return of pieces bearing the ancillary service markings “Address Service Requested” and “Forwarding Service Requested.”

WEIGHTED FEE

Single Piece Weight Not Over (ounces)	Weighted Fee per Piece ¹
1	\$2.80
2	3.22
3	3.64
4	4.06
5	4.48
6	4.90
7	5.32
8	5.74
9	6.16
10	6.58
11	7.00
12	7.42
13	7.84
Over 13 but under 16	11.38

1. Weighted fee equals single-piece First-Class Mail or Priority Mail rate multiplied by 2.472.

1.7 Computing Postage for Standard Mail

1.7.1 Weight

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.

1.7.2 Determining Single-Piece Weight

To determine single-piece weight in a mailing of identical-weight pieces, 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. To determine single-piece weight in a mailing of nonidentical-weight pieces, weigh each piece individually. Express all single-piece weights in decimal pounds, rounded off to four decimal places.

1.7.3 Net Postage

Postage is computed at the applicable rates on the entire mailing to be mailed at one time. The net postage rate is either the applicable minimum per piece rate or the piece/pound rate, as adjusted for any discounts and surcharges.

1.7.4 Per Piece and Per Pound Charges

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 1.1, *Standard Mail Rate Application*. 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.

1.7.5 Computing Affixed Postage

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.

1.7.6 Permit Imprint

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.

2.0 Content Standards for Standard Mail Parcels**2.1 Definition and Weight**

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.

2.2 Personal Information

Personal information may not be included in a Standard Mail mailpiece unless all of the following conditions are met:

- a. The mailpiece contains explicit advertising for a product or service for sale or lease or an explicit solicitation for a donation.
- b. All of the personal information is directly related to the advertising or solicitation.



- c. The exclusive reason for inclusion of all of the personal information is to support the advertising or solicitation in the mailpiece.

2.3 Bills and Statements of Account

Mail containing bills or statements of account as defined in [433.2.2](#) may not be entered as Standard Mail except under the conditions described in [2.5.2](#).

2.4 Handwritten and Typewritten Matter

Mail containing handwritten or typewritten matter may not be entered as Standard Mail except under the conditions described in [2.6](#).

2.5 Attachments and Enclosures

2.5.1 Invoice

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.

2.5.2 Incidental First-Class Attachments and Enclosures

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. Incidental First-Class matter may not be enclosed in or attached to matter mailed as Customized MarketMail under [705.1.0](#). 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.

2.5.3 Nonincidental First-Class Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail rates, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). 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.

2.5.4 Nonincidental First-Class Attachments

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 (except matter mailed as Customized MarketMail under [705.1.0](#)), 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.

2.5.5 Attachment of Other Standard Mail Matter

Standard Mail pieces may bear an attachment that is eligible as Standard Mail matter if these additional conditions are met:

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the rate markings and endorsements permitted for the rate claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3, Physical Standards](#).
- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling.

2.6 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.



443.3.1

- 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.

3.0 Basic Standards for Standard Mail Parcels

3.1 Description of Service

3.1.1 Service Objectives

Standard Mail may receive deferred handling. Service objectives for delivery are 2 to 9 days; however, delivery time is not guaranteed.

3.1.2 Minimum Quantity

Standard Mail provides economical rates for mailings of 200 or more pieces or 50 or more pounds of mail.

3.2 Defining Characteristics

3.2.1 Mailpiece Weight Limit

All Standard Mail pieces must weigh less than 16 ounces.

3.2.2 Preparation Requirements

Standard Mail is subject to specific volume, marking, and preparation requirements.

3.2.3 Inspection of Contents

Standard Mail is not sealed against postal inspection.

3.2.4 Forwarding Service

The price of Standard Mail typically does not include forwarding service. Forwarding service is available under [507.1.5](#).

3.2.5 Return Service

The price of Standard Mail does not include return service. Return service is available under [507.1.5](#) for an additional fee.

3.2.6 Extra Services

Extra services available with Standard Mail are insured mail service (bulk insurance only), certificate of mailing service (bulk certificate of mailing only), return receipt for merchandise service, and Delivery Confirmation service (parcels only). See information regarding extra services in [503](#).

3.2.7 Periodicals

Authorized Periodicals may not be entered as Standard Mail unless permitted by standard.

3.2.8 Identical Pieces

The contents of printed matter in a Standard Mail mailing must be identical to a piece sent to at least one other addressee. Standard Mail may include the addressee's name and address but may not transmit personal information except as permitted under [2.2](#).

3.3 Additional Basic Standards for Standard Mail

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. See [3.6, Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.
- c. All pieces in a mailing must be sorted together and marked under the standards for the rate claimed.
- d. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative addressing format is used subject to [602.3.0](#). Detached address labels may be used subject to [602.4.0](#).
- e. Postage must be paid under [444.1.0](#) through [444.3.0](#) in *Postage Payment and Documentation* with precanceled stamps, meter stamps, or permit imprint.
- f. 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 [444.3.0](#).
- g. Any postal routing code barcode on a machinable parcel must be correct for the delivery address and must meet the standards in [708.5.0, Standards for Postal Routing Barcodes](#).
- h. 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.

3.4 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each post office of mailing. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee, paid at the Post Office of account where the permit imprint account is held, is required regardless of the number of Post Offices 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.

3.5 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [445.1.0, *General Information for Mail Preparation*](#). 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.

3.6 Residual Volume Requirement

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.

3.7 Residual Mail Subject to First-Class or Priority Mail Rates

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 [444.1.0, *Basic Standards for Postage Payment*](#), are met.

3.8 ZIP Code Accuracy

3.8.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a

specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.8.1d, Basic Standards](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.8.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming the Standard Mail rates must meet the ZIP Code accuracy standard, regardless of any required surcharges.

3.8.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.6.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

3.8.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

4.0 Rate Eligibility for Standard Mail

4.1 General Information

All Standard Mail rates are discounted rates. These rates apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for presorted rates under [5.0](#) or Enhanced Carrier Route rates under [6.0](#). Destination entry discount rates are available under [446.2.0](#) through [446.5.0](#). 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 [4.2](#) or [4.3](#). Only organizations authorized by the USPS under [703.1.0](#) may mail at Nonprofit rates.

4.2 Minimum Per Piece Rates

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. In applying the minimum per piece rates, a mailpiece is categorized as a parcel based on the standards in [401](#), *Physical Standards*.
- 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 level of presort within each mailing. Mailers may claim discounted rates for destination entry mailings under [446.2.0](#) through [446.5.0](#). DDU rates are available for parcels and Not Flat-Machinable pieces entered only at 5-digit, Enhanced Carrier Route, or Nonprofit Enhanced Carrier Route rates. See [1.0](#), *Rates and Fees for Standard Mail*, for individual per piece rates.

4.3 Piece/Pound Rates

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. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. 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. There are separate per pound rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route). 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 [446.2.0](#) through [446.5.0](#) in *Enter and Deposit*.

4.4 Surcharge

Unless prepared in carrier route (irregular parcels only) or 5-digit/scheme containers, Standard Mail parcels and Not Flat-Machinable pieces are subject to a \$0.05 surcharge if:

- a. The pieces placed in containers other than 5-digit/scheme containers do not contain the appropriate barcodes in [4.4b](#) through [4.4d](#).
- b. The machinable parcels do not bear a UCC/EAN Code 128 barcode, under [708.5.0](#), for the ZIP Code of the delivery address.
- c. The Not Flat-Machinable pieces weigh 6 ounces or more and do not bear a UCC/EAN Code 128 barcode, under [708.5.0](#), for the ZIP Code of the delivery address.

- d. The irregular parcels weigh less than 16 ounces, or the Not Flat-Machinable pieces weigh less than 6 ounces, and those pieces do not bear a UCC/EAN Code 128 or POSTNET barcode, under [708.5.0](#), for the ZIP Code of the delivery address.

4.5 Extra Services for Standard Mail

4.5.1 Available Services

Only the following extra services may be used with Standard Mail that is eligible under [4.5.2, Eligible Matter](#):

- a. Bulk insurance.
- b. Return receipt for merchandise.
- c. Delivery Confirmation (electronic option only).
- d. Certificate of mailing, as provided in [503.5.0](#).

4.5.2 Eligible Matter

Extra services may be used only with pieces mailed at Not Flat-Machinable (Delivery Confirmation only), machinable, or irregular parcel rates.

4.5.3 Ineligible Matter

Extra services (other than certificate of mailing service) may not be used for any of the following types of Standard Mail:

- a. Pieces entered as letters or flats.
- b. Machinable parcels mailed using Bulk Parcel Return Service.
- c. Pieces mailed with detached address labels under [602.4.0](#).
- d. Pieces mailed at Enhanced Carrier Route rates.
- e. Pieces mailed as Customized MarketMail.

4.5.4 Additional Preparation Requirements

Any eligible mailpiece with an extra service must bear a return address under [602.1.0, Elements of Addressing](#), and an ancillary service endorsement under [507.1.0](#) as follows:

- a. Pieces with bulk insurance or return receipt for merchandise must bear an endorsement that returns any undeliverable-as-addressed piece to the sender. Required endorsements are “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”
- b. Pieces with Delivery Confirmation must bear one of the required endorsements in [4.5.4a](#) or “Change Service Requested.”



443.5.1

5.0 Additional Eligibility Standards for Presorted Standard Mail Pieces

5.1 Basic Standards

All pieces in a Regular Standard Mail or Nonprofit Standard Mail Presorted rate mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Except as provided in [3.6](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed 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 and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.8](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 3. If merchandise samples are prepared with detached address labels, the additional standards in [602.4.0](#).
- d. Be marked, sorted, and documented as specified in [445.5.0](#), *Preparing Presorted Parcels*, and [705.8.0](#), *Preparing Pallets*.

5.2 Rate Application

Rates for Regular and Nonprofit Standard Mail apply separately to machinable parcels, irregular parcels, and Not Flat-Machinable pieces that meet the eligibility standards in [2.0](#) through [4.0](#) and the preparation standards in [445.5.0](#), [705.6.0](#), or [705.8.0](#), *Preparing Pallets*. When parcels and Not Flat-Machinable pieces are combined under [445.5.0](#) or [705.6.0](#), all pieces are eligible for the applicable rates when the combined total meets the eligibility standards. For example, when there are 10 pounds of combined machinable parcels, irregular parcels, and Not Flat-Machinable pieces in a 5-digit sack, all pieces are eligible for the 5-digit rates.

5.3 Rates for Machinable Parcels

5.3.1 5-Digit Rate

The 5-digit rate applies to qualifying machinable parcels presented:

- a. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces.
- b. On a 5-digit/scheme ([L606](#)) pallet, according to standards in [705.8.10](#).
- c. As one or more parcels that mailers drop ship to a DDU under [446.5.2](#).

5.3.2 BMC Rate

The BMC rate applies to qualifying machinable parcels presented:

- a. In an ASF or BMC sack containing at least 10 pounds of parcels.
- b. On an ASF or BMC pallet, according to standards in [705.8.10](#).

5.3.3 Mixed BMC Rate

The mixed BMC rate applies to machinable parcels that are not eligible for 5-digit or BMC rates. Place machinable parcels at mixed BMC rates in mixed BMC sacks under [445.5.3.2](#) or on mixed BMC pallets under [705.8.10](#).

5.4 Rates for Irregular Parcels**5.4.1 5-Digit Rate**

The 5-digit rate applies to irregular parcels (see [401.1.6](#)) presented:

- a. In a 5-digit/scheme ([L606](#)) sack containing at least 10 pounds of pieces.
- b. On a 5-digit/scheme ([L606](#)) pallet, according to [705.8.10](#).
- c. As one or more parcels that mailers drop ship to a DDU under [446.5.2](#).

5.4.2 3-Digit Rate

The 3-digit rate applies to irregular parcels (see [401.1.6](#)) presented:

- a. In a 3-digit sack containing at least 10 pounds of parcels.
- b. On a 3-digit pallet, according to [705.8.10](#).

5.4.3 ADC Rate

The ADC rate applies to irregular parcels (see [401.1.6](#)) presented:

- a. In an ADC sack containing at least 10 pounds of parcels, or in an optional 3-digit origin/entry sack.
- b. On an ADC pallet, according to [705.8.10.4](#).

5.4.4 Mixed ADC Rate

The mixed ADC rate applies to irregular parcels (see [401.1.6](#)) in mixed ADC containers.

5.5 Rates for Not Flat-Machinable (NFM) Pieces**5.5.1 5-Digit Rate**

The 5-digit rate applies to NFM pieces presented:

- a. In a 5-digit/scheme sack containing at least 10 pounds of pieces.
- b. In 5-digit bundles of five or more pieces on pallets or in pallet boxes under [705.8.0](#).
- c. On a 5-digit/scheme pallet under [705.8.10](#).
- d. As one or more pieces that mailers drop ship to a DDU under [446.5.0](#).

5.5.2 3-Digit Rates

The 3-digit rate applies to NFM pieces presented:

- a. In a 3-digit sack containing at least 10 pounds of pieces.
- b. On a 3-digit pallet under [705.8.10](#).

5.5.3 ADC Rate

The ADC rate applies to NFM pieces presented:

- a. In an ADC or BMC/ASF sack containing at least 10 pounds of pieces or in an optional 3-digit origin/entry sack.



443.5.5.4

- b. On an ADC or BMC/ASF pallet under [705.8.10](#).

5.5.4 Mixed ADC Rate

The mixed ADC rate applies to NFM pieces in mixed ADC or mixed BMC containers.

6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels

6.1 General Enhanced Carrier Route Standards

6.1.1 Optional Preparation

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.

6.1.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail mailing must:

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [445.7.0](#), *Preparing Enhanced Carrier Route Parcels*, or [705.8.0](#), *Preparing Pallets*.
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 - 1. The carrier route accuracy standard in [6.2](#).
 - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and in [445.7.6](#), *Delivery Sequence Standards*.
- f. Enhanced Carrier Route rate mail may not be more than 12 inches high, 15 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 [602.4.0](#), *Detached Address Labels (DALs)*.

6.2 Carrier Route Accuracy

6.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [6.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail Enhanced Carrier Route rates must meet the carrier route accuracy standard, regardless of any required surcharge.

6.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).

6.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

6.3 Basic Rate Enhanced Carrier Route Standards

6.3.1 Sequencing

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 [445.7.6, Delivery Sequence Standards](#)).

6.3.2 Basic Rate Discount for Irregular Parcels

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 bundles of 10 or more pieces and prepared under [602.4.0](#).

6.4 High Density Enhanced Carrier Route Standards

6.4.1 Basic Eligibility Standards for High Density Rates

All pieces mailed at high density rates must:



443.6.4.2

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [445.7.6, Delivery Sequence Standards](#)).
- 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.

6.4.2 High Density Rate Discount for Irregular Parcels

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 bundles of 10 or more pieces and prepared under [602.4.0](#).

6.5 Saturation Enhanced Carrier Route Standards

6.5.1 Basic Eligibility Standards for Saturation Rates

All pieces mailed at saturation rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [445.7.6, Delivery Sequence Standards](#)).
- 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 [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard.

6.5.2 Saturation Rate Discount for Irregular Parcels

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 bundles of 10 or more pieces and prepared under [602.4.0](#).

444 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels](#)
- [3.0 Mailing Documentation](#)
- [4.0 Residual Pieces](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter ([604.4.0](#)), permit imprint ([604.5.0](#)), or precanceled stamps ([604.3.0](#)). Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. 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.

2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

2.1 Identical-Weight Pieces

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 [3.0](#) must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance.

2.2 Nonidentical-Weight Pieces

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.

2.3 Combined Rate

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 Mailing Documentation

3.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

3.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require paper documentation. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

3.3 Preparing Documentation

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.

3.4 Multiple Standards

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.

3.5 Standard Format for Documentation

Standard Mail 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 [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

3.6 Providing Additional Information

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 PCSC under [607.2.0](#).

3.7 Reporting Multiple Mailings on One Statement

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 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.

3.8 Facsimile Postage Statements

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. In some cases, this can include fields from multiple parts on 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-R, 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.

4.0 Residual Pieces

4.1 Postage Payment for Ineligible Standard Mail

4.1.1 13 Ounces or Less

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.



444.4.1.2

- 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-R. These pieces are reported in Part C on Form 3600-R under the heading "From Standard Mail mailing."
- 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 Form 3600-R under the heading "From Standard Mail mailing." 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.

4.1.2 Over 13 Ounces

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 Part E of Form 3600-R on the line titled "Pieces From Standard Mail mailing" 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.

4.2 Postage Payment for Barcoded Machinable Parcels

4.2.1 100% Eligible

If 100% of the pieces in a mailing are eligible for the machinable parcel barcode discount under [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Pieces](#), then the mailing may be paid with meter stamps, permit imprint, or precanceled postage.

4.2.2 Less Than 100% Eligibility

If less than 100% of the parcels in the mailing are eligible for the machinable parcel barcode 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 in [705.2.0](#).

445 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Parcels](#)
- [6.0 Preparing Not Flat-Machinable Pieces](#)
- [7.0 Preparing Enhanced Carrier Route Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

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 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 and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [443.3.6, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
 1. Enhanced Carrier Route and any other type of mail.
 2. Enhanced Carrier Route letter rate pieces and Enhanced Carrier Route nonletter rate pieces.
 3. Presorted rate mail and any other type of mail.
 4. Machinable and nonmachinable pieces.
 5. 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.
 6. Customized MarketMail and any other type of mail.



1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (pallets and sacks) for Standard Mail 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](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *Origin/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. Separation is optional for each such 3-digit area.
- f. *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.
- g. *Origin/optional entry SCF*: the separation includes bundles 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.
- h. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- i. *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](#)).
- j. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- k. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle 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.

1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit/scheme sort for Standard Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L006](#) 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.

- d. An *origin 3-digit* (or *origin 3-digit scheme*) tray 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. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- e. 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. Bundles 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.
- f. 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. Bundles 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.
- g. *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.
- h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- i. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [2.0](#).
- j. 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 bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 431 12 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. 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.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces for different presort destinations into groups. A “bundle” is a group of addressed pieces secured together as a unit. The term “bundle” does not apply to unsecured groups of pieces. Bundling under 445 is allowed only for carrier route bundles of irregular parcels and 5-digit bundles of Not Flat-Machinable pieces placed on pallets or in pallet boxes (see 6.0).

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route rates entered at a destination delivery unit (DDU).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 2.4, all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles 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 bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Preparing Bundles in Sacks

In addition to the standards in 2.5, mailers must prepare and secure bundles placed in sacks as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Measure bundles at the lowest (thinnest) point to determine the bundle height.
- c. A bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (for example, if a piece is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high, even though the maximum bundle height is 8 inches).
- d. Bundles of pieces with covers of “coated stock” (for example, magazines or catalogs with glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:
 - 1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.
 - 2. Bundles 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.



445.2.7

- e. Bundles of pieces with outer surfaces of “uncoated stock” are subject to these conditions:
 - 1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).
 - 2. “Uncoated stock” refers to pieces with outer surfaces composed of material other than paper (such as plastic, cloth, or fiberboard) and also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock, such as an envelope or polybag.

2.7 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles 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). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and specific weight and height limits in [2.6](#) if placed in sacks.

2.8 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle 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 bundle 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 bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.9 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

2.10 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information

lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard Mail mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles 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., “STD IRREG LOT CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office.

3.0 Sacks

3.1 Standard Containers

Mailings must be prepared in sacks. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

3.2 Sack Preparation

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.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (optional).



445.4.3

- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards.

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels:

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Mixed Machinable and Irregular Parcels	MACH & IRREG
Post Office Box Section	B
Rural Route	R
Standard Mail	STD
Working	WKG

4.5 **Line 3 (Origin Line)**

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) under [705.2.9](#). Line 3 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. As an alternative to adding a fourth line for eVS mailings as required by [4.6](#), "eVS" may appear as the first element on Line 3.

4.6 **Electronic Verification System**

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

4.7 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 **Placement of Extraneous Information**

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- 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.



445.5.1

- 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.

5.0 Preparing Presorted Parcels

5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in [5.3, *Preparing Machinable Parcels*](#), and [5.4, *Preparing Irregular Parcels*](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0 in *Rates and Eligibility*](#) and specific eligibility in [443.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. Pieces in each mailing must be all machinable parcels or all irregular parcels as defined in [401.1.0](#), unless prepared under [5.3.1](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#); [708.7.0, *Optional Endorsement Lines \(OELs\)*](#); and [708.6.0, *Barcoding Standards for Container Labels*](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines rate eligibility as specified in [443.5.0, *Additional Eligibility Standards for Presorted Standard Mail Pieces*](#).

5.2 Markings

Subject to the marking standards in [402.2.0, *Placement and Content of Markings*](#), regular Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”) and Nonprofit Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” or “Single-Piece” (or “SNGLP”).

5.3 Preparing Machinable Parcels

5.3.1 5-Digit Sacks

There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers choosing to combine the preparation of either irregular parcels or Not Flat-Machinable pieces (see [401.2.2.3](#)) with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under [5.3.2a](#). Mailers choosing to combine the preparation of Not Flat-Machinable pieces weighing 6 ounces or more with machinable parcels placed in ASF, BMC, or mixed BMC sacks must prepare the sacks under [5.3.2](#).

5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate), see definition in [1.4c](#); 10-pound minimum except under [5.3.1](#); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see [4.0](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “STD MACH 5D SCH.” For 5-digit sacks, “STD MACH 5D.”
- b. ASF (optional), allowed only for mail deposited at an ASF to claim DBMC rate; 10-pound minimum; labeling:
 1. Line 1: [L602](#), Column B. DBMC rate eligibility determined by [Exhibit 446.3.1, BMC/ASF—DBMC Rate Eligibility](#).
 2. Line 2: “STD MACH ASF.”
- c. BMC (required); 10-pound minimum; labeling:
 1. Line 1: [L601](#), Column B. DBMC rate eligibility determined by [Exhibit 446.3.1, BMC/ASF—DBMC Rate Eligibility](#).
 2. Line 2: “STD MACH BMC.”
- d. Mixed BMC (required); no minimum; labeling:
 1. Line 1: “MXD” followed by [L601](#), Column B information for BMC serving 3-digit ZIP Code prefix of entry post office.
 2. Line 2: “STD MACH WKG.”

5.4 Preparing Irregular Parcels

5.4.1 Bundling

Bundling is not permitted, except for bundles of carrier route irregular parcels under [7.0](#).

5.4.2 Required Sacking

Mailers must prepare a sack when the quantity of mail for a required presort destination reaches 10 pounds of pieces. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU. Mailers choosing to combine irregular parcels with machinable parcels and NFMs in 5-digit/scheme sacks must prepare those sacks under [5.3.2](#). Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels. Mailers may combine irregular parcels with Not Flat-Machinable pieces weighing less than 6 ounces in sacks under [5.4.4](#).

5.4.3 Drop Shipment

A mailer using Priority Mail or Express Mail to drop ship Standard Mail irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail.

5.4.4 Sacking and Labeling

Preparation sequence, sack size, and labeling:



445.6.1

- a. 5-digit/scheme (optional, but required for 5-digit rate), 10-pound minimum, except when entered at a DDU; labeling:
 1. For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, “STD IRREG 5D SCH.” For 5-digit sacks, “STD IRREG 5D.”
- b. 3-digit (required); 10-pound minimum; for irregular parcels only; labeling:
 1. For Line 1, [L002](#), Column A.
 2. For Line 2, “STD IRREG 3D.”
- c. Origin/entry 3-digit(s) (optional); no minimum; labeling:
 1. Line 1: Use [L002](#), Column A.
 2. Line 2: “STD IRREG 3D.”
- d. ADC (required); 10-pound minimum; labeling:
 1. Line 1: [L603](#), Column B. (Use [L004](#) for parcels that weigh at least 2 ounces and are not rolls or tubes. Do not mix pieces labeled to [L603](#) with pieces labeled to [L004](#).)
 2. Line 2: “STD IRREG ADC.”
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: [L604](#), Column B. (Use [L009](#) for parcels that weigh at least 2 ounces and are not rolls or tubes. Do not mix pieces labeled to [L604](#) with pieces labeled to [L009](#).)
 2. Line 2: “STD IRREG WK

6.0 Preparing Not Flat-Machinable Pieces

6.1 Basic Standards

All mailings at Regular Standard Mail and Nonprofit Standard Mail NFM rates are subject to the general preparation standards in [1.0](#) through [4.0](#). Prepare NFM pieces according to the standards in [6.0](#) unless commingled with parcels under [5.0](#). Mark NFM pieces according to the standards in [402.2.1.1](#).

6.2 Bundling

Mailers may make 5-digit bundles of at least five pieces when placed on pallets or in pallet boxes under [705.8.0](#). No other NFM bundling is permitted. The height of a 5-digit bundle must be at least 1 inch less than the longest dimension of the individual mailpiece. For example, a mailpiece measuring 7 inches long, 5 inches high, and 1/2 inch thick must be placed in a bundle no higher than 6 inches.

6.3 Sacking and Labeling

6.3.1 General

Mailers may combine NFM pieces with parcels in 5-digit/scheme sacks under 5.3. See 6.3.2 for NFM pieces that weigh less than 6 ounces; see 6.3.3 for NFM pieces that weigh 6 ounces or more.

6.3.2 NFM Pieces Weighing Less Than 6 Ounces

Preparation sequence, sack size, and labeling for sacks of NFM pieces that weigh less than 6 ounces:

- a. 5-digit/scheme (optional, but required for 5-digit rate); see definition in 1.4c; 10-pound minimum, except when drop shipped to a DDU (no minimum); labeling:
 1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see 4.0 for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "STD NFM 5D SCH." For 5-digit sacks, "STD NFM 5D."
- b. 3-digit (required); 10-pound minimum; labeling:
 1. Line 1: Use L002, Column A.
 2. Line 2: "STD NFM 3D."
- c. Origin/entry 3-digit(s) (optional); no minimum; labeling:
 1. Line 1: Use L002, Column A.
 2. Line 2: "STD NFM 3D."
- d. ADC (required); 10-pound minimum; labeling:
 1. Line 1: Use L004, Column B.
 2. Line 2: "STD NFM ADC."
- e. Mixed ADC (required); no minimum; labeling:
 1. Line 1: Use L009, Column B.
 2. Line 2: "STD NFM WKG."

6.3.3 NFM Pieces Weighing 6 Ounces or More

Preparation sequence, sack size, and labeling for sacks of NFM pieces that weigh 6 ounces or more:

- a. 5-digit/scheme (optional but required for 5-digit rate); see definition in 1.4c; 10-pound minimum, except when drop shipped to a DDU (no minimum); labeling:
 1. Line 1: For 5-digit scheme sacks, use L606, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces (see 4.0 for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, use "STD NFM MACH 5D SCH." For 5-digit sacks, use "STD NFM MACH 5D."



445.7.1

- b. ASF (optional), permitted only for mail deposited at an ASF to claim DBMC rate; 10-pound minimum; labeling:
 - 1. Line 1: [L602](#), Column B. DBMC rate eligibility determined by [Exhibit 3.1, BMC/ASF—DBMC Rate Eligibility](#).
 - 2. Line 2: “STD NFM MACH ASF.”
- c. BMC (required); 10-pound minimum; labeling:
 - 1. Line 1: [L601](#), Column B. DBMC rate eligibility determined by [Exhibit 3.1, BMC/ASF—DBMC Rate Eligibility](#)
 - 2. Line 2: “STD NFM MACH BMC.”
- d. Mixed BMC (required); no minimum; labeling:
 - 1. Line 1: “MXD” followed by [L601](#), Column B information for BMC serving 3-digit ZIP Code prefix of entry post office.
 - 2. Line 2: “STD NFM MACH WKG.”

7.0 Preparing Enhanced Carrier Route Parcels

7.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in [7.4, Bundling](#), and [7.5, Preparing Irregular Parcels](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0 in Rates and Eligibility](#) and specific eligibility in [443.6.0, Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be irregular parcels as defined in [401.1.0](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#), and the following:
 - 1. Pieces must be sequenced according to [7.6](#) and [7.7](#).
 - 2. Pieces with a simplified address format must meet the standards in [602.3.0, Use of Alternative Addressing](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [7.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines rate eligibility as specified in [443.6.0](#).

7.2 Marking

Subject to the marking standards in [402.2.0](#), Enhanced Carrier Route Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked “Nonprofit

Organization” (or “Nonprofit Org.” or “Nonprofit”). All pieces must also be marked “ECRLOT” for basic rate, “ECRWSH” for high density rate, or “ECRWSS” for saturation rate.

7.3 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted rates.

7.4 Bundling

7.4.1 Carrier Route Bundle Preparation

Prepare carrier route bundles of parcels as follows:

- a. Mailers must prepare only carrier route bundles.
- b. Except under 7.4.2, carrier route bundles must contain at least 10 pieces.
- c. The method of labeling a carrier route bundle is based on the following sack levels:
 1. Carrier route sack: No bundle labeling is required.
 2. 5-digit scheme or 5-digit carrier routes sacks: Bundles must have a facing slip unless the pieces in the bundle have a carrier information line or an optional endorsement line (OEL).

7.4.2 Bundles and Sacks With Fewer Than the Minimum Number of Pieces Required

As a general exception to 7.4.1, a mailer may prepare a bundle with fewer than 10 pieces and a less-than-full sack with fewer than 125 pieces and less than 15 pounds of pieces to a carrier route when they are claiming the saturation rate for the contents and the applicable density standard is met.

7.5 Preparing Irregular Parcels

7.5.1 Sack Minimums

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 [7.5.1b](#) (“BOTH”).

7.5.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 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: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 2. Line 2: “STD IRREG CR-RTS.”

7.6 Delivery Sequence Standards

7.6.1 Basic Standards

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 [7.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

7.6.2 Missing Addresses

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.

7.6.3 Updating Walk Sequence Information—General

Walk-sequence rate pieces prepared with other than a simplified address format under [7.6.4](#) 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, Second Generation (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

7.6.4 Updating Walk Sequence Information for Simplified Addressing

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.

7.6.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates.

7.6.6 Updating Line-of-Travel Sequence Information

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. 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 eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code 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.

7.7 Delivery Sequence Documentation

7.7.1 General Standards

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 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. DSF² 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 [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

7.7.2 High Density

For each Standard Mail carrier route to which high density rate mail is addressed, the mailer must document the total number of addressed pieces to the route.

7.7.3 Saturation Density—Simplified Address Mail

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



445.7.7.4

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.

7.7.4 Saturation Density—Other Mail

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.

7.7.5 Both Rates

If a mailing contains pieces qualifying for high density and saturation walk-sequence rates, the documentation required 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.

7.7.6 Carrier Route Rate

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by [7.7.2](#) through [7.7.5](#), 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.

446 Enter and Deposit

Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Presenting a Mailing

1.1 Basic Standards for Standard Mail Deposit

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 [705.15.0](#).

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 [705.18.0](#). Nonprofit Standard Mail must be presented only at post offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)).

1.2 Separation of Mailings

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

2.0 Destination Entry

2.1 General

Except for Customized MarketMail pieces as defined in [705.1.0](#), Regular, Nonprofit, Enhanced Carrier Route, and Nonprofit Enhanced Carrier Route Standard Mail pieces meeting the basic standards in [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Pieces](#), may qualify for the destination BMC, SCF, or DDU entry rates, as applicable, if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#). Only one destination reduction may be claimed for each piece. An individual pallet may contain mail claimed at different destination entry rates.

2.2 Minimum Volume

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



446.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3602 postage statement.
- c. Separate Standard Mail mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office 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.
- e. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the 200-piece or 50-pound minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry post office if there is a total of at least 200 pieces or 50 pounds of Presorted rate mail, 200 pieces or 50 pounds of automation rate mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file listed on Form 3602 and Form 3602-C (or a postage statement register).
- f. When Standard Mail mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count or total weight for all line items to all destinations reported within the 24-hour mailing period defined in [705.2.9](#). Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds for a Standard Mail mailing at a single destination entry facility if there is at least 200 pieces or 50 pounds for all entry points within the 24-hour mailing period.

2.3 Postage Payment

Postage payment for Standard Mail destination entry mailings is subject to the same standards that apply generally to Standard Mail and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under [705.2.9](#). Except for plant-verified drop shipments (see [705.15.0](#)), eVS shipments (see [705.2.9](#)), or metered mail drop shipments (see [705.18.0](#)), mailers must have a meter license or permit imprint authorization at the parent Post Office for mailings deposited for entry at a DBMC or ASF, at a DSCF, or at a DDU. Correct mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.

- b. Mailers who mail parcels paid with a permit imprint and claimed at Standard Mail destination entry rates may use eVS under [705.2.9](#). Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.

2.4 Office of Mailing

Unless the mailing is paid and deposited as a metered mail drop shipment (see [705.18.0](#)), a plant-verified drop shipment (see [705.15.0](#)), or an eVS mailing (see [705.2.9](#)), 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

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. For eVS mailings manifested under [705.2.9](#), postage statements are generated by USPS using the mailer's eVS manifest files.

2.5 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

2.6 Verification

2.6.1 Place

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification:

- 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 under [705.15.0](#) or, when required by class of mail, rate category, or other reasons determined by the Postal Service, eVS under [705.2.9](#).
- b. At the destination Post Office or business mail entry unit.
- c. At the destination entry Postal Service facility, for eVS mailings under [705.2.9](#).

2.6.2 Mail Separation and Presentation

Mailers must have Standard Mail destination entry rate mail verified under a PVDS system (see [705.15.0](#)) or eVS (see [705.2.9](#)), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under [705.6.0](#), mailers may commingle Standard Mail parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each destination entry rate Standard Mail piece according to [402](#). If eVS is used, include the marking "eVS" on each piece as required by [705.2.9](#).
- b. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.



446.2.6.3

- c. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- d. Separate mail from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle. Form 8125

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. Mail manifested using eVS under [705.2.9](#) does not require Form 8125.

2.6.3 At BMC

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.

2.6.4 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

2.6.5 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.

2.6.6 Volume Standards

Except as permitted for a local mailer under [2.7.13](#), 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.

2.7 Deposit

2.7.1 Time and Location of Deposit

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

2.7.2 Freight

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

2.7.3 Appointments

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

- a. Except for a local mailer under [2.7.13](#) 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.

2.7.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry rate mail under [2.7.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.



2.7.5 Adherence to Schedule

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

2.7.6 Redirection by USPS

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.

2.7.7 Redirection at Mailer's Request

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.

2.7.8 Recurring Appointments

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

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.7.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

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

- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

2.7.10 Drop and Pick

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

2.7.11 Demurrage

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

2.7.12 Appeals

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

2.7.13 Exception for Local Mailer

The restrictions in [2.6.6, Volume Standards](#), and [2.7.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#).

3.0 Destination Bulk Mail Center (DBMC) Entry

3.1 Definition

[4-12-07] For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1](#).



446.3.1

Exhibit 3.1 BMC/ASF—DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

3.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [3.0](#) are eligible for the DBMC 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 3.1](#); and 3) are placed in a 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 3.1](#)). DBMC rate mail also must be eligible for Presorted or Enhanced Carrier Route rates, subject to the corresponding standards for those rates.

3.3 Eligibility for ADC Mailpieces

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

3.4 Eligibility for Mixed ADC Bundles

Mailpieces in a mixed ADC bundle or sack can qualify for the DBMC rates if the following standards are met:

- a. All pieces in the bundle or sack must destinate within the ASF or BMC service area shown in [Exhibit 3.1](#).
- b. Use labeling list [L010](#) when labeling bundles or sacks containing such pieces. For irregular parcels of uniform thickness, use [L009](#).
- c. Pieces claiming DBMC rates and any mixed ADC not claiming DBMC rates must be prepared in separate mixed ADC bundles or sacks.
- d. Otherwise applicable restrictions (e.g., minimum volume) are excepted when necessary to meet the standards in [3.4](#).

3.5 Additional Standards for Machinable Parcels

Additional standards for machinable parcels are as follows:

- a. Destination BMC/ASF Containers. Machinable parcels palletized or sacked may be sorted to destination BMCs or to destination BMCs and ASFs. When machinable parcels are sorted to both destination BMCs and ASFs they qualify for DBMC rates. Except as provided in [Exhibit 3.1](#), sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for 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 3.1](#) is eligible



446.3.6

for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in [Exhibit 3.1](#) is not eligible for DBMC rates, nor is mail for 3-digit ZIP Codes that do not appear on [Exhibit 3.1](#)).

- b. Mixed BMC Containers. Pieces in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under [705.8.0, Preparing Pallets](#), or [445.5.0, Preparing Presorted Parcels](#), 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 3.1](#).

3.6 Vehicles

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

3.7 Form 4410

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

4.0 Destination Sectional Center Facility (DSCF) Entry

4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002, Column C](#), and [L006, Column C](#).

4.2 Eligibility

Pieces in a mailing that meets the standards in [2.0](#) and [4.0](#) are eligible for the DSCF rate, as follows:

- a. When deposited at a DSCF (or USPS-designated facility), addressed for delivery within that facility's service area, and placed in or on a sack or pallet that is labeled to that DSCF or to a postal facility within its service area.
- b. When prepared in 5-digit bundles and placed on a 5-digit pallet or in a 5-digit scheme or 5-digit sack that is deposited at the destination delivery unit as defined in [5.1](#).
- c. When prepared and deposited under [705.6.3](#).

4.3 Vehicles

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

5.0 Destination Delivery Unit (DDU) Entry

5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation 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).

5.2 Eligibility

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

- a. Irregular parcels in carrier route bundles sorted to carrier route sacks, and otherwise eligible for and claimed at a carrier route rate.
- b. One or more parcels or Not Flat-Machinable pieces in 5-digit containers.

450 Discount Parcels Parcel Post

453 Rates and Eligibility

454 Postage Payment and Documentation

455 Mail Preparation

456 Enter and Deposit

453 Rates and Eligibility

Overview

- [1.0 Parcel Post Rates and Fees](#)
- [2.0 Content Standards for Parcel Post](#)
- [3.0 Rate Eligibility Standards for Parcel Post](#)

1.0 Parcel Post Rates and Fees

1.1 Rate Application for Parcel Post

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. 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.



453

Discount Parcels: Parcel Post Rates and Eligibility

453.1.2

1.2 Parcel Post Inter-BMC/ASF Single-Piece Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}							Nonmachinable ^{1, 2, 4, 5, 6, 7}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.38	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$8.27	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39
2	4.50	4.80	5.20	5.67	6.00	6.15	6.15	8.39	8.69	9.09	9.56	9.89	10.04	10.04
3	4.95	5.60	6.30	7.02	7.05	7.33	7.93	8.84	9.49	10.19	10.91	10.94	11.22	11.82
4	5.60	6.55	7.47	7.78	8.04	8.45	9.25	9.49	10.44	11.36	11.67	11.93	12.34	13.14
5	6.20	7.45	8.23	8.59	8.98	9.50	10.50	10.09	11.34	12.12	12.48	12.87	13.39	14.39
6	6.75	8.15	8.97	9.36	9.83	10.48	11.77	10.64	12.04	12.86	13.25	13.72	14.37	15.66
7	7.25	8.61	9.67	10.09	10.64	11.44	12.88	11.14	12.50	13.56	13.98	14.53	15.33	16.77
8	7.65	8.94	10.36	10.79	11.41	12.32	14.08	11.54	12.83	14.25	14.68	15.30	16.21	17.97
9	8.05	9.27	10.99	11.47	12.14	13.14	15.21	11.94	13.16	14.88	15.36	16.03	17.03	19.10
10	8.40	10.37	11.62	12.12	12.84	13.92	16.17	12.29	14.26	15.51	16.01	16.73	17.81	20.06
11	8.70	10.69	12.22	12.75	13.52	14.68	17.08	12.59	14.58	16.11	16.64	17.41	18.57	20.97
12	8.96	10.97	12.80	13.36	14.17	15.40	17.96	12.85	14.86	16.69	17.25	18.06	19.29	21.85
13	9.14	11.22	13.37	13.95	14.80	16.10	18.80	13.03	15.11	17.26	17.84	18.69	19.99	22.69
14	9.32	11.53	13.91	14.53	15.41	16.77	19.61	13.21	15.42	17.80	18.42	19.30	20.66	23.50
15	9.48	11.79	14.44	15.09	15.99	17.43	20.40	13.37	15.68	18.33	18.98	19.88	21.32	24.29
16	9.62	12.04	14.96	15.64	16.56	18.06	21.16	13.51	15.93	18.85	19.53	20.45	21.95	25.05
17	9.80	12.25	15.46	16.18	17.12	18.67	21.89	13.69	16.14	19.35	20.07	21.01	22.56	25.78
18	9.93	12.48	15.78	16.70	17.66	19.27	22.61	13.82	16.37	19.67	20.59	21.55	23.16	26.50
19	10.10	12.71	16.13	17.21	18.18	19.85	23.30	13.99	16.60	20.02	21.10	22.07	23.74	27.19
20	10.22	12.92	16.42	17.71	18.70	20.41	23.98	14.11	16.81	20.31	21.60	22.59	24.30	27.87
21	10.37	13.14	16.72	18.20	19.19	20.96	24.64	14.26	17.03	20.61	22.09	23.08	24.85	28.53
22	10.49	13.31	17.02	18.69	19.68	21.50	25.28	14.38	17.20	20.91	22.58	23.57	25.39	29.17
23	10.63	13.55	17.33	19.16	20.16	22.02	25.90	14.52	17.44	21.22	23.05	24.05	25.91	29.79
24	10.73	13.72	17.58	19.62	20.62	22.54	26.51	14.62	17.61	21.47	23.51	24.51	26.43	30.40
25	10.87	13.90	17.85	20.08	21.08	23.04	27.11	14.76	17.79	21.74	23.97	24.97	26.93	31.00
26	10.97	14.07	18.10	20.53	21.53	23.53	27.69	14.86	17.96	21.99	24.42	25.42	27.42	31.58
27	11.12	14.25	18.33	20.97	21.97	24.01	28.26	15.01	18.14	22.22	24.86	25.86	27.90	32.15
28	11.21	14.42	18.60	21.40	22.39	24.48	28.82	15.10	18.31	22.49	25.29	26.28	28.37	32.71
29	11.34	14.60	18.84	21.83	22.81	24.94	29.36	15.23	18.49	22.73	25.72	26.70	28.83	33.25
30	11.44	14.74	19.05	22.24	23.23	25.39	29.90	15.33	18.63	22.94	26.13	27.12	29.28	33.79
31	11.57	14.89	19.27	22.66	23.63	25.83	30.42	15.46	18.78	23.16	26.55	27.52	29.72	34.31
32	11.65	15.05	19.49	23.06	24.03	26.27	30.94	15.54	18.94	23.38	26.95	27.92	30.16	34.83
33	11.75	15.21	19.71	23.46	24.42	26.69	31.44	15.64	19.10	23.60	27.35	28.31	30.58	35.33
34	11.87	15.31	19.88	23.86	24.81	27.11	31.93	15.76	19.20	23.77	27.75	28.70	31.00	35.82
35	11.97	15.48	20.09	24.25	25.19	27.53	32.42	15.86	19.37	23.98	28.14	29.08	31.42	36.31

- For parcels that destinate to different BMC service areas.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- For OBMC Presort discount, deduct \$1.50 per parcel.
- For BMC Presort discount, deduct \$0.26 per parcel.

1.2 Parcel Post Inter-BMC/ASF Single-Piece Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}							Nonmachinable ^{1, 2, 4, 5, 6, 7}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
36	For parcels over 35 pounds, use nonmachinable rates.							\$15.95	\$19.50	\$24.20	\$28.52	\$29.45	\$31.82	\$36.79
37	---	---	---	---	---	---	---	16.05	19.62	24.35	28.90	29.81	32.22	37.26
38	---	---	---	---	---	---	---	16.14	19.79	24.53	29.27	30.17	32.61	37.72
39	---	---	---	---	---	---	---	16.25	19.88	24.70	29.65	30.53	33.00	38.17
40	---	---	---	---	---	---	---	16.34	20.04	24.89	30.01	30.88	33.38	38.62
41	---	---	---	---	---	---	---	16.46	20.17	25.04	30.37	31.22	33.76	39.06
42	---	---	---	---	---	---	---	16.54	20.28	25.21	30.73	31.56	34.12	39.49
43	---	---	---	---	---	---	---	16.60	20.40	25.38	31.08	31.90	34.49	39.92
44	---	---	---	---	---	---	---	16.70	20.49	25.52	31.42	32.23	34.85	40.34
45	---	---	---	---	---	---	---	16.79	20.63	25.69	31.77	32.55	35.20	40.75
46	---	---	---	---	---	---	---	16.88	20.74	25.85	32.11	32.87	35.55	41.16
47	---	---	---	---	---	---	---	16.99	20.87	25.98	32.31	33.19	35.89	41.56
48	---	---	---	---	---	---	---	17.06	20.97	26.15	32.48	33.51	36.23	41.95
49	---	---	---	---	---	---	---	17.12	21.09	26.28	32.65	33.81	36.56	42.35
50	---	---	---	---	---	---	---	17.20	21.17	26.39	32.82	34.12	36.90	42.73
51	---	---	---	---	---	---	---	17.31	21.30	26.55	32.98	34.42	37.22	43.11
52	---	---	---	---	---	---	---	17.37	21.40	26.68	33.13	34.72	37.54	43.48
53	---	---	---	---	---	---	---	17.48	21.48	26.77	33.28	35.01	37.86	43.86
54	---	---	---	---	---	---	---	17.54	21.62	26.93	33.43	35.30	38.17	44.22
55	---	---	---	---	---	---	---	17.61	21.66	27.06	33.58	35.59	38.49	44.58
56	---	---	---	---	---	---	---	17.71	21.82	27.17	33.73	35.87	38.79	44.94
57	---	---	---	---	---	---	---	17.79	21.90	27.30	33.86	36.15	39.09	45.29
58	---	---	---	---	---	---	---	17.85	21.99	27.41	34.00	36.43	39.39	45.64
59	---	---	---	---	---	---	---	17.94	22.08	27.54	34.13	36.71	39.69	45.98
60	---	---	---	---	---	---	---	18.02	22.17	27.67	34.26	36.98	39.98	46.32
61	---	---	---	---	---	---	---	18.13	22.30	27.76	34.38	37.25	40.27	46.66
62	---	---	---	---	---	---	---	18.19	22.36	27.88	34.51	37.51	40.56	46.99
63	---	---	---	---	---	---	---	18.24	22.47	27.99	34.62	37.77	40.84	47.31
64	---	---	---	---	---	---	---	18.31	22.53	28.08	34.74	38.03	41.12	47.64
65	---	---	---	---	---	---	---	18.39	22.64	28.20	34.86	38.29	41.40	47.96
66	---	---	---	---	---	---	---	18.49	22.73	28.29	34.96	38.55	41.67	48.28
67	---	---	---	---	---	---	---	18.57	22.82	28.41	35.08	38.80	41.94	48.59
68	---	---	---	---	---	---	---	18.62	22.90	28.53	35.18	39.05	42.21	48.90
69	---	---	---	---	---	---	---	18.68	22.96	28.62	35.29	39.30	42.48	49.21
70	---	---	---	---	---	---	---	18.78	23.08	28.72	35.38	39.54	42.74	49.51
Oversized	---	---	---	---	---	---	---	50.54	55.19	58.28	69.40	83.99	97.82	127.24

- For parcels that destinate to different BMC service areas.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- For OBMC Presort discount, deduct \$1.50 per parcel.
- For BMC Presort discount, deduct \$0.26 per parcel.



453

Discount Parcels: Parcel Post Rates and Eligibility

453.1.3

1.3 Parcel Post Local and Intra-BMC/ASF Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
1	\$3.42	\$3.67	\$3.70	\$3.78	\$3.96	\$6.29	\$6.54	\$6.57	\$6.65	\$6.83
2	3.80	4.34	4.38	4.47	4.72	6.67	7.21	7.25	7.34	7.59
3	4.15	4.96	5.00	5.11	5.46	7.02	7.83	7.87	7.98	8.33
4	4.47	5.37	5.58	5.69	6.13	7.34	8.24	8.45	8.56	9.00
5	4.76	5.74	6.07	6.21	6.76	7.63	8.61	8.94	9.08	9.63
6	5.03	6.09	6.53	6.67	7.32	7.90	8.96	9.40	9.54	10.19
7	5.24	6.42	6.94	7.10	7.86	8.11	9.29	9.81	9.97	10.73
8	5.42	6.95	7.33	7.50	8.34	8.29	9.82	10.20	10.37	11.21
9	5.60	7.24	7.69	7.90	8.79	8.47	10.11	10.56	10.77	11.66
10	5.77	7.55	8.07	8.53	9.21	8.64	10.42	10.94	11.40	12.08
11	5.93	7.82	8.38	8.86	9.59	8.80	10.69	11.25	11.73	12.46
12	6.09	8.10	8.69	9.18	9.96	8.96	10.97	11.56	12.05	12.83
13	6.25	8.28	8.97	9.48	10.30	9.12	11.15	11.84	12.35	13.17
14	6.39	8.44	9.22	9.81	10.61	9.26	11.31	12.09	12.68	13.48
15	6.53	8.59	9.49	10.07	10.90	9.40	11.46	12.36	12.94	13.77
16	6.68	8.74	9.76	10.33	11.20	9.55	11.61	12.63	13.20	14.07
17	6.80	8.92	10.01	10.61	11.45	9.67	11.79	12.88	13.48	14.32
18	6.93	9.05	10.25	10.84	11.70	9.80	11.92	13.12	13.71	14.57
19	7.05	9.20	10.49	11.08	11.94	9.92	12.07	13.36	13.95	14.81
20	7.19	9.35	10.73	11.28	12.15	10.06	12.22	13.60	14.15	15.02
21	7.30	9.46	10.95	11.49	12.36	10.17	12.33	13.82	14.36	15.23
22	7.42	9.62	11.17	11.71	12.55	10.29	12.49	14.04	14.58	15.42
23	7.53	9.72	11.40	11.93	12.76	10.40	12.59	14.27	14.80	15.63
24	7.65	9.85	11.61	12.15	12.93	10.52	12.72	14.48	15.02	15.80
25	7.76	9.96	11.81	12.35	13.11	10.63	12.83	14.68	15.22	15.98
26	7.86	10.10	12.00	12.56	13.26	10.73	12.97	14.87	15.43	16.13
27	7.97	10.21	12.21	12.76	13.42	10.84	13.08	15.08	15.63	16.29
28	8.07	10.31	12.41	12.94	13.59	10.94	13.18	15.28	15.81	16.46
29	8.18	10.43	12.60	13.13	13.79	11.05	13.30	15.47	16.00	16.66
30	8.29	10.54	12.78	13.31	13.97	11.16	13.41	15.65	16.18	16.84
31	8.38	10.65	12.94	13.49	14.17	11.25	13.52	15.81	16.36	17.04
32	8.46	10.76	13.13	13.67	14.34	11.33	13.63	16.00	16.54	17.21
33	8.57	10.86	13.29	13.83	14.52	11.44	13.73	16.16	16.70	17.39
34	8.63	10.96	13.40	14.00	14.69	11.50	13.83	16.27	16.87	17.56
35	8.70	11.05	13.55	14.16	14.86	11.57	13.92	16.42	17.03	17.73

1. For parcels that originate and destinate in the same BMC service area.
2. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) (for retail) or [401.2.3.2](#) (for discount) must pay the nonmachinable rates.
5. Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

1.3 Parcel Post Local and Intra-BMC/ASF Rates

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
36	---	---	---	---	---	\$11.65	\$14.01	\$16.53	\$17.18	\$17.89
37	---	---	---	---	---	11.70	14.13	16.65	17.34	18.05
38	---	---	---	---	---	11.76	14.22	16.78	17.49	18.21
39	---	---	---	---	---	11.85	14.32	16.91	17.63	18.36
40	---	---	---	---	---	11.93	14.39	17.01	17.78	18.51
41	---	---	---	---	---	12.01	14.52	17.16	17.87	18.66
42	---	---	---	---	---	12.07	14.58	17.26	17.98	18.80
43	---	---	---	---	---	12.15	14.66	17.37	18.05	18.94
44	---	---	---	---	---	12.24	14.77	17.48	18.13	19.07
45	---	---	---	---	---	12.30	14.83	17.57	18.35	19.20
46	---	---	---	---	---	12.35	14.96	17.69	18.42	19.44
47	---	---	---	---	---	12.44	15.05	17.78	18.50	19.83
48	---	---	---	---	---	12.50	15.12	17.90	18.55	20.24
49	---	---	---	---	---	12.56	15.22	18.00	18.61	20.64
50	---	---	---	---	---	12.62	15.26	18.09	18.67	21.06
51	---	---	---	---	---	12.71	15.38	18.17	18.74	21.48
52	---	---	---	---	---	12.75	15.47	18.31	18.80	21.92
53	---	---	---	---	---	12.82	15.51	18.38	18.83	22.37
54	---	---	---	---	---	12.91	15.58	18.43	18.90	22.83
55	---	---	---	---	---	12.97	15.66	18.50	18.96	23.02
56	---	---	---	---	---	13.01	15.75	18.55	19.03	23.10
57	---	---	---	---	---	13.08	15.84	18.57	19.06	23.24
58	---	---	---	---	---	13.15	15.91	18.63	19.11	23.33
59	---	---	---	---	---	13.22	15.99	18.67	19.16	23.43
60	---	---	---	---	---	13.24	16.08	18.70	19.19	23.54
61	---	---	---	---	---	13.36	16.16	18.76	19.25	23.63
62	---	---	---	---	---	13.39	16.23	18.80	19.33	23.72
63	---	---	---	---	---	13.47	16.30	18.82	19.42	23.81
64	---	---	---	---	---	13.53	16.38	18.85	19.50	23.91
65	---	---	---	---	---	13.58	16.46	18.90	19.58	23.98
66	---	---	---	---	---	13.62	16.55	18.93	19.67	24.09
67	---	---	---	---	---	13.73	16.62	18.96	19.77	24.16
68	---	---	---	---	---	13.78	16.65	18.99	19.82	24.24
69	---	---	---	---	---	13.79	16.75	19.02	19.91	24.33
70	---	---	---	---	---	13.80	16.82	19.06	20.00	24.41
Oversized	---	---	---	---	---	28.82	41.78	42.17	43.01	44.28

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) (for retail) or [401.2.3.2](#) (for discount) must pay the nonmachinable rates.
- Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



453

Discount Parcels: Parcel Post Rates and Eligibility

453.1.4

1.4 Parcel Select—DBMC, DSCF, and DDU Rates

Weight Not Over (pounds)	Machinable ^{1,2}						Nonmachinable ^{1,2}						
	DDU	DSCF	DBMC/ASF Zone				DDU	DSCF		DBMC/ASF Zone ⁴			
			1 & 2	3	4	5		5-Digit	3-Digit ³	1 & 2	3	4	5
1	\$1.40	\$1.90	\$2.38	\$2.72	\$3.05	\$3.91	\$1.40	\$1.90	\$2.86	\$4.52	\$4.86	\$5.19	\$6.05
2	1.47	2.11	2.68	3.35	3.99	4.67	1.47	2.11	3.07	4.82	5.49	6.13	6.81
3	1.52	2.30	2.96	3.95	4.85	5.41	1.52	2.30	3.26	5.10	6.09	6.99	7.55
4	1.58	2.47	3.24	4.52	5.58	6.08	1.58	2.47	3.43	5.38	6.66	7.72	8.22
5	1.63	2.63	3.49	5.05	6.10	6.71	1.63	2.63	3.59	5.63	7.19	8.24	8.85
6	1.68	2.79	3.73	5.54	6.53	7.27	1.68	2.79	3.75	5.87	7.68	8.67	9.41
7	1.72	2.93	3.95	5.99	6.92	7.81	1.72	2.93	3.89	6.09	8.13	9.06	9.95
8	1.76	3.07	4.17	6.43	7.28	8.29	1.76	3.07	4.03	6.31	8.57	9.42	10.43
9	1.81	3.21	4.38	6.84	7.66	8.74	1.81	3.21	4.17	6.52	8.98	9.80	10.88
10	1.85	3.33	4.58	7.24	8.48	9.16	1.85	3.33	4.29	6.72	9.38	10.62	11.30
11	1.88	3.45	4.77	7.63	8.81	9.54	1.88	3.45	4.41	6.91	9.77	10.95	11.68
12	1.92	3.57	4.96	8.00	9.13	9.91	1.92	3.57	4.53	7.10	10.14	11.27	12.05
13	1.96	3.69	5.14	8.33	9.43	10.25	1.96	3.69	4.65	7.28	10.47	11.57	12.39
14	1.99	3.79	5.32	8.59	9.76	10.56	1.99	3.79	4.75	7.46	10.73	11.90	12.70
15	2.03	3.92	5.49	8.87	10.02	10.85	2.03	3.92	4.88	7.63	11.01	12.16	12.99
16	2.06	4.03	5.65	9.14	10.28	11.15	2.06	4.03	4.99	7.79	11.28	12.42	13.29
17	2.09	4.14	5.81	9.35	10.56	11.40	2.09	4.14	5.10	7.95	11.49	12.70	13.54
18	2.13	4.24	5.96	9.54	10.79	11.65	2.13	4.24	5.20	8.10	11.68	12.93	13.79
19	2.16	4.35	6.12	9.71	11.03	11.89	2.16	4.35	5.31	8.26	11.85	13.17	14.03
20	2.19	4.45	6.26	9.89	11.23	12.10	2.19	4.45	5.41	8.40	12.03	13.37	14.24
21	2.22	4.54	6.41	10.07	11.41	12.31	2.22	4.54	5.50	8.55	12.21	13.55	14.45
22	2.25	4.64	6.55	10.22	11.60	12.50	2.25	4.64	5.60	8.69	12.36	13.74	14.64
23	2.27	4.73	6.68	10.40	11.77	12.71	2.27	4.73	5.69	8.82	12.54	13.91	14.85
24	2.30	4.83	6.82	10.55	11.93	12.88	2.30	4.83	5.79	8.96	12.69	14.07	15.02
25	2.33	4.91	6.95	10.70	12.08	13.06	2.33	4.91	5.87	9.09	12.84	14.22	15.20
26	2.36	5.00	7.08	10.82	12.23	13.21	2.36	5.00	5.96	9.22	12.96	14.37	15.35
27	2.38	5.09	7.21	10.99	12.37	13.37	2.38	5.09	6.05	9.35	13.13	14.51	15.51
28	2.41	5.18	7.33	11.15	12.49	13.51	2.41	5.18	6.14	9.47	13.29	14.63	15.65
29	2.43	5.26	7.45	11.28	12.65	13.64	2.43	5.26	6.22	9.59	13.42	14.79	15.78
30	2.46	5.34	7.57	11.41	12.76	13.79	2.46	5.34	6.30	9.71	13.55	14.90	15.93
31	2.48	5.42	7.69	11.51	12.86	13.92	2.48	5.42	6.38	9.83	13.65	15.00	16.06
32	2.51	5.51	7.81	11.65	12.98	14.05	2.51	5.51	6.47	9.95	13.79	15.12	16.19
33	2.53	5.58	7.92	11.76	13.10	14.15	2.53	5.58	6.54	10.06	13.90	15.24	16.29
34	2.55	5.66	8.03	11.88	13.19	14.27	2.55	5.66	6.62	10.17	14.02	15.33	16.41
35	2.58	5.74	8.14	12.00	13.31	14.38	2.58	5.74	6.70	10.28	14.14	15.45	16.52

- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).
- Regardless of weight, a parcel that meets any of the criteria in [401.2.3.2](#) must pay the nonmachinable rates.
- Rates include the \$0.96 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- Rates include the \$2.14 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

1.4 Parcel Select—DBMC, DSCF, and DDU Rates

Weight Not Over (pounds)	Machinable ^{1,2}						Nonmachinable ^{1,2}						
	DDU	DSCF	DBMC/ASF Zone				DDU	DSCF		DBMC/ASF Zone ⁴			
			1 & 2	3	4	5		5-Digit	3-Digit ³	1 & 2	3	4	5
36	---	---	---	---	---	---	\$2.60	\$5.81	\$6.77	\$10.40	\$14.72	\$15.54	\$16.62
37	---	---	---	---	---	---	2.62	5.88	6.84	10.51	14.82	15.63	16.72
38	---	---	---	---	---	---	2.64	5.94	6.90	10.61	14.94	15.72	16.82
39	---	---	---	---	---	---	2.66	6.02	6.98	10.72	15.05	15.80	16.91
40	---	---	---	---	---	---	2.69	6.08	7.04	10.82	15.16	15.88	16.98
41	---	---	---	---	---	---	2.71	6.14	7.10	10.92	15.29	15.95	17.07
42	---	---	---	---	---	---	2.73	6.22	7.18	11.02	15.39	16.04	17.15
43	---	---	---	---	---	---	2.75	6.28	7.24	11.12	15.50	16.12	17.52
44	---	---	---	---	---	---	2.77	6.34	7.30	11.21	15.58	16.19	17.88
45	---	---	---	---	---	---	2.79	6.40	7.36	11.31	15.66	16.38	18.28
46	---	---	---	---	---	---	2.81	6.47	7.43	11.40	15.78	16.44	18.66
47	---	---	---	---	---	---	2.83	6.53	7.49	11.50	15.87	16.50	19.05
48	---	---	---	---	---	---	2.85	6.58	7.54	11.58	15.98	16.58	19.46
49	---	---	---	---	---	---	2.87	6.64	7.60	11.67	16.06	16.64	19.86
50	---	---	---	---	---	---	2.89	6.70	7.66	11.77	16.16	16.68	20.28
51	---	---	---	---	---	---	2.90	6.76	7.72	11.85	16.24	16.74	20.70
52	---	---	---	---	---	---	2.92	6.80	7.76	11.94	16.35	16.80	21.14
53	---	---	---	---	---	---	2.94	6.85	7.81	12.03	16.41	16.85	21.59
54	---	---	---	---	---	---	2.95	6.90	7.86	12.11	16.47	16.91	22.05
55	---	---	---	---	---	---	2.96	6.97	7.93	12.19	16.52	16.97	22.24
56	---	---	---	---	---	---	2.98	7.02	7.98	12.28	16.56	17.00	22.32
57	---	---	---	---	---	---	2.99	7.07	8.03	12.36	16.60	17.04	22.46
58	---	---	---	---	---	---	3.00	7.12	8.08	12.44	16.65	17.09	22.55
59	---	---	---	---	---	---	3.01	7.18	8.14	12.52	16.68	17.13	22.65
60	---	---	---	---	---	---	3.02	7.22	8.18	12.60	16.72	17.16	22.76
61	---	---	---	---	---	---	3.04	7.26	8.22	12.68	16.76	17.21	22.85
62	---	---	---	---	---	---	3.05	7.31	8.27	12.76	16.80	17.30	22.94
63	---	---	---	---	---	---	3.06	7.36	8.32	12.83	16.83	17.38	23.03
64	---	---	---	---	---	---	3.07	7.42	8.38	12.91	16.86	17.44	23.13
65	---	---	---	---	---	---	3.08	7.45	8.41	12.99	16.90	17.52	23.20
66	---	---	---	---	---	---	3.10	7.50	8.46	13.06	16.94	17.62	23.31
67	---	---	---	---	---	---	3.11	7.55	8.51	13.13	16.96	17.68	23.38
68	---	---	---	---	---	---	3.12	7.58	8.54	13.20	16.97	17.75	23.46
69	---	---	---	---	---	---	3.13	7.64	8.60	13.28	17.00	17.82	23.55
70	---	---	---	---	---	---	3.14	7.68	8.64	13.35	17.03	17.91	23.63
Oversized	---	---	---	---	---	---	7.36	13.56	13.56	21.08	29.49	39.77	41.33

- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable rates.
- Rates include the \$0.96 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- Rates include the \$2.14 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



453.1.5

1.5 Destination Entry Mailing Fee

Destination entry mailing fee for Parcel Select, per 12-month period: \$175.00.

1.6 Pickup on Demand Fee

Parcel Post only, per occurrence: \$14.25.

May be combined with Express Mail and Priority Mail pickups (see [507.5.0](#), *Pickup on Demand Service*).

1.7 Computing Postage for Parcel Post and Parcel Select

1.7.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.7.2 Computing Postage for Affixed Postage

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 [1.1](#) through [1.4](#). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.7.3 Computing Postage for Permit Imprint

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.

2.0 Content Standards for Parcel Post

2.1 Definition of Parcel Post

Parcel Post is a subclass of Package Services. Any Package Services matter may be mailed at Parcel Post rates.

2.2 Basic Content Standards

Parcel Post is a subclass of Package Services and consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail or Customized MarketMail under [705.1.0](#) nor entered as Periodicals (except as permitted under [2.3](#) or permitted or required under [707.7.9](#)). The general public (other than publishers or registered news agents) may mail copies of Periodicals publications at Parcel Post rates.

2.3 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at Parcel Post rates. Postage at Parcel Post rates is based on the combined weight of the host piece and the sample copies enclosed.

2.4 Postal Inspection

Parcel Post mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Post rates constitutes consent by the mailer to postal inspection of the contents.

2.5 Attachments and Enclosures**2.5.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Post 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.

2.5.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Parcel Post 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 Parcel Post rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

2.5.3 Additional Enclosures

Parcel Post (including Parcel Select) may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in 2.5 and 2.6.

2.6 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.



453.3.1

- 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.

3.0 Rate Eligibility Standards for Parcel Post

3.1 Parcel Post and Parcel Select Rate Eligibility

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). Parcel Post mailed at any of the destination entry rates is called “Parcel Select” (see [456.2.0](#)). 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 destines in the service area of the same BMC or ASF. Intra-BMC rates also apply to Parcel Post that originates and destines in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See [Exhibit 3.1, BMC/ASF Service Areas](#). Nonmachinable pieces ([401.2.3.2](#)) 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 destines outside that area, state, or territory. Nonmachinable pieces ([401.2.3.2](#)) 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 barcode discounts are claimed and Parcel Post that is mailed at a destination entry rate (Parcel Select-DBMC, -DSCF, -DDU ([456.2.0, Parcel Select](#))) 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 [705.8.0](#). 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 [705.8.0](#). 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 barcode discount applies to Inter-BMC/ASF and Intra-BMC/ASF Parcel Post machinable parcels ([401.1.5](#)) that bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address and are part of a mailing of 50 or more Parcel Post rate pieces.
- g. The oversized rate applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.
- h. An item weighing less than 20 pounds but measuring more than 84 inches (but not more than 108 inches) in combined length and girth is charged the rate for a 20-pound parcel for the zone to which it is addressed (balloon rate).



453.3.1

Exhibit 3.1 BMC/ASF Service Areas

SERVICE AREA	ZIP CODE AREAS SERVED
BMC	
New Jersey	005, 068-079, 085-098, 100-119, 124-127
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, 398, 399.
Jacksonville	299, 313-316, 320-342, 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, 856, 857
Dallas	706, 710-712, 718, 733, 747, 750-799, 880, 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

SERVICE AREA	ZIP CODE AREAS SERVED
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, 859, 860, 863, 864
Albuquerque	865, 870-875, 877-879, 881-884
Other	
Puerto Rico	006-009
Hawaii	967-969
Alaska	995-999

3.2 Fees

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 on Demand fee must be paid every time Pickup on Demand service is provided, subject to the corresponding standards in [507.5.0](#).

3.3 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address.

3.4 Parcel Select

See [456.2.0](#) for Parcel Select eligibility, preparation, and deposit standards.

454 Postage Payment and Documentation

Overview

1.0 Basic Standards for Postage Payment

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Parcel Post mail may be paid by any method (see [604](#)) 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 when authorized by Business Mailer Support. 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 barcode discount). Identical-weight permit imprint mail also may be mailed under [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*.

1.2 Postage Payment

Postage payment for Parcel Select DBMC, DSCF, and DDU rate mail is subject to the same standards that apply generally to Parcel Post. Except for plant-verified drop shipments (see [705.15.0](#)), Electronic Verification System (eVS) shipments (see [705.2.9](#)), and metered mail drop shipments (see [705.18.0](#)), 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. Except for manifested mail using eVS under [705.2.9](#), postage and fees are paid to the Post Office that verifies the mailings. The mailer must ensure that Form 8125 accompanies plant-verified drop shipments Mailing Documentation

1.3 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings except manifested mail using eVS under [705.2.9](#) must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

1.4 Documentation

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 [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*. 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 [705.8.0](#) must submit the detailed documentation required in [705.8.20.2](#).

1.5 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

1.6 Preparing Documentation

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.

1.7 Multiple Standards

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.

1.8 Providing Additional Information

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 PCSC under [607](#).

1.9 Reporting Multiple Mailings on One Statement

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 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.

1.10 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

455 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparing Parcel Post](#)
- [5.0 Standards for Barcode Discounts](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

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 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 be combined, palletized, reported, or deposited together.

1.3 Terms for Presort Level

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *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](#).
- c. *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](#)).
- d. *Mixed [BMC, etc.]*: the pieces are for delivery in the service area of more than one BMC, etc.
- e. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle 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.



1.4 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for Parcel Post 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.
- d. 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. Bundles 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.
- e. 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. Bundles 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.
- f. *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.
- g. 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 [4.0, Preparing Parcel Post](#). If all of the mail is sacked under [4.0](#), 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 705.8.0.

Pieces in overflow sacks qualify for the Parcel Select (Parcel Post) DSCF rates.

- h. 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 705.8.0. 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 705.8.0. Pieces on overflow pallets qualify for the DBMC rates.
- i. 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 bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Sacks

2.1 Maximum Weight

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.

3.0 Sack Labels

3.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

3.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 - 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 - 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.



3.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

3.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

3.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see for eVS labeling information).

Line 3 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.

3.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

3.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

3.8 Placement of Extraneous Information

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.

4.0 Preparing Parcel Post

4.1 Basic Standards

4.1.1 General

All mailings at Parcel Post rates are subject to these general standards:

- a. Each mailing must meet the applicable standards in [401](#), [402](#), [453](#), [455](#), and [456](#).
- b. All pieces that are palletized must be prepared under [705.8.0](#).
- c. There are no presort, sacking, or labeling standards for single-piece rate Parcel Post.

4.1.2 Parcel Post Marking

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 [402.2.2.1](#). 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 [402.1.3](#)) 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 [402.2.2.1](#).

4.1.3 Separation

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 [4.1.4, *Commingled Zones*](#), or the mailing is presented under a special postage payment system under [705.2.0, *Manifest Mailing System*](#), [705.3.0, *Optional Procedure Mailing System*](#), or [705.4.0, *Alternate Mailing System*](#). If DSCF sacks prepared under [4.5.2](#) are included in the same mailing as DSCF pallets prepared under [705.8.20.1e.](#), 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 [4.5.2](#).

4.1.4 Commingled Zones

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. [705.2.0, Manifest Mailing System](#), or [705.4.0, Alternate Mailing System](#); 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.

4.2 Basic Standards for BMC Presort

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 [705.8.0](#). 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.

4.3 Basic Standards for OBMC Presort

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 [705.8.0](#). 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.



4.4 Parcel Select—DBMC Rates

For DBMC rates, see [456.2.2.2, DBMC Rates](#).

4.5 Parcel Select—DSCF Rates

4.5.1 General

To qualify for DSCF rates, 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 or directly on pallets or in pallet boxes. Pieces must be part of a mailing of at least 50 Parcel Post pieces. Mailers must enter the pieces at the designated SCF, under [L005](#), that serves the 5-digit ZIP Code destinations of the pieces. 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 [608.8.1](#)) to determine if the facility serving the 5-digit destination can handle pallets.
- b. Any remaining nonmachinable parcels (as defined in [401.2.3.2](#)) sorted to 3-digit ZIP Code prefixes in [L002](#), Column C. Machinable parcels may not be sorted to the 3-digit level.

4.5.2 Sacking and Labeling

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. 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 on mail (see [3.3](#) for overseas military mail); 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 [705.8.0](#) for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet.

4.6 Parcel Select—DDU Rates

4.6.1 General

The requirements for DDU rates 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 [456.2.1](#).

- 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 [608.8.1](#)) to determine the location of the delivery unit, whether it serves more than one 5-digit ZIP Code, and whether it can handle pallets.
- e. Sacked mail must be labeled as follows:
 - 1. 5-digit scheme: Line 1, [L606](#); Line 2, "PSVC PARCELS 5D SCH."
 - 2. 5-digit: Line 1, city, state, and 5-digit ZIP Code on mail (see [3.3c](#) for overseas military mail); Line 2, "PSVC PARCELS 5D."

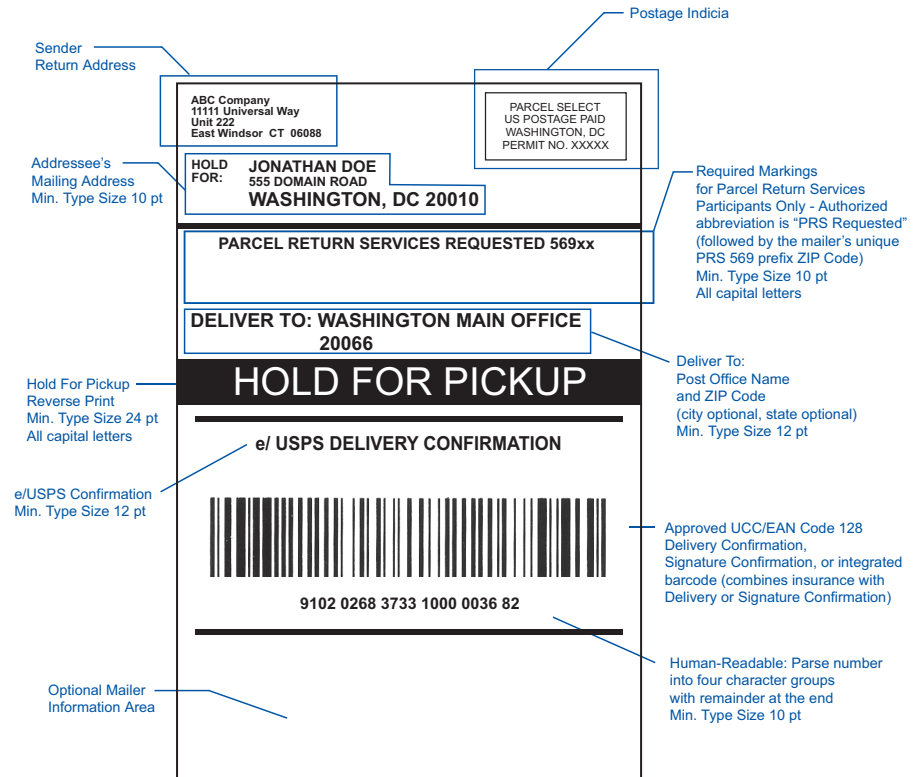
4.6.2 Parcels With Hold For Pickup Endorsement

In addition to the requirements in [4.6.1](#), mailers or their agents must prepare Parcel Select DDU parcels bearing the "Hold For Pickup" endorsement as follows:

- a. Submit a written request to the manager, Business Mailer Support (BMS) (see [608.8.1](#) for address).
- b. Mail the parcels using an authorized manifest mailing system.
- c. Enter parcels at the Parcel Select DDU rates under [4.6](#) and [456.2.0](#).
- d. Exchange electronic files with the USPS through an approved file transfer protocol to notify the addressees when parcels are available for pickup at the designated post office and to notify the mailer or agent that items are available to be picked up as "return to sender."
- e. Place the official Hold For Pickup endorsement, Label LAB-HFP, on the address side of each parcel. The label must not cover the address label or the barcode information. See [Exhibit 4.6.2e](#).

**Exhibit 4.6.2e Official Hold For Pickup Endorsement, Label LAB-HFP**

- f. Affix a properly formatted address label that has been approved by the National Customer Support Center (NCSC) (see [608.8.1](#) for address).
- g. In addition to the markings defined in [402.2.3](#), address labels on a Hold For Pickup parcel must contain the following elements. See [Exhibit 4.6.2g](#).
 1. The top portion of the address label must contain the return address for the mailer or agent and the postage indicia.
 2. The name and address for the customer (the “addressee”) must appear in at least 10-point type. Immediately to the left of the customer's name, the words “HOLD FOR:” must appear in all capital letters.
 3. For Parcel Return Services (PRS) participants only, the marking, “PARCEL RETURN SERVICES REQUESTED” or “PRS REQUESTED,” followed by the participant's unique PRS 569 prefix ZIP Code. This marking must be in at least 10-point type, in all capital letters.
 4. The words, “DELIVER TO:” in at least 12-point type and in all capital letters must appear immediately to the left of the post office name, city (optional), state (optional), and ZIP Code where the addressee will pick up the parcel.
 5. In the center of the label the words “HOLD FOR PICKUP” must appear in reverse print (white print on a black background) in at least 24-point type and in all capital letters.
 6. The lower half of the address label must contain an approved UCC/EAN Code 128 Delivery Confirmation or Signature Confirmation barcode or an integrated barcode (which combines a confirmation service with insurance) as defined in Publication 91, *Confirmation Services Technical Guide*.

Exhibit 4.6.2g Hold For Pickup Address Label


The diagram shows a vertical address label with the following sections and callouts:

- Sender Return Address:** ABC Company, 11111 Universal Way, Unit 222, East Windsor CT 06088
- Postage Indicia:** PARCEL SELECT, US POSTAGE PAID, WASHINGTON, DC, PERMIT NO. XXXXX
- Addressee's Mailing Address:** HOLD FOR: JONATHAN DOE, 555 DOMAIN ROAD, WASHINGTON, DC 20010 (Min. Type Size 10 pt)
- Required Markings for Parcel Return Services Participants Only:** Authorized abbreviation is "PRS Requested" (followed by the mailer's unique PRS 569 prefix ZIP Code) (Min. Type Size 10 pt, All capital letters)
- Parcel Return Services Requested:** PARCEL RETURN SERVICES REQUESTED 569xx
- Deliver To:** WASHINGTON MAIN OFFICE, 20066 (Post Office Name and ZIP Code, city optional, state optional, Min. Type Size 12 pt)
- Hold For Pickup:** HOLD FOR PICKUP (Reverse Print, Min. Type Size 24 pt, All capital letters)
- e/USPS Confirmation:** e/USPS DELIVERY CONFIRMATION (Min. Type Size 12 pt)
- Approved UCC/EAN Code 128:** 9102 0268 3733 1000 0036 82 (Delivery Confirmation, Signature Confirmation, or integrated barcode)
- Human-Readable:** Parse number into four character groups with remainder at the end (Min. Type Size 10 pt)
- Optional Mailer Information Area:** (Bottom section)

4.7 Optional Machinable Parcel Preparation**4.7.1 Basic Standards**

Mailers may opt to prepare Parcel Post machinable parcels in sacks under 4.7.2 or on pallets under 705.8.0. 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 4.1.4, *Commingled Zones*.

4.7.2 Sack Preparation

Sack size, preparation sequence, and Line 1 labeling:

- 5-digit scheme: optional (minimum of 10 pieces or 20 pounds); for Line 1, use L606, Column B.
- 5-digit: required (minimum of 10 pieces or 20 pounds); for Line 1, use city, state and 5-digit ZIP Code destination of pieces (see 3.3c for military mail).
- ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pieces or 20 pounds); for Line 1, use L602, Column B. Exhibit 456.2.2.2 determines DBMC rate eligibility.
- BMC: required (minimum of 10 pieces or 20 pounds); for Line 1, use L601, Column B. Exhibit 456.2.2.2 determines DBMC rate eligibility.



455.4.7.3

- e. Mixed BMC: required (no minimum); for Line 1, use “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code prefix of the entry post office.

4.7.3 Sack Line 2

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.”

5.0 Standards for Barcode Discounts

5.1 Standards for Barcoded Mail

The barcode discount applies to Inter-BMC/ASF and Intra-BMC/ASF Parcel Post machinable parcels ([401.1.5](#)) that bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address and are part of a mailing of 50 or more Parcel Post rate pieces.

456 Enter and Deposit

Overview

- [1.0 Verification and Deposit](#)
- [2.0 Parcel Select](#)

1.0 Verification and Deposit

1.1 Verification and Entry

All presorted destination entry and barcode 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 [705.15.0](#). 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 [705.18.0](#).

1.2 Office of Mailing

Parcel Post must be mailed at the post office from which the zone rate postage was computed, except under [1.3](#) and [1.4](#).

1.3 Redirected Mailings

A mailer who presents large mailings of zoned Parcel Post 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.

1.4 BMC Acceptance

A mailer may present Parcel Post 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.



456.1.5

- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office.

1.5 Drop Shipment Information

Essential information for entering drop shipment Parcel Post mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address).

2.0 Parcel Select

2.1 Definitions

Parcel Select is destination entry Parcel Post. Destination entry discounts apply to Parcel Post mailings prepared as specified in [705.8.0, *Preparing Pallets*](#), and [455.4.0, *Preparing Parcel Post*](#), 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 [2.5, *Acceptance at Designated SCF—USPS Benefit*](#).
- b. A destination sectional center facility (DSCF) includes all facilities listed under [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 [608.8.1](#) for address) to determine the location of a 5-digit delivery facility. Use [L606](#) only for mailings prepared using the optional 5-digit scheme sort.

2.2 Rate Eligibility for Parcel Select Rates

2.2.1 Basic Standards

For Parcel Select rates, pieces must meet the applicable standards in [2.0](#) 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 [2.3](#) through [2.6](#), 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.

2.2.2 DBMC Rates

For DBMC rates, pieces must meet the applicable standards in 2.1 through 2.6 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. Machinable parcels must bear a barcode under 708.5.0 for the ZIP Code of the delivery address. Nonbarcoded machinable parcels are eligible only for the Intra-BMC/ASF rates.
- c. Except as provided in [Exhibit 2.2.2, BMC/ASF—DBMC Rate Eligibility](#), pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- d. Pieces must be within a ZIP Code eligible for DBMC rates under [Exhibit 2.2.2](#) and, if sacked or palletized, must be prepared according to [455.4.0, Preparing Parcel Post](#), and [705.8.0, Preparing Pallets](#). Mail meeting the additional criteria in 2.5 or 2.6 may be deposited at an SCF.



456.2.2.2

Exhibit 2.2.2 BMC/ASF – DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

2.2.3 DSCF and DDU Rates

For DSCF and DDU rates, pieces must meet the applicable standards in 2.1 through 2.6 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. Nonmachinable parcels sorted to 3-digit ZIP Code prefixes and claimed at a DSCF rate must be entered at the designated SCF under L005. Mailers must not prepare mail on pallets or pallet boxes 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 608.8.1) to determine which 5-digit delivery facilities can handle pallets or pallet boxes. 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 to determine if the delivery facility can handle pallets.
- b. For DDU rates, be part of a Parcel Select mailing 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 Select 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 (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.1). 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. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

2.2.4 Postage Payment

Postage payment for Parcel Select mailings is subject to the same standards that apply generally to Parcel Post and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under 705.2.9. Except for plant-verified drop shipments (see 705.15.0), eVS shipments (see 705.2.9), or metered mail drop shipments (see 705.18.0), mailers must have a meter license or permit imprint authorization at the parent Post Office for mailings deposited for entry at a DBMC or ASF, at a DSCF, or at a DDU. Correct mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.



456.2.2.5

- b. Mailers who mail parcels paid with a permit imprint and claimed at Parcel Select rates may use eVS under [705.2.9](#). Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.

2.2.5 BMC as Agent

The DBMC may act as acceptance agent only for its parent post office (see [Exhibit 2.2.5](#)) and only if authorized by Form 4410 for each mailer depositing DBMC entry rate mail.

Exhibit 2.2.5 BMC/ASF Parent Post Office

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
St. 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

2.3 Preparing Parcel Select

2.3.1 Bedloaded Parcels

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 [608.8.1](#) for address) to determine dock requirements for a DDU facility.

2.3.2 Containers

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 [455.4.0, *Preparing Parcel Post*](#), or prepared on pallets under [705.8.0](#).
- b. For DBMC rate, nonmachinable parcels that each weigh 35 pounds or less must be sacked under [455.4.0, *Preparing Parcel Post*](#), 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 [455.4.0, *Preparing Parcel Post*](#), 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 [705.8.0](#) 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 [705.8.0](#).
- 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 [705.8.0](#).
- 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).



2.4 Deposit for Parcel Select

2.4.1 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.

2.4.2 Freight

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.

2.4.3 Mail Separation and Presentation

Mailers must have Parcel Select mailings verified under an authorized PVDS system (see [705.15.0](#)) or eVS (see [705.2.9](#)), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under [705.7.0](#), mailers may commingle Parcel Select with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each DBMC, DSCF, or DDU rate Parcel Post piece as either "Parcel Post" or "Parcel Select," according to [402.2.2](#). If eVS is used, include the marking "eVS" on each piece as described in [604.5.0](#).
- b. Separate DBMC rate mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under [705.2.0](#) through [705.4.0](#), or that are not mailed under [455.1.4](#).
- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- e. Separate mail from freight transported on the same vehicle.
- f. If Periodicals mail is on the same vehicle as Parcel Post, load the Periodicals mail toward the tail of the vehicle.

2.4.4 BMC as Agent

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.

2.4.5 Appointments

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

- a. Except for local mailers, for mailings of perishable commodities ([601.9.0](#)) under [2.4.6, Exception to Scheduling Standard](#), 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 logon 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.

2.4.6 Exception to Scheduling Standard

Exceptions are as follows:

- a. The scheduling standard in [2.4.5, Appointments](#), 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 USPS as perishables under [601.9.0](#). 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.

2.4.7 Redirection by USPS

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.

2.4.8 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry rate mail under [2.4.5](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

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



456.2.4.9

- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

2.4.9 Deposit Conditions

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. The BMC may approve drop and pick procedures only for Parcel Select mailers. The BMC specifies the time limit for vehicle retrieval.

2.4.10 Recurring Appointments

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

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

2.4.11 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer 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 destination delivery units (DDUs), drivers must unload all mail, whether bedloaded, sacked, or palletized (including boxes on pallets), within 1 hour of arrival. Unloading procedures are as follows:
 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 2. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
 3. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.
 4. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except the dock and designated driver rest area.

2.4.12 Demurrage

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

2.4.13 Appeals

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

2.4.14 Documentation

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.

2.5 Acceptance at Designated SCF—USPS Benefit

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:



456.2.6

- a. The mailing contains only machinable parcels prepared in 5-digit scheme and 5-digit sacks, pallets, or containers and nonmachinable parcels prepared under [2.3.2, Containers](#).
- 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 [455.4.0, Preparing Parcel Post](#), 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.

2.6 Acceptance at Designated SCF

Mailers may deposit parcels otherwise eligible for the DBMC rates at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#). The following standards apply:

- a. Eligible machinable parcels are restricted to the ZIP Codes listed in [L607](#).
- b. Bound Printed Matter machinable parcels under [466.4.3](#) and Standard Mail parcels and NFMs under 705.6.3 may be included.
- c. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DBMC entry rate.
- d. All DBMC rate parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.
- e. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- f. Parcels must contain the correct marking in [455.4.0, Preparing Parcel Post](#).

460 Bound Printed Matter Parcels

463 Rates and Eligibility

464 Postage Payment and Documentation

465 Mail Preparation

466 Enter and Deposit

463 Rates and Eligibility

Overview

- [1.0 Rates and Fees for Bound Printed Matter](#)
- [2.0 Basic Eligibility Standards for Bound Printed Matter](#)
- [3.0 Content Standards for Bound Printed Matter Parcels](#)
- [4.0 Rate Eligibility for Bound Printed Matter Parcels](#)
- [5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels](#)

1.0 Rates and Fees for Bound Printed Matter

1.1 Nonpresorted Bound Printed Matter

Apply the rates and discounts for nonpresorted Bound Printed Matter as follows:

1.1.1 Rates

Bound Printed Matter (BPM) rates are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone to which the piece is addressed. The nonpresorted rate applies to BPM not mailed at the Presorted or carrier route rates.

1.1.2 Rate Application

The nonpresorted BPM 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 BPM 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.

1.1.3 Barcode Discount—Machinable Parcels

The barcoded discount applies only to BPM machinable parcels (see [401.1.5.1, Criteria](#)) that bear a correct, readable barcode under [708.5.0, Standards for Postal Routing Barcodes](#), for the ZIP Code of the delivery address. The pieces must be part of a nonpresorted rate mailing of 50 or more BPM parcels.

1.1.4 Bound Printed Matter—Nonpresorted

For barcoded discount, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum).



Exhibit 1.1.4 Bound Printed Matter - Nonpresorted Rates

Weight Not Over (pounds) ¹	Zone						
	1 & 2	3	4	5	6	7	8
1.0	\$2.12	\$2.17	\$2.23	\$2.30	\$2.38	\$2.45	\$2.62
1.5	2.12	2.17	2.23	2.30	2.38	2.45	2.62
2.0	2.21	2.27	2.35	2.45	2.55	2.65	2.87
2.5	2.30	2.38	2.48	2.60	2.73	2.85	3.13
3.0	2.39	2.48	2.60	2.75	2.90	3.05	3.38
3.5	2.48	2.59	2.73	2.90	3.08	3.25	3.64
4.0	2.57	2.69	2.85	3.05	3.25	3.45	3.89
4.5	2.66	2.80	2.98	3.20	3.43	3.65	4.15
5.0	2.75	2.90	3.10	3.35	3.60	3.85	4.40
6.0	2.93	3.11	3.35	3.65	3.95	4.25	4.91
7.0	3.11	3.32	3.60	3.95	4.30	4.65	5.42
8.0	3.29	3.53	3.85	4.25	4.65	5.05	5.93
9.0	3.47	3.74	4.10	4.55	5.00	5.45	6.44
10.0	3.65	3.95	4.35	4.85	5.35	5.85	6.95
11.0	3.83	4.16	4.60	5.15	5.70	6.25	7.46
12.0	4.01	4.37	4.85	5.45	6.05	6.65	7.97
13.0	4.19	4.58	5.10	5.75	6.40	7.05	8.48
14.0	4.37	4.79	5.35	6.05	6.75	7.45	8.99
15.0	4.55	5.00	5.60	6.35	7.10	7.85	9.50

1. For barcode discount, deduct \$0.03 per piece (automation-compatible parcels only, 50-piece minimum).

1.1.5 Computing Postage—Bound Printed Matter With Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece.

1.1.6 Computing Postage—Bound Printed Matter With Postage Affixed

For each piece, affix the postage (see authorized methods in 463.1.1.1) for the weight increment for the zone to which the piece is addressed, as shown in 1.1.4, *Bound Printed Matter—Nonpresorted*.

1.2 Discount Bound Printed Matter

Apply the rates, fees and discounts for discounted Bound Printed Matter as follows:

1.2.1 Rates

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2.2 Rate Application

The Presorted Bound Printed Matter rate has a per piece charge and a per pound charge. Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. 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.

1.2.3 Bound Printed Matter Presorted and Carrier Route Rates

Each piece is subject to both a piece rate and a pound rate. For the barcode discount on Presorted machinable parcels, deduct \$0.03 per piece.

1.2.4 Bound Printed Matter Destination Entry Rates

Each piece is subject to both a piece rate and a pound rate. For the barcode discount on machinable parcels, deduct \$0.03 per piece. The barcode discount is not available for parcels mailed at Presorted SCF or DDU rates.

Exhibit 1.2.4 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Rates

		Carrier Route			Presorted ²		
		Rate per piece	+	Rate per pound	Rate per piece	+	Rate per pound
Each piece is subject to both a piece rate and a pound rate. ¹							
Zone	Local, 1&2	\$1.336	+	\$0.122	\$1.447	+	\$0.122
	3	1.336	+	0.148	1.447	+	0.148
	4	1.336	+	0.195	1.447	+	0.195
	5	1.336	+	0.249	1.447	+	0.249
	6	1.336	+	0.311	1.447	+	0.311
	7	1.336	+	0.359	1.447	+	0.359
	8	1.336	+	0.477	1.447	+	0.477
	Destination Entry						
DBMC	1&2	1.019	+	0.086	1.130	+	0.086
	3	1.019	+	0.124	1.130	+	0.124
	4	1.019	+	0.164	1.130	+	0.164
	5	1.019	+	0.218	1.130	+	0.218
DSCF		0.636	+	0.083	0.747	+	0.083
DDU		0.552	+	0.040	0.663	+	0.040

1. Multiply the number of pounds in the mailing by rate per pound. Multiply the number of pieces in the mailing by rate per piece. Add both totals.

2. Machinable presorted parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum), except for parcels mailed at presorted DDU or DSCF rates.

1.2.5 Destination Entry Mailing Fee

Destination entry mailing fee for Bound Printed Matter, per 12-month period: \$175.00.

1.2.6 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.2.7 Computing Postage for Affixed Postage

Presorted and Carrier Route Bound Printed Matter mailings with postage affixed are charged a per pound rate and a per piece rate as follows:



463.1.2.8

- 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 [Exhibit 1.2.4](#) and [1.2.5](#) 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.

1.2.8 Computing Postage for Permit Imprint

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.

2.0 Basic Eligibility Standards for Bound Printed Matter

2.1 Service Objectives

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local post office can provide more information concerning delivery times within its area.

2.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM rates constitutes consent by the mailer to postal inspection of the contents.

2.3 Delivery and Return Addresses

All BPM mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Except for unendorsed BPM, each piece must bear the sender's return address.

3.0 Content Standards for Bound Printed Matter Parcels

3.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- 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.
- h. Consist ofailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under [2.2](#) or permitted or required under [707.7.9](#)).

3.2 Attachments or Enclosures of Periodicals Sample Copies

Sample copies of authorized and pending Periodicals publications may be enclosed or attached with merchandise sent at BPM rates. Postage at BPM rates is based on the combined weight of the host piece and the sample copies enclosed.

3.3 Attachments and Enclosures

3.3.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter 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.



3.3.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Bound Printed Matter 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 Bound Printed Matter rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

3.3.3 Additional Enclosures

Bound Printed Matter 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 [703.1.6.11, *Products Mailable at Nonprofit Standard Mail Rates*](#). 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 [703.1.6.11](#).

3.4 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 Rate Eligibility for Bound Printed Matter Parcels

4.1 Rate Eligibility

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. Nonpresorted Rate. The nonpresorted rate applies to mailings of fewer than 300 pieces and to BPM not mailed at the Presorted or carrier route rates.
- b. Presorted Rate. The Presorted rate applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in [465.5.0, *Preparing Presorted Parcels*](#), or [705.8.0, *Preparing Pallets*](#).
- 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 [465.6.0, *Preparing Carrier Route Parcels*](#), or [705.8.0, *Preparing Pallets*](#).
- d. Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see [401.1.5](#)) that bear a correct, readable barcode under [708.5.0, *Standards for Postal Routing Barcodes*](#), for the ZIP Code of the delivery address. The pieces must be part of a nonpresorted rate mailing of 50 or more BPM parcels or part of a presort rate mailing of at least 300 BPM parcels prepared under [465.5.0, *Preparing Presorted Parcels*](#), and [465.6.0, *Preparing Carrier Route Parcels*](#), and [705.8.0, *Preparing Pallets*](#). 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.

4.2 Nonidentical Weight Pieces

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 [705.2.0, *Manifest Mailing System*](#), or [705.4.0, *Alternate Mailing System*](#).

4.3 ZIP Code Accuracy

4.3.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, address means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [4.3.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:



463.4.3.2

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [4.3.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addressees used on pieces claiming the Bound Printed Matter Presort and carrier route rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard.

4.3.2 USPS-Approved Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.6.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site, www.usps.com.

4.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

5.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

5.1 Basic Standards

In addition to the standards in [2.0](#) and [3.0](#), all pieces in a Bound Printed Matter mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
 1. The ZIP Code accuracy standard in [3.3](#).
 2. The carrier route accuracy standard in [5.2](#).

3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
 4. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards under [465.5.0, *Preparing Presorted Parcels*](#), or [705.8.0, *Preparing Pallets*](#).

5.2 Carrier Route Accuracy

5.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming carrier route rates under [5.2.1d](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [5.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming the Bound Printed Matter carrier route rates must meet the ZIP Code accuracy standard.

5.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, *Address Information System Products*](#), and [708.3.0, *Coding Accuracy Support System \(CASS\)*](#).

5.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

464 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Nonpresorted Bound Printed Matter

1.1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage and fees for Bound Printed Matter may be paid by adhesive stamps (except precanceled stamps), customer-generated postage meter, PC postage, or permit imprint, as defined in [604.1.0](#), [604.4.0](#), and [604.5.0](#). Mailers may use permit imprint for mailings that contain nonidentical-weight pieces only under [705, Advanced Preparation and Special Postage Payment Systems](#). Mailers may use permit imprint for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone. Identical-weight permit imprint mail also may be mailed under [705](#).

1.1.2 Affixing Postage

In a postage-affixed nonpresorted mailing, the mailer must affix to each piece a value in adhesive stamps, meter stamps, or PC postage equal to at least the postage required.

1.1.3 Postage Paid with Permit Imprint

The following standards apply for postage paid with permit imprint:

- a. Advance Deposit Account. A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes.
- b. Minimum Quantity. Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of nonpresorted rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.
- c. Postage Statement. A complete postage statement must accompany each mailing paid with permit imprint.

1.2 Discounted Bound Printed Matter

1.2.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter may be paid by any method (see [604](#)) 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 when authorized by Business Mailer Support. 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 and presort rate). Identical-weight permit imprint mail also may be mailed under [705.2.0](#) through [705.4.0](#).

2.0 Mailing Documentation

2.1 **Completing Postage Statements**

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 **Basic Documentation Standards**

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

2.3 **Preparing Documentation**

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.

2.4 **Multiple Standards**

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.

2.5 **Providing Additional Information**

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 PCSC under [607](#).

2.6 **Reporting Multiple Mailings on One Statement**

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 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.

2.7 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

465 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Presorted Parcels](#)
- [6.0 Preparing Carrier Route Parcels](#)
- [7.0 Standards for Barcode Discounts](#)

1.0 General Information for Mail Preparation

1.1 Basic Preparation—Nonpresorted

There are no presort, sacking, or labeling standards for nonpresorted rate Bound Printed Matter.

1.2 Definition of Presort Process

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.

1.3 Definition of Mailings

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 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 be combined, palletized, reported, or deposited together.

1.4 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (pallets and sacks) for Bound Printer Matter parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code ranges processed by the USPS as a single scheme, as shown in [L006](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).



- e. *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.
- f. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- g. *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](#)).
- h. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.5 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for Bound Printed Matter 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.
- d. 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/sack must be prepared for each.
- e. 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. Bundles 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.
- f. 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. Bundles 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.

- g. *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.
- h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- i. A *bundle* 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 bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0](#).
- j. 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 bundle or in a single container (sack or 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 Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. 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.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to unsecured groups of pieces.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using



clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route rates entered at a destination delivery unit (DDU).

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 2.4, all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.

2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Bundle Sizes

Mailers must prepare unsacked, nonpalletized bundles of Presorted irregular parcels for DDU entry according to 2.8 and 5.2 for parcels weighing less than 10 pounds and 5.3 for parcels weighing 10 pounds or more. Mailers must prepare unsacked, nonpalletized bundles of carrier route irregular parcels for DDU entry according to 2.7 and 6.2 for parcels weighing less than 10 pounds and 6.3 for parcels weighing 10 pounds or more.

2.7 Additional Standards for Unsacked Bundles Entered at DDU Facilities

Mailers may enter unsacked, nonpalletized bundles of irregular parcels at destination delivery units (DDUs) if all of the following conditions are met:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).
 2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.
- b. Mailers must prepare 5-digit bundles for entry at DDUs according to standards in 6.2.1.
- c. Mailers must prepare bundles to comply with other applicable standards in 2.0.
- d. Mailers must enter bundles at DDUs according to standards in 466.6.0.

2.8 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles 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). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and for Bound Printed Matter in sacks, specific weight limits in [5.0, Preparing Presorted Parcels](#), and [6.0, Preparing Carrier Route Parcels](#).

2.9 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

2.10 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [705.8.0, Preparing Pallets](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles 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., “BPM IRR P CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office.

3.0 Sacks

3.1 Preparation

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.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- e. Color: white or manila.
- f. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- g. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- h. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Carrier Route	C (type of route)
Carrier Routes	CR-RT or CR-RTS
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

4.4 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see [4.5](#) for eVS labeling information). Line 3 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.

4.5 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below Line 3 using the same size and lettering used for Line 3. As an option, "eVS" may be placed as the first element on Line 3.

4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.7 Placement of Extraneous Information

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.

5.0 Preparing Presorted Parcels

5.1 Basic Standards

5.1.1 General Preparation Requirements

All mailings of Presorted Bound Printed Matter (BPM) are subject to these general standards:

- a. Each mailing must meet the applicable eligibility standards in [402.2.0](#), [Placement and Content of Markings](#), [463](#), [Rates and Eligibility](#), [465](#), [Mail Preparation](#), and [466](#), [Enter and Deposit](#),
- b. All pieces in a mailing must be within the same processing category as described in [401.1.1](#). A BPM irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5.1](#). 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 [601.7.0](#).
- c. All pieces must be sorted to the finest extent possible under [5.2](#), [Preparing Irregular Parcels Weighing Less Than 10 Pounds](#), and [5.3](#), [Preparing Irregular Parcels Weighing 10 Pounds or More](#), or palletized under [705.8.0](#).
- d. Subject to [402.2.0](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”).

5.1.2 Separation

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 be 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 [705.2.0](#), [Manifest Mailing System](#), [705.4.0](#), [Alternate Mailing System](#), or [5.1.3](#), [Commingling Zones](#).



5.1.3 Commingling Zones

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 as follows:

- a. 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).
- b. 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.

5.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

5.2.1 Required Bundling

Bundling is required before sacking, except 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 bundle size is met. Otherwise, a bundle 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 bundles). The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles 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 bundle must contain at least two addressed pieces (except mixed ADC bundles). Bundling 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 bundle 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 postage statement whether they applied the piece count, weight, or both, except for eVS mailings prepared under [705.2.9](#).

5.2.2 Bundling and Labeling

Preparation sequence and labeling:

- a. 5-digit (required); red Label 5 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); tan Label X or OEL.

5.2.3 Required Sacking

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 SCF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Sacking is not required for 5-digit bundles when prepared for and entered at DDU rates. Such bundles may be bedloaded and may weigh up to 40 pounds. 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 bundle 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 postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

5.2.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L006](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
 - 1. Line 1: [L005](#), Column B.



2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC (required); labeling:
 1. Line 1: [L009](#), Column B. If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
 2. Line 2: "PSVC IRREG WKG."

5.3 Preparing Irregular Parcels Weighing 10 Pounds or More

5.3.1 Piece Preparation

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Bundling is not permitted for pieces weighing 10 pounds or more except under [5.3.2, Required Sacking](#).

5.3.2 Required Sacking

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. Sacking is not required for 5-digit bundles when prepared for and entered at DDU rates. Such bundles may be bedloaded and may weigh up to 40 pounds.

5.3.3 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit (required); labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC IRREG 3D."
- c. SCF (optional); labeling:
 1. Line 1: [L005](#), Column B.
 2. Line 2: "PSVC IRREG SCF."
- d. ADC (required); labeling:
 1. Line 1: [L004](#), Column B.
 2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC (required); labeling:

1. Line 1: [L009](#), Column B. If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
2. Line 2: "PSVC IRREG WKG."

5.4 Preparing Machinable Parcels Not Claiming DBMC Rates

5.4.1 Required Sacking

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 bundle 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 postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

5.4.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC MACH 5D SCH." For 5-digit sacks, "PSVC MACH 5D."
- b. BMC (required); labeling:
 1. Line 1: [L601](#), Column B.
 2. Line 2: "PSVC MACH BMC."
- c. Mixed BMC (required); labeling:
 1. Line 1: "MXD" followed by the [L601](#), Column B, information for the BMC serving the 3-digit ZIP Code prefix of entry post office.
 2. Line 2: "PSVC MACH WKG."



5.5 Preparing Machinable Parcels Claiming DBMC Rates

5.5.1 Required Sacking

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 [466.4.0](#) 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 postage statement whether they applied the piece count or weight except for eVS mailings prepared under [705.2.9](#).

5.5.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (required); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L006](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. ASF (optional, allowed only for mail deposited at an ASF to claim DBMC rate); labeling:
 1. Line 1: [L602](#), Column B. DBMC rate eligibility determined by [466.4.0](#), [Destination Bulk Mail Center \(DBMC\) Entry](#), and [Exhibit 466.4.4, BMC/ASF—DBMC Rate Eligibility](#).
 2. Line 2: "PSVC MACH ASF."
- c. BMC (required); labeling:
 1. Line 1: [L601](#), Column B. DBMC rate eligibility determined by [466.4.0](#), [Destination Bulk Mail Center \(DBMC\) Entry](#), and [Exhibit 466.4.4, BMC/ASF—DBMC Rate Eligibility](#).
 2. Line 2: "PSVC MACH BMC."
- d. Mixed BMC (required); labeling:
 1. Line 1: "MXD" followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code prefix of entry post office.
 2. Line 2: "PSVC MACH WKG."

6.0 Preparing Carrier Route Parcels

6.1 Basic Standards

6.1.1 General Standards for Carrier Route Preparation

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 6.2 through 6.4 in *Preparing Carrier Route Parcels* and to these general standards:

- a. Each mailing must meet the applicable eligibility standards in 463, mail preparation standards in 2.0, through 4.0, and deposit and entry standards in 466.
- b. All pieces in a mailing must be within the same processing category as described in 401.1.0. A BPM irregular parcel is a piece that is not a machinable parcel as defined in 401.1.5.1. 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 601.7.0.
- c. All pieces must be sorted to the finest extent possible under 6.0, *Preparing Carrier Route Parcels*, or palletized under 705.8.0, *Preparing Pallets*.
- d. Subject to 402.2.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”).

6.1.2 Separation

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 be 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 6.1.3, *Commingling Zones*.

6.1.3 Commingling Zones

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 as follows:

- a. 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).
- b. 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.

6.1.4 Residual Pieces

Residual pieces not sorted under [6.2](#) and [6.3](#) may be prepared as a Presorted Bound Printed Matter mailing under [5.0](#), *Preparing Presorted Parcels*, provided that they 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.

6.2 Preparing Irregular Parcels Weighing Less Than 10 Pounds

6.2.1 Bundle Preparation

Bundling is not required in direct carrier route sacks. Otherwise, a carrier route bundle (or bundles) 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 bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under [2.0](#). Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line ([708.6.0](#)) or an optional endorsement line ([708.7.0](#)). Bundling 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 bundle by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each bundle) 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.

6.2.2 Required Sacking

Mailers may prepare irregular parcels as unsacked bundles under [2.7](#) or in bundles on pallets. Otherwise, mailers must prepare a direct carrier route sack when the quantity of mail for an individual carrier route reaches either 10 addressed pieces or 20 pounds, whichever occurs first; smaller volumes are not permitted. Mailers then must place remaining bundles in 5-digit scheme carrier routes sacks 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.

6.2.3 Sack Preparation

Sack preparation sequence and Line 1 labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.2 for overseas military mail).
- 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 bundles (for military mail, the ZIP Code is preceded by the prefixes under 4.2).

6.2.4 Sack Label Line 2

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."

6.3 Preparing Irregular Parcels Weighing 10 Pounds or More

Mailers may prepare irregular parcels as unsacked bundles under 2.6 or in bundles on pallets. When preparing irregular parcels in sacks, place parcels only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. 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.

6.4 Preparing Machinable Parcels

6.4.1 Required Carrier Route Sacking

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. 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.



465.6.4.2

- 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.

6.4.2 Sack Label

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.

7.0 Standards for Barcode Discounts

7.1 Standards for Barcoded Mail

The barcode discount applies only to BPM machinable parcels (see [401.1.5.1](#)) that bear a correct, readable barcode under [708.5.0](#) for the ZIP Code of the delivery address. The pieces must be part of a nonpresorted rate mailing of 50 or more BPM parcels or part of a presorted rate mailing of at least 300 BPM parcels prepared under [5.0](#) or [6.0](#), and [705.8.0, *Preparing Pallets*](#). The barcode discount is not available for parcels mailed at the carrier route rates; or under [466.4.2, *Acceptance at Designated SCF—Mailer Benefit*](#); or at the DSCF or DDU rates; or for DBMC rate mailings 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 barcode discount because that facility uses barcode scanning equipment.

466 Enter and Deposit

Overview

- [1.0 Deposit of Nonpresorted Bound Printed Matter](#)
- [2.0 Presenting a Mailing](#)
- [3.0 Destination Entry](#)
- [4.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [5.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [6.0 Destination Delivery Unit \(DDU\) Entry](#)

1.0 Deposit of Nonpresorted Bound Printed Matter

1.1 Nonpresorted Rate Mailings

Nonpresorted rate Bound Printed Matter 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 [705.17.0, Express Mail Reship Service](#). Permit imprint mail must be presented at the post office under [604.5.0](#).

2.0 Presenting a Mailing

2.1 Verification and Entry—Presorted, Carrier Route, Destination Entry, and Barcoded Mailings

All presorted, carrier route, destination entry, and barcode 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 [705.15.0](#). 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 [705.18.0](#).

2.2 Verification and Entry—Nonpresorted Mailings

Nonpresorted rate Bound Printed Matter is not offered at post offices, branches, or stations or through Postal Service carriers, except under [2.2c](#) and [2.2d](#). Mailers must deposit Nonpresorted Bound Printed Matter as follows:

- a. At the time and place specified by the postmaster at the office of mailing.
- b. For metered mail, at other than the licensing post office only as permitted under [705.18.0, Metered Mail Drop Shipment](#).
- c. For permit imprint mail, only at the post office where the permit is held (see [604.5.0](#)) unless using the Electronic Verification System (eVS) under [705.2.9](#).
- d. At any post office, branch, or station or with a Postal Service carrier, if the correct postage is applied, including postage for any extra service elected.



466.2.3

2.3 Office of Mailing

Bound Printed Matter must be mailed at the post office from which the zone rate postage was computed, except under [2.4](#) and [2.5](#).

2.4 Redirected Mailings

A mailer who presents large mailings of Bound Printed Matter 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.

2.5 BMC Acceptance

A mailer may present zoned Bound Printed Matter 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.

2.6 Drop Shipment Information

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 [608.8.1](#)).

3.0 Destination Entry

3.1 General

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 (sack or pallet). Each piece can claim only one destination entry rate; an individual pallet may contain pieces claimed at different destination entry rates.

3.2 Minimum Volume

A destination entry rate BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 Presorted addressed pieces or 300 Carrier Route addressed pieces.

- b. Except as provided in [3.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate Presorted and Carrier Route mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office 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.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a Presorted or Carrier Route mailing entered at a single destination entry post office if there is a total of at least 300 Presorted rate pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.
- f. When Bound Printed Matter presorted mailings are presented together under the Electronic Verification System (eVS), a mailer may use the total piece count for all line items to all destinations reported within the 24-hour mailing period defined in [705.2.9](#). Under this alternative, a mailer may enter fewer than 300 pieces for a presorted mailing at a single destination entry facility if there is at least 300 presorted rate pieces for all entry points within the 24-hour mailing period.

3.3 Postage Payment

Postage payment for Bound Printed Matter destination rate mailings is subject to the same standards that apply generally to Bound Printed Matter and to the following:

- a. Mailers must pay postage and correct mailing fees at each Post Office where they are authorized to present mailings for verification unless using the Electronic Verification System (eVS) under [705.2.9](#). Except for plant-verified drop shipments (see [705.15.0](#)), eVS shipments (see [705.2.9](#)), or metered mail drop shipments (see [705.18.0](#)), mailers must have a meter license or permit imprint authorization at the parent Post Office for mailings deposited for entry at a DBMC or ASF, at a DSCF, or at a DDU. Correct mailing fees must be paid for the current 12-month period at the Postal Service facility where postage is paid for the mailing.
- b. Mailers who mail parcels paid with a permit imprint and claimed at Bound Printed Matter destination entry rates may use eVS under [705.2.9](#). Mailers using eVS must pay postage and fees at the Post Office where they hold the permit used for all eVS mailings.



466.3.4

3.4 Mailing Fee

A destination entry mailing fee ([463.1.2.5](#)) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. For mail manifested using eVS under [705.2.9](#), only one annual destination entry mailing fee, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings 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.

3.5 Documentation

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry rates.

3.6 Plant Loads

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts.

3.7 Mailings of Unsacked Bundles

Mailers may present unsacked, nonpalletized bundles of BPM irregular parcels that are properly prepared for and entered at DDU rates and unloaded according to standards in [3.9.9](#). Pieces in these bundles are not eligible for barcode discounts.

3.8 Verification

3.8.1 Place

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification:

- 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 under [705.15.0](#) or, when required by class of mail, rate category, or other reasons determined by the Postal Service, Electronic Verification System (eVS) under [705.2.9](#).
- b. At the destination Post Office or business mail entry unit.
- c. At the destination entry Postal Service facility for eVS mailings under [705.2.9](#).

3.8.2 Mail Separation and Presentation

Mailers must have Bound Printed Matter destination entry rate mailings verified under a PVDS system (see [705.15.0](#)) or use eVS (see [705.2.9](#)), or they must present mailings for verification and acceptance at a BMEU located at a designated destination Postal Service facility. Mailers may deposit only PVDS and eVS mailings at a destination delivery unit not co-located with a Post Office or other Postal Service facility with a business mail entry unit. If authorized under [705.7.0](#), mailers may commingle Bound Printed Matter parcels with other approved parcel mail using eVS. Mailers presenting destination entry mailings to the Postal Service must meet the following requirements:

- a. Mark each destination entry rate piece according to [402.2.2](#). If eVS is used, include the marking "eVS" on each piece as required by [604.5.0](#).

- b. Separate DBMC rate mailings by zone for permit imprint mailings of identical-weight pieces that are not mailed using a special postage payment system under [705.2.0](#) through [705.4.0](#), or that are not mailed under [465.1.5](#).
- c. Ensure that all PVDS mailings are accompanied by a completed Form 8125, 8125-C, or 8125-CD. eVS mailings do not require these forms.
- d. Separate each mailing from other mailings for verification. For PVDS mailings and eVS mailings, separate mailings for deposit at different destination Postal Service facilities.
- e. Separate mail from freight transported on the same vehicle.
- f. If Periodicals mail is on the same vehicle, load the Periodicals mail toward the tail of the vehicle.

3.8.3 Form 8125

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.

3.8.4 At BMC

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.

3.8.5 PVDS Seal

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility.

3.8.6 Mailer Transport

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

3.8.7 Volume Standards

Except as permitted for a local mailer under [3.9.12](#), 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.



466.3.9

3.9 Deposit

3.9.1 Time and Location of Deposit

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.

3.9.2 Freight

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

3.9.3 Appointments

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

- a. Except for a local mailer under [3.9.12](#) 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 ([707.29.0, Destination Entry](#)), an appointment must be obtained for deposit at a destination entry facility.

3.9.4 Advance Scheduling

Mailers must schedule appointments for deposit of destination entry rate mail under [3.9.3](#) and the conditions below. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

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

- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type.

3.9.5 Adherence to Schedule

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

3.9.6 Redirection by USPS

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.

3.9.7 Redirection at Mailer's Request

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.

3.9.8 Recurring Appointments

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.



466.3.9.9

- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule.

3.9.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs 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 destination delivery units (DDUs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:
 - 1. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
 - 2. At DDUs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery unit employees specify.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area.

3.9.10 Demurrage

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

3.9.11 Appeals

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

3.9.12 Exception for Local Mailer

The restrictions in [3.8.7, *Volume Standards*](#), and [3.9.3, *Appointments*](#), 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 [4.0, *Destination Bulk Mail Center \(DBMC\) Entry*](#), [5.0, *Destination Sectional Center Facility \(DSCF\) Entry*](#), or [6.0, *Destination Delivery Unit \(DDU\) Entry*](#).

4.0 Destination Bulk Mail Center (DBMC) Entry

4.1 Eligibility

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [4.0](#) 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 4.4](#).
- 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 4.4](#)).
- e. Are entered at designated SCFs under [4.2](#).

4.2 Acceptance at Designated SCF – Mailer Benefit

Mailers may deposit machinable parcels otherwise eligible for the DBMC rates at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#). The following standards apply:

- a. The parcels are prepared as, or part of, a mailing of at least 300 presorted pieces.
- b. Eligible machinable parcels are restricted to the ZIP Codes listed in [L607](#).
- c. Parcel Select machinable parcels under [456.2.6](#) and Standard Mail parcels and NFMs under [705.6.3](#) may be included.
- d. Mailers must prepare parcels on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the parcels into containers specified by the destination facility. Parcels are eligible for the applicable DBMC entry rate.
- e. All DBMC rate parcels must be for delivery within the service area of the SCF where they are deposited by the mailer.
- f. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- g. Parcels must contain the correct marking in [402.2.2, Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings](#).

4.3 Presorted Machinable Parcels

Presorted machinable parcels in sacks or on pallets at all sort levels may claim DBMC rates. Machinable parcels sacked under [465.5.0, Preparing Presorted Parcels](#), or palletized under [705.8.0](#) may be sorted to destination BMCs under [L601](#) or to destination BMCs and ASFs under [L601](#) and [L602](#). Except as provided in [Exhibit 4.4](#), 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 rates 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



466.4.4

under [L601](#), only mail for 3-digit ZIP Codes served by a BMC as listed in [Exhibit 4.4](#) is eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in [Exhibit 4.4](#) is *not* eligible for DBMC rates, nor are 3-digit ZIP Codes that do not appear on [Exhibit 4.4](#)). Machinable parcels prepared in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under [465.5.0, *Preparing Presorted Parcels*](#), or [705.8.0, *Preparing Pallets*](#), 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 4.4](#).

4.4 Presorted Irregular Parcels

[4-12-07] 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 bundle 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 bundle 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 4.4](#). 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 bundles to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC bundle or sack, as appropriate. Mail must be entered at the appropriate facility under [4.1](#).

Exhibit 4.4 BMC/ASF – DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000



466.4.5

4.5 **Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DBMC rates. Mail must be entered at the appropriate facility under [4.1, Eligibility](#).

4.6 **Carrier Route Irregular Parcels**

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 [4.1, Eligibility](#).

5.0 Destination Sectional Center Facility (DSCF) Entry

5.1 **Eligibility**

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [5.0, Destination Sectional Center Facility \(DSCF\) Entry](#), 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 [L606](#).

5.2 **Presorted Machinable Parcels**

Presorted machinable parcels in sacks or on pallets at the 5-digit scheme and 5-digit sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

5.3 **Presorted Irregular Parcels**

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 [5.1, Eligibility](#).

5.4 **Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DSCF rates. Mail must be entered at the appropriate facility under [5.1, Eligibility](#).

5.5 **Carrier Route Irregular Parcels**

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 [5.1, Eligibility](#).

6.0 Destination Delivery Unit (DDU) Entry

6.1 **Eligibility**

Pieces in a mailing meeting the standards in [3.0, Destination Entry](#), and [6.0, Destination Delivery Unit \(DDU\) Entry](#), 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. For parcels prepared using the optional 5-digit scheme sort, use Column B of [L606](#) to determine the 5-digit scheme destination. For parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (or pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). 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. The Drop Shipment Product identifies the 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” or other facilities where parcels are normally dropped. If a mailer transports mail to a DDU facility that cannot handle pallets, the driver must unload the pallets into containers as specified by the delivery unit.

6.2 Presorted Machinable Parcels

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 [6.1](#).

6.3 Presorted Irregular Parcels

Presorted irregular parcels in 5-digit scheme sacks and 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as unsacked 5-digit bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under [6.1](#).

6.4 Carrier Route Machinable Parcels

Carrier Route machinable parcels sorted to carrier route sacks may claim DDU rates. Mail must be entered at the appropriate facility under [6.1](#).

6.5 Carrier Route Irregular Parcels

Carrier Route irregular parcels in sacks, on 5-digit scheme and 5-digit pallets, or prepared as unsacked carrier route bundles may claim DDU rates. Mailers must enter mail at the appropriate facility under [6.1](#).

470 Discount Parcels Media Mail

473 Rates and Eligibility

474 Postage Payment and Documentation

475 Mail Preparation

476 Enter and Deposit

473 Rates and Eligibility

Overview

- [1.0 Media Mail Rates and Fees](#)
- [2.0 Content Standards for Media Mail Parcels](#)
- [3.0 Rate Eligibility for Media Mail Parcels](#)

1.0 Media Mail Rates and Fees

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Media Mail Rate Application

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.

1.3 Media Mail Presorted Rates

See [Exhibit 1.3, Media Mail Presorted Rates](#).



Exhibit 1.3 Media Mail Presorted Rates

Weight Not Over (pounds)	5-Digit	Basic ¹	Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.30	\$1.80	36	\$13.20	\$13.70
2	1.64	2.14	37	13.54	14.04
3	1.98	2.48	38	13.88	14.38
4	2.32	2.82	39	14.22	14.72
5	2.66	3.16	40	14.56	15.06
6	3.00	3.50	41	14.90	15.40
7	3.34	3.84	42	15.24	15.74
8	3.68	4.18	43	15.58	16.08
9	4.02	4.52	44	15.92	16.42
10	4.36	4.86	45	16.26	16.76
11	4.70	5.20	46	16.60	17.10
12	5.04	5.54	47	16.94	17.44
13	5.38	5.88	48	17.28	17.78
14	5.72	6.22	49	17.62	18.12
15	6.06	6.56	50	17.96	18.46
16	6.40	6.90	51	18.30	18.80
17	6.74	7.24	52	18.64	19.14
18	7.08	7.58	53	18.98	19.48
19	7.42	7.92	54	19.32	19.82
20	7.76	8.26	55	19.66	20.16
21	8.10	8.60	56	20.00	20.50
22	8.44	8.94	57	20.34	20.84
23	8.78	9.28	58	20.68	21.18
24	9.12	9.62	59	21.02	21.52
25	9.46	9.96	60	21.36	21.86
26	9.80	10.30	61	21.70	22.20
27	10.14	10.64	62	22.04	22.54
28	10.48	10.98	63	22.38	22.88
29	10.82	11.32	64	22.72	23.22
30	11.16	11.66	65	23.06	23.56
31	11.50	12.00	66	23.40	23.90
32	11.84	12.34	67	23.74	24.24
33	12.18	12.68	68	24.08	24.58
34	12.52	13.02	69	24.42	24.92
35	12.86	13.36	70	24.76	25.26

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

1.4 Mailing Fee

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. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee for Presorted Media Mail rates, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings 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. Presort mailing fees for Media Mail, per 12-month period: \$175.00.

1.5 Computing Postage for Media Mail**1.5.1 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.5.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.5.3 Computing Postage for Permit Imprint

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.

2.0 Content Standards for Media Mail Parcels**2.1 General**

Mailable matter meeting one of the specific eligibility standards in [2.2](#), and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail.

2.2 Content Standards

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.



473.2.3

- 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, including incidental announcements of 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.

2.3 Postal Inspection

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail rates constitutes consent by the mailer to postal inspection of the contents.

2.4 Attachments and Enclosures

2.4.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media 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.

2.4.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Media Mail 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 Media Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

2.4.3 Loose Enclosures

Any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates.

2.4.4 Enclosures in Books

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 [2.4.4b](#).
- 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 [2.4.4a](#).
- 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 [2.4.4a](#) or [2.4.4b](#).

2.5 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.



473.3.1

- 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.

3.0 Rate Eligibility for Media Mail Parcels

3.1 Basic Weight Standards

There is no minimum weight for Media Mail. A single piece of Media Mail can weigh no more than 70 pounds.

3.2 Rate Eligibility Standards

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 [475.5.0, *Preparing Media Mail Parcels*](#), or [705.8.0, *Preparing Pallets*](#). 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.

3.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address.

3.4 Rate Categories for Media Mail

Media Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. 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 [475.5.0, *Preparing Media Mail Parcels*](#), or to 5-digit scheme (machinable parcels only) and 5-digit pallets under [705.8.0](#). All logical 5-digit bundles 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.
- b. All pieces prepared and sorted under [475.5.0, *Preparing Media Mail Parcels*](#), or [705.8.0, *Preparing Pallets*](#), 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.
- c. Barcode Discount. The barcode discount applies to Media Mail machinable parcels (see [401.1.5.1](#)) 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 [402.4.0](#). The barcode discount is not available for pieces mailed at 5-digit rates.

474 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) 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 when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required 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. Documentation describes the separation, rate levels, and content of the mailing; details the volume and postage data; 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.

2.3 Preparing Documentation

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.



2.4 Multiple Standards

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.

2.5 Providing Additional Information

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 PCSC under [607.2.0](#).

2.6 Reporting Multiple Mailings on One Statement

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 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.

2.7 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

475 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Media Mail Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

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 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 be combined, palletized, reported, or deposited together.
- b. Media Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **5-digit scheme (pallets and sacks) for Media Mail 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](#).
- c. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **ADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. **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](#)).



- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for Media Mail 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.
- d. 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. Bundles 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.
- e. 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. Bundles 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.
- f. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- g. A *bundle* 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 bundle. Bundle preparation is described in [2.0](#).

- h. 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 bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.



2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Media Mail must meet the applicable minimum and maximum bundle size standards in [5.0](#), [Preparing Media Mail Parcels](#), and [705.8.0](#), [Preparing Pallets](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle 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 bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route rate mail, must always contain at least two pieces.

2.7 Exception to Bundle Sizes

An individual bundle 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 bundle 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 bundle of eight pieces is 6 inches thick).

- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Sack Preparation

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.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.



- 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3

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.

4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 Placement of Extraneous Information

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.

5.0 Preparing Media Mail Parcels

5.1 Basic Standards

All mailings of Presorted Media Mail are subject to the standards in [5.0](#) and to these general requirements:

- a. Each mailing must meet the applicable rate and eligibility standards in [473](#) and [1.0](#) through [4.0](#) in *Mail Preparation*.
- b. All pieces in a mailing must be within the same processing category as described in [401.1.0](#). A Media Mail irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5](#). 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 [601.7.0](#) also are irregular parcels.
- c. All pieces must be sorted to the finest extent possible or palletized under [705.8.0](#).



- d. Each piece claimed at Media Mail rates must be marked “Media Mail.” Each piece claimed at Presorted Media Mail rates also must be marked “Presorted” or “PRSRT” under [402.2.0](#).

5.2 Preparing Machinable Parcels

5.2.1 Required Sacking

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 bundle 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 except for eVS mailings prepared under [705.2.9](#).

5.2.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, “PSVC MACH 5D SCH.” For 5-digit sacks, “PSVC MACH 5D.”
- b. BMC: required.
 - 1. Line 1: use [L601](#), Column B.
 - 2. Line 2: “PSVC MACH BMC.”
- c. Mixed BMC: required (no minimum).
 - 1. Line 1: “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code of entry post office.
 - 2. Line 2: “PSVC MACH WKG.”

5.2.3 Standards for Barcode Discount

The barcode discount applies to Media Mail machinable parcels (see [401.1.5](#)) 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 [708.5.0](#). The barcode discount is not available for pieces mailed at 5-digit rates.

5.3 Preparing Irregular Parcels

5.3.1 Required Bundling

A bundle 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 except for mixed ADC bundles. Bundling 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 bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling 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 bundle 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 bundle and their total weight.
- c. Mailers must note on the postage statement which sacking method was used except for the Electronic Verification System (eVS) mailings prepared under [705.2.9](#).

5.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 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 X or OEL.

5.3.3 Required Sacking

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).



475.5.3.4

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 except for eVS mailings prepared under [705.2.9](#).

5.3.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate); labeling:
 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit: required.
 1. Line 1: use [L002](#), Column A.
 2. Line 2: "PSVC IRREG 3D."
- c. ADC: required.
 1. Line 1: use [L004](#), Column B.
 2. Line 2: "PSVC IRREG ADC."
- d. Mixed ADC: required (no minimum).
 1. Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#). If placed on an ASF or BMC pallet under option in [705.8.10.4](#), use [L010](#).
 2. Line 2: "PSVC IRREG WKG."

476 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

1.0 Verification and Deposit

1.1 **Verification and Entry**

Except for Electronic Verification System (eVS) shipments (see [705.2.9](#)) or metered mail drop shipments (see [705.18.0](#)), all presorted 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 at the office that verifies and accepts the mailing.

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 [705.18.0](#).

480 Discount Parcels Library Mail

483 Rates and Eligibility

484 Postage Payment and Documentation

485 Mail Preparation

486 Enter and Deposit

483 Rates and Eligibility

Overview

- [1.0 Library Mail Rates and Fees](#)
- [2.0 Content Standards for Library Mail Parcels](#)
- [3.0 Rate Eligibility for Library Mail Parcels](#)

1.0 Library Mail Rates and Fees

1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece.

1.2 Library Mail Rate Application

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.

1.3 Library Mail Presorted Rates

See [Exhibit 1.3, Library Mail Presorted Rates](#).



Exhibit 1.3 Library Mail Presorted Rates

Weight Not Over (pounds)	5-Digit	Basic ¹	Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.24	\$1.71	36	\$12.44	\$12.91
2	1.56	2.03	37	12.76	13.23
3	1.88	2.35	38	13.08	13.55
4	2.20	2.67	39	13.40	13.87
5	2.52	2.99	40	13.72	14.19
6	2.84	3.31	41	14.04	14.51
7	3.16	3.63	42	14.36	14.83
8	3.48	3.95	43	14.68	15.15
9	3.80	4.27	44	15.00	15.47
10	4.12	4.59	45	15.32	15.79
11	4.44	4.91	46	15.64	16.11
12	4.76	5.23	47	15.96	16.43
13	5.08	5.55	48	16.28	16.75
14	5.40	5.87	49	16.60	17.07
15	5.72	6.19	50	16.92	17.39
16	6.04	6.51	51	17.24	17.71
17	6.36	6.83	52	17.56	18.03
18	6.68	7.15	53	17.88	18.35
19	7.00	7.47	54	18.20	18.67
20	7.32	7.79	55	18.52	18.99
21	7.64	8.11	56	18.84	19.31
22	7.96	8.43	57	19.16	19.63
23	8.28	8.75	58	19.48	19.95
24	8.60	9.07	59	19.80	20.27
25	8.92	9.39	60	20.12	20.59
26	9.24	9.71	61	20.44	20.91
27	9.56	10.03	62	20.76	21.23
28	9.88	10.35	63	21.08	21.55
29	10.20	10.67	64	21.40	21.87
30	10.52	10.99	65	21.72	22.19
31	10.84	11.31	66	22.04	22.51
32	11.16	11.63	67	22.36	22.83
33	11.48	11.95	68	22.68	23.15
34	11.80	12.27	69	23.00	23.47
35	12.12	12.59	70	23.32	23.79

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

1.4 Mailing Fee

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. For mail manifested using the Electronic Verification System (eVS) under [705.2.9](#), only one annual mailing fee for Presorted Library Mail rates, paid at the Post Office where the eVS permit imprint account is held, is required regardless of the number of Postal Service facilities where mailings are verified. 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. Presort mailing fees for Library Mail, per 12-month period: \$175.00.

1.5 Computing Postage for Library Mail**1.5.1 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, 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.

1.5.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece.

1.5.3 Computing Postage for Permit Imprint

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.

2.0 Content Standards for Library Mail Parcels**2.1 General**

Mailable matter meeting one of the specific eligibility standards in [2.3](#) or [2.4](#), as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail.

2.2 Sender and Recipient Qualifications

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 [703.1.0](#).

2.3 Content Standards for Mailings Between Entities

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),



483.2.4

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.

2.4 Qualified Mailings “To” or “From”

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 [2.4a.](#) through [2.4d](#) and guides or scripts prepared solely for use with such materials.

2.5 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail rates constitutes consent by the mailer to postal inspection of the contents.

2.6 Attachments and Enclosures

2.6.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Library 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.

2.6.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Library Mail 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 Library Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure.

2.6.3 Enclosures in Books and Sound Recordings

Books and sound recordings mailed at the Library Mail rate may contain these enclosures as well as the additions and enclosures permitted under [2.6.1](#), [2.6.2](#), and [2.7](#):

- 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 [2.6.3b](#).
- 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 [2.6.3a](#).
- 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.
- 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.

2.6.4 Other Enclosures

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under [2.6.1](#), [2.6.2](#), and [2.7](#).

2.7 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.

3.0 Rate Eligibility for Library Mail Parcels

3.1 Basic Weight Standards

There is no minimum weight for Library Mail. A single piece of Library Mail can weigh no more than 70 pounds.

3.2 Rate Eligibility Standards

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 [485.5.0, *Preparing Library Mail Parcels*](#), or [705.8.0, *Preparing Pallets*](#). 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.

3.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address.

3.4 Rate Categories for Library Mail

Library Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. 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 [485.5.0, *Preparing Library Mail Parcels*](#), or to 5-digit scheme (machinable parcels only) and 5-digit pallets under [705.8.0](#). All logical 5-digit bundles 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.
- b. All pieces prepared and sorted under [485.5.0, *Preparing Library Mail Parcels*](#), or [705.8.0, *Preparing Pallets*](#), 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.
- c. Barcode Discount. The barcode discount applies to Library Mail machinable parcels (see [401.1.5](#)) 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 [708.5.0](#). The barcode discount is not available for pieces mailed at 5-digit rates.

484 Postage Payment and Documentation

Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

1.0 Basic Standards for Postage Payment

1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Mail manifested using the Electronic Verification System (eVS) under [705.2.9](#) must be paid with a permit imprint. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) 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 when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces.

2.0 Mailing Documentation

2.1 Completing Postage Statements

Unless manifested using eVS under [705.2.9](#), any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

2.2 Basic Documentation Standards

Unless manifested using eVS under [705.2.9](#), mailings presented to the USPS generally require documentation. Supporting documentation of postage is required 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. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; 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.

2.3 Preparing Documentation

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.



484.2.4

2.4 Multiple Standards

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.

2.5 Providing Additional Information

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 PCSC under [607.2.0](#).

2.6 Reporting Multiple Mailings on One Statement

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 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.

2.7 Facsimile Postage Statements

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. In some cases, this can include fields from multiple USPS forms onto a single 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.

485 Mail Preparation

Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparing Library Mail Parcels](#)

1.0 General Information for Mail Preparation

1.1 Definition of Presort Process

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. Not all presort levels are applicable in all situations.

1.2 Definition of Mailings

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 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 be combined, palletized, reported, or deposited together.
- b. Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category.

1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **5-digit scheme (pallets and sacks) for Library Mail 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](#).
- c. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **ADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. **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](#)).



- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.

1.4 Preparation Definitions and Instructions

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 sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for Library Mail 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.
- d. 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. Bundles 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.
- e. 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. Bundles 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.
- f. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- g. A *bundle* 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 bundle. Bundle preparation is described in [2.0](#).

- h. 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 bundle or in a single container (sack or pallet) due to applicable preparation requirements or the size of the individual pieces.

2.0 Bundles

2.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit.

2.2 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye.

2.3 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.4, Preparing Bundles of Pieces of Nonuniform Thickness \(“Counter-stacking”\)](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.



2.5 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.
 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Library Mail must meet the applicable minimum and maximum bundle size standards in [5.0, *Preparing Library Mail Parcels*](#), or [705.8.0, *Preparing Pallets*](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle 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 bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route rate mail, must always contain at least two pieces.

2.7 Exception to Bundle Sizes

An individual bundle 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 bundle 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 bundle of eight pieces is 6 inches thick).

- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

2.8 Labeling Bundles

The presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X.

3.0 Sacks

3.1 Sack Preparation

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.

4.0 Sack Labels

4.1 Basic Standards

Sack labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.

4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.



- 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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.
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

CONTENT TYPE	CODE
Digit	D
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Machinable	MACH
Mixed	MXD
Package Services	PSVC
Parcels	PARCELS
Post Office Box Section	B
Rural Route	R
Working	WKG

4.5 Line 3 (Origin Line)

Line 3 (origin line showing office of mailing or mailer information) must be the bottom line of required information unless the sack contains mail manifested using the Electronic Verification System (eVS) (see 4.6 for eVS labeling information). Line 3

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.

4.6 Electronic Verification System

All sacks containing parcels prepared and identified using the Electronic Verification System (eVS) under [705.2.9](#) must show “eVS” (or the alternatives “EVS” or “E-VS”) directly below Line 3 using the same size and lettering used for Line 3. As an option, “eVS” may be placed as the first element on Line 3.

4.7 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

4.8 Placement of Extraneous Information

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.

5.0 Preparing Library Mail Parcels

5.1 Basic Standards

All mailings of Presorted Library Mail are subject to the standards in [5.0, *Preparing Library Mail Parcels*](#), and to these general standards:

- a. Each mailing must meet the rate and eligibility standards in [483](#) and [1.0](#) through [4.0](#) in *Mail Preparation*.
- b. All pieces in a mailing must be within the same processing category as described in [401.1.0](#). A Library Mail irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5](#). 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 [601.7.0](#) are also considered irregular parcels.
- c. All pieces must be sorted to the finest extent possible or palletized under [705.8.0](#).



- d. Each piece claimed at Library Mail rates must be marked “Library Mail.” Each piece claimed at Presorted Library Mail rates also must be marked “Presorted” or “PRSRT.” (See [402.](#))

5.2 Preparing Machinable Parcels

5.2.1 Required Sacking

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 bundle 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 except for eVS mailings prepared under [705.2.9](#).

5.2.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, “PSVC MACH 5D SCH.” For 5-digit sacks, “PSVC MACH 5D.”
- b. BMC: required.
 - 1. Line 1: use [L601](#), Column B.
 - 2. Line 2: “PSVC MACH BMC.”
- c. Mixed BMC: required (no minimum).
 - 1. Line 1: “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code of entry post office.
 - 2. Line 2: “PSVC MACH WKG.”

5.3 Preparing Irregular Parcels

5.3.1 Required Bundling

A bundle 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 except for mixed ADC bundles. Bundling 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 bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling 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 bundle 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 except for eVS mailings prepared under [705.2.9](#).

5.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 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 X or OEL.

5.3.3 Required Sacking

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 bundle 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 except for eVS mailings prepared under [705.2.9](#).

5.3.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit/scheme (optional, but required for 5-digit rate); labeling:
 - 1. Line 1: For 5-digit scheme sacks, use [L606](#), Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
 - 2. Line 2: For 5-digit scheme sacks, "PSVC IRREG 5D SCH." For 5-digit sacks, "PSVC IRREG 5D."
- b. 3-digit: required.
 - 1. Line 1: use [L002](#), Column A.
 - 2. Line 2: "PSVC IRREG 3D."
- c. ADC: required.
 - 1. Line 1: use [L004](#), Column B.
 - 2. Line 2: "PSVC IRREG ADC."
- d. Mixed ADC: required (no minimum).
 - 1. Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#). If placed on as ASF or BMC pallet under option in [705.8.10.4](#), use [L010](#).
 - 2. Line 2: "PSVC IRREG WKG."

5.4 Standards for Barcode Discount

The barcode discount applies to Library Mail machinable parcels (see [401.1.5](#)) 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 [708.5.0](#). The barcode discount is not available for pieces mailed at 5-digit rates.

486 Enter and Deposit

Overview

[1.0 Verification and Deposit](#)

1.0 Verification and Deposit

1.1 **Verification and Entry**

Except for Electronic Verification System (eVS) shipments (see [705.2.9](#)) or metered mail drop shipments (see [705.18.0](#)), all presorted 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 at the office that verifies and accepts the mailing.

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 [705.18.0](#).

500

Additional Services

503 Extra Services

- Extra Services for Express Mail
- Registered Mail
- Certified Mail
- Insured Mail
- Certificate of Mailing
- Return Receipt
- Restricted Delivery
- Return Receipt for Merchandise
- Delivery Confirmation
- Signature Confirmation
- Collect on Delivery (COD)
- Special Handling
- Confirm Service
- Money Orders

507 Mailer Services

- Treatment of Mail
- Forwarding
- Address Correction Services
- Recall of Mail
- Pickup on Demand Service
- Mailing List Services
- Address Sequencing Services
- Business Reply Mail (BRM)
- Permit Reply Mail
- Merchandise Return Service
- Bulk Parcel Return Service
- Parcel Return Service

508 Recipient Services

- Recipient Options
- Conditions of Delivery
- Customer Mail Receptacles
- Post Office Box Service
- Caller Service
- General Delivery
- Firm Holdout
- Pandering Advertisements
- Sexually Oriented Advertisements

509 Other Services

- Address Information System Products
- Nonpostal Services

500 Additional Services

TOPICS

503 Extra Services
507 Mailer Services
508 Recipient Services
509 Other Services

503 Extra Services

1.0 Extra Services for Express Mail

- 1.1 Available Services
- 1.2 Express Mail Drop Shipment

2.0 Registered Mail

- 2.1 Registered Mail Fees
- 2.2 Basic Information About Registered Mail
- 2.3 Fees and Liability
- 2.4 Mailing
- 2.5 Delivery
- 2.6 Inquiry on Uninsured Article

3.0 Certified Mail

- 3.1 Certified Mail Fees
- 3.2 Basic Information
- 3.3 Mailing

4.0 Insured Mail

- 4.1 Insured Mail Fees
- 4.2 Basic Information
- 4.3 Mailing
- 4.4 Bulk Insurance for Standard Mail
- 4.5 Delivery

5.0 Certificate of Mailing

- 5.1 Certificate of Mailing Fees
- 5.2 Basic Information
- 5.3 Presentation

6.0 Return Receipt

- 6.1 Return Receipt Fees
- 6.2 Basic Information
- 6.3 Obtaining Service
- 6.4 Delivery
- 6.5 Requests for Delivery Information

7.0 Restricted Delivery

- 7.1 Restricted Delivery Fee
- 7.2 Basic Information
- 7.3 Obtaining Service
- 7.4 Delivery

8.0 Return Receipt for Merchandise

- 8.1 Return Receipt for Merchandise Fees
- 8.2 Basic Information
- 8.3 Mailing
- 8.4 Delivery

9.0 Delivery Confirmation

- 9.1 Delivery Confirmation Fee
- 9.2 Basic Information

- 9.3 Labels
- 9.4 Barcodes
- 9.5 Electronic File Transmission
- 9.6 Acceptance

10.0 Signature Confirmation

- 10.1 Signature Confirmation Fees
- 10.2 Basic Information
- 10.3 Labels
- 10.4 Barcodes
- 10.5 Electronic File Transmission
- 10.6 Acceptance

11.0 Collect on Delivery (COD)

- 11.1 Collect on Delivery Fees
- 11.2 Basic Information
- 11.3 Forms
- 11.4 Mailing
- 11.5 Delivery

12.0 Special Handling

- 12.1 Fees for Special Handling
- 12.2 Basic Information

13.0 Confirm Service

- 13.1 Confirm Fees
- 13.2 Basic Information
- 13.3 Barcodes
- 13.4 Advance Shipping Notice
- 13.5 Delivery

14.0 Money Orders

- 14.1 Fees for Money Orders
- 14.2 Issuing Money Orders
- 14.3 Cashing Money Orders
- 14.4 Federal Reserve System

507 Mailer Services

1.0 Treatment of Mail

- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
- 1.3 Directory Service
- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
- 1.6 Attachments and Enclosures
- 1.7 Mixed Classes
- 1.8 Returning Mail
- 1.9 Dead Mail

500 Additional Services

2.0 Forwarding

- 2.1 Change-of-Address Order
- 2.2 Forwardable Mail
- 2.3 Postage for Forwarding

3.0 Address Correction Services

- 3.1 Address Correction Service
- 3.2 Address Change Service (ACS)
- 3.3 FASTforward
- 3.4 Sender Instruction

4.0 Recall of Mail

- 4.1 Who May Recall Mail
- 4.2 Mailer Request for Withdrawal and Disposal of Mail

5.0 Pickup on Demand Service

- 5.1 Pickup on Demand Service Fee
- 5.2 Basic Standards
- 5.3 Postage and Fees
- 5.4 On-Call Service
- 5.5 Scheduled Service
- 5.6 Express Mail Reship Service

6.0 Mailing List Services

- 6.1 Mailing List Service Fees
- 6.2 General Information
- 6.3 Fee Assessment
- 6.4 Name and Address List Correction
- 6.5 Occupant Lists
- 6.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 6.7 Election Boards and Voter Registration Commissions

7.0 Address Sequencing Services

- 7.1 Address Sequencing Service Fees
- 7.2 Service Levels
- 7.3 Card Preparation and Submission
- 7.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers
- 7.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses
- 7.6 Service Charges
- 7.7 Submitting Properly Sequenced Mailings

8.0 Business Reply Mail (BRM)

- 8.1 Business Reply Mail (BRM) Rates and Fees
- 8.2 Qualified Business Reply Mail (QBRM) Rates

- 8.3 Qualified Business Reply Mail (QBRM) Basic Standards

8.4 General Information

8.5 Permits

- 8.6 Postage, Per Piece Fees, and Account Maintenance Fees

8.7 Mailpiece Characteristics

8.8 Format Elements

- 8.9 Additional Standards for Letter-Size Barcoded BRM

- 8.10 Additional Standards for Qualified Business Reply Mail (QBRM)

- 8.11 BRM Distributed and Received by Agents of a Permit Holder

- 8.12 Bulk Weight Averaged Nonletter-size BRM

9.0 Permit Reply Mail

9.1 General Information

9.2 Authorization and Revocation

9.3 Format Elements

9.4 Permit Imprint Account

9.5 Company Permit Reply Mail Imprint

10.0 Merchandise Return Service

10.1 Rates and Fees

10.2 Basic Standards

- 10.3 Additional Standards for Permit Holder

- 10.4 Additional Standards for Permit Holder's Customer

10.5 Preparation

10.6 Enter and Deposit

10.7 Priority Mail Reshipment

11.0 Bulk Parcel Return Service

- 11.1 Bulk Parcel Return Service (BPRS) Fees

11.2 Charges and Fees

11.3 General Information

11.4 Permits

11.5 Label Requirements

11.6 Format

12.0 Parcel Return Service

12.1 Basic Information

12.2 Postage and Fees

12.3 Rates

12.4 Label Formats

500 Additional Services

508

Recipient Services

1.0 Recipient Options

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release for Uninsured Parcels
- 1.3 Parcel Select DDU Hold For Pickup Endorsement
- 1.4 Jointly Addressed
- 1.5 Delivery to Addressee's Agent
- 1.6 Delivery to Individual at Organization
- 1.7 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.8 Conflicting Delivery Orders
- 1.9 Commercial Mail Receiving Agencies

2.0 Conditions of Delivery

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

3.0 Customer Mail Receptacles

- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

4.0 Post Office Box Service

- 4.1 Fees for Post Office Box Service
- 4.2 Basic Information for Post Office Box Service
- 4.3 Service
- 4.4 Conditions of Use
- 4.5 Basis of Fees and Payment
- 4.6 Fee Group Assignments
- 4.7 Fee Refund
- 4.8 Keys and Locks
- 4.9 Service Refusal or Termination

5.0 Caller Service

- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

6.0 General Delivery

- 6.1 Purpose
- 6.2 Service Restrictions
- 6.3 Delivery to Addressee

6.4 Holding Mail

7.0 Firm Holdout

- 7.1 Purpose
- 7.2 Obtaining and Using Service
- 7.3 Service Cancellation

8.0 Pandering Advertisements

- 8.1 Prohibitory Order
- 8.2 Taking Action Against Violations

9.0 Sexually Oriented Advertisements

- 9.1 Basic Information for Sexually Oriented Advertisements
- 9.2 Applying for Listing
- 9.3 Requesting Removal From List
- 9.4 Availability of USPS Lists
- 9.5 Envelope Marking
- 9.6 Violations
- 9.7 Reporting Unsolicited Advertisements

509

Other Services

1.0 Address Information System Products

- 1.1 Delivery Statistics File
- 1.2 AIS Database Products
- 1.3 AIS Database Products
- 1.4 Carrier Route Schemes
- 1.5 Delivery Statistics
- 1.6 Computerized Delivery Sequence (CDS)
- 1.7 Delivery Sequence File² (DSF²)
- 1.8 Enhanced Line-of-Travel (eLOT) Product

2.0 Nonpostal Services

- 2.1 Bird Hunting Stamps
- 2.2 U.S. Savings Stamps
- 2.3 U.S. Savings Bonds
- 2.4 Postal Savings

500 Additional Services

503 Extra Services

507 Mailer Services

508 Recipient Services

509 Other Services

503 Extra Services

Overview

- 1.0 Extra Services for Express Mail
- 2.0 Registered Mail
- 3.0 Certified Mail
- 4.0 Insured Mail
- 5.0 Certificate of Mailing
- 6.0 Return Receipt
- 7.0 Restricted Delivery
- 8.0 Return Receipt for Merchandise
- 9.0 Delivery Confirmation
- 10.0 Signature Confirmation
- 11.0 Collect on Delivery (COD)
- 12.0 Special Handling
- 13.0 Confirm Service
- 14.0 Money Orders

1.0 Extra Services for Express Mail

1.1 Available Services

1.1.1 Mailing Receipt

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 [705.2.0](#) must use a one-ply label and retain the verification manifest as the mailing receipt.

1.1.2 Proof of Delivery

Proof of delivery information for Express Mail is available as follows:

- a. Individual requests by article number can be retrieved at www.usps.com or by calling 1-800-222-1811. A proof of delivery letter is provided via fax or mail.
- b. Bulk proof of delivery letters are available only to mailers using Express Mail Manifesting service and can be obtained in CD-ROM or Signature Extract File formats. For additional information see Publication 80, *Bulk Proof of Delivery Program*.

1.1.3 Return Receipt

Return receipt service under [6.0](#) 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.

503.1.1.4

1.1.4 Restricted Delivery

Restricted delivery service under [7.0](#) is not available for Express Mail.

1.1.5 COD

Collect on delivery (COD) service under [11.0](#) may be purchased with Express Mail next day and second day service only.

1.1.6 Insurance and Indemnity

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 [1.1.7](#) 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 [609, Filing Indemnity Claims for Loss or Damage](#).
- d. Additional terms, coverage, and procedures of indemnity claims are in [609](#).

1.1.7 Additional Insurance

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.

1.1.8 Fees for Express Mail Insurance

Fee, in addition to postage and other fees:

Express Mail Insurance (Amount for Merchandise Insurance Coverage Desired)	Fee ¹
\$0.01 to \$100.00	\$0.00
100.01 to 200.00	0.75
200.01 to 500.00	2.10
500.01 to 5,000.00	\$2.10 plus \$1.35 for each \$500 or fraction thereof over \$500

1. Express Mail merchandise maximum coverage: \$5,000.
Document reconstruction maximum liability: \$100.

1.2 Express Mail Drop Shipment

For an Express Mail drop shipment, the content of each Express Mail pouch is considered one mailpiece for indemnity coverage, and the mail enclosed may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for First-Class Mail parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.
- b. Priority Mail pieces may be sent with Certified Mail service, special handling, electronic option Delivery Confirmation, or electronic option Signature Confirmation.
- c. Standard Mail parcels and NFMs (except Customized MarketMail) may be sent with electronic option Delivery Confirmation service.
- d. Package Services mail may be sent with special handling or, for Package Services parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.

503.2.1

2.0 Registered Mail

2.1 Registered Mail Fees

Fees and charges are in addition to postage:

Declared Value	Fee (in addition to postage)	Declared Value	Fee (in addition to postage) ¹	
\$0.00	\$9.50	\$25,000.01 to \$15,000,000	\$38.75	
0.01 to 100	10.15		+ handling charge of	
100.01 to 500	11.25		\$1.10 per each \$1,000 or fraction thereof over first \$25,000	
500.01 to 1,000	12.35			
1,000.01 to 2,000	13.45		Over \$15,000,000	\$16,511.25
2,000.01 to 3,000	14.55		+ amount determined by USPS based on weight, space, and value	
3,000.01 to 4,000	15.65			
4,000.01 to 5,000	16.75			
5,000.01 to 6,000	17.85		Additional Services	Fee (in addition to postage)
6,000.01 to 7,000	18.95		COD Collection Charge	\$4.55
7,000.01 to 8,000	20.05		(maximum amount collectible is \$1,000)	
8,000.01 to 9,000	21.15		Restricted Delivery	4.10
9,000.01 to 10,000	22.25			
10,000.01 to 11,000	23.35		Return Receipts,	2.15
11,000.01 to 12,000	24.45		requested at time of mailing showing to whom, signature, date of delivery, and addressee's address (if different)	
12,000.01 to 13,000	25.55			
13,000.01 to 14,000	26.65	Return Receipts,	0.85	
14,000.01 to 15,000	27.75	requested at time of mailing (receive electronically)		
15,000.01 to 16,000	28.85			
16,000.01 to 17,000	29.95	Return Receipts,	3.80	
17,000.01 to 18,000	31.05	requested after mailing showing only to whom and date delivered		
18,000.01 to 19,000	32.15			
19,000.01 to 20,000	33.25			
20,000.01 to 21,000	34.35			
21,000.01 to 22,000	35.45			
22,000.01 to 23,000	36.55			
23,000.01 to 24,000	37.65			
24,000.01 to 25,000	38.75			

1. Fees for articles valued over \$25,000 are for handling only. Maximum amount of insurance coverage available is \$25,000.

2.2 Basic Information About Registered Mail

2.2.1 Description

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 provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at www.usps.com by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the USPS. USPS

maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See [6.0](#) for details.

2.2.2 Eligible Matter

Only matter prepaid with postage at the First-Class Mail rates (including Priority Mail) 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 ([507.10.0](#)) may be registered without prepayment of postage and fees.

2.2.3 Place of Mailing

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.

2.2.4 Ineligible Matter

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 [2.4.7, Fragile Item](#)).
- 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.

2.2.5 Additional Services

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.

2.3 Fees and Liability

2.3.1 Full Value

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 ¹
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 ¹

1. 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.

2.3.2 Fee and Postage

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 [507.10.0](#).

2.3.3 Postal Insurance

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).

2.3.4 Refund

A fee for Registered Mail is not refunded after the USPS accepts the mail even if the sender later withdraws the mail under [2.4.10](#). 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.

2.3.5 Official Mail

Official mail of authorized government agencies, if prepared under applicable standards in [703.7.0](#) for transmission of mail without prepayment of postage, may be sent by Registered Mail without prepayment of a registration fee.

2.3.6 Merchandise Return

Matter registered with merchandise return service under [507.10.0](#) may be sent by Registered Mail without prepayment of postage and fees.

2.3.7 Indemnity

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.

2.4 Mailing**2.4.1 USPS**

USPS employees are not permitted to help customers prepare or seal mail to be registered.

2.4.2 Addressing

The mail must bear the complete names and addresses of both sender and addressee.

2.4.3 Opened Envelope

Any envelope or package that appears to have been opened and resealed, or otherwise improperly prepared, may not be registered.

2.4.4 Label 200

Registered Mail must bear a barcoded red Label 200 (see [Exhibit 2.4.4](#)). 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.

Exhibit 2.4.4 Label 200**2.4.5 Privately Printed Label 200**

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.

2.4.6 Sealing

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.

2.4.7 Fragile Item

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 601.2.0. 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.

2.4.8 Window Envelope

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.

2.4.9 Firm Sheet

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.

2.4.10 Withdrawal or Recall

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.

2.5 Delivery

2.5.1 Basic Standards

Delivery of Registered Mail is subject to [508.1.0, Recipient Options](#). The postmaster may require the addressee to call for Registered Mail at the post office if delivery by carrier would not be safe.

2.5.2 Bad Condition

If the addressee accepts a registered article in bad condition (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.

2.6 Inquiry on Uninsured Article

2.6.1 Who May File

If postal insurance was purchased, the claim procedures in [609](#) 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.

2.6.2 When to File

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:

503.2.6.3

- 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 [6.1.1](#) 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.

2.6.3 Duplicate Inquiry

A duplicate inquiry may not be filed sooner than 30 days after the original inquiry.

3.0 Certified Mail**3.1 Certified Mail Fees****3.1.1 Certified Fees**

Fee, in addition to postage and other fees, per piece: \$2.65.

3.1.2 Fee and Postage

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.

3.2 Basic Information

3.2.1 Description

Certified Mail service provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at www.usps.com by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the USPS. Certified Mail is dispatched and handled in transit as ordinary mail. Delivery of Certified Mail is subject to [508.1.0](#) and [508.2.0](#). No insurance coverage is provided. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See [6.0](#) for details.

3.2.2 Eligible Matter

Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail) may be accepted as Certified Mail.

3.2.3 Additional Services

Purchasing Certified Mail service allows customers to then purchase restricted delivery service or a return receipt.

3.2.4 Delivery Record

Mailers may request a delivery record after mailing under [6.0](#), *Return Receipt*.

3.3 Mailing

3.3.1 Where to Mail

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 [3.3.5](#).

3.3.2 Available Destinations

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.

3.3.3 Form 3800

Certified Mail must bear a barcoded green Form 3800 (see [Exhibit 3.3.3](#)). 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.

Exhibit 3.3.3 Form 3800

7000 0520 0017 2917 7637	PLACE STICKER AT TOP OF ENVELOPE TO THE RIGHT OF RETURN ADDRESS. FOLD AT DOTTED LINE.	CERTIFIED MAIL™	7000 0520 0017 2917 7637	7000 0520 0017 2917 7637	7000 0520 0017 2917 7637	U.S. Postal Service™ CERTIFIED MAIL™ RECEIPT <i>(Domestic Mail Only; No Insurance Coverage Provided)</i> For delivery information visit our website at www.usps.com . OFFICIAL USE										
<table border="1"> <tr> <td>Postage</td> <td>\$</td> <td rowspan="5" style="text-align: center; vertical-align: middle;">Postmark Here</td> </tr> <tr> <td>Certified Fee</td> <td></td> </tr> <tr> <td>Return Receipt Fee (Endorsement Required)</td> <td></td> </tr> <tr> <td>Restricted Delivery Fee (Endorsement Required)</td> <td></td> </tr> <tr> <td>Total Postage & Fees</td> <td>\$</td> </tr> </table>						Postage	\$	Postmark Here	Certified Fee		Return Receipt Fee (Endorsement Required)		Restricted Delivery Fee (Endorsement Required)		Total Postage & Fees	\$
Postage	\$	Postmark Here														
Certified Fee																
Return Receipt Fee (Endorsement Required)																
Restricted Delivery Fee (Endorsement Required)																
Total Postage & Fees	\$															
Sent To: Street, Apt. No., or PO Box No. City, State, ZIP+4																
PS Form 3800, June 2002 See Reverse for instructions																

3.3.4 Privately Printed Form 3800

If authorized, a mailer may use a privately printed Form 3800. 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.

3.3.5 Procedure

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.

3.3.6 Firm Sheet—Three or More Pieces

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 received 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.

4.0 Insured Mail

4.1 Insured Mail Fees

4.1.1 Insurance Fees

Fee, in addition to postage and other fees, for merchandise insurance liability, per piece:

Insurance (Amount for Merchandise Insurance Coverage Desired)	Fee ¹
\$0.01 to \$50	\$1.65
50.01 to 100	2.05
100.01 to 200	2.45
200.01 to 300	4.60
300.01 to 400	5.50
400.01 to 500	6.40
500.01 to 600	7.30
600.01 to 5,000 (maximum liability is \$5000)	\$7.30 plus \$0.90 per \$100 or fraction thereof over \$600 in declared value

1. Bulk insurance discount \$0.80 per piece. (See 503.4.4 for eligibility.)

4.1.2 Fee and Postage

The applicable insurance fee must be prepaid in addition to the postage, except on official mail sent under applicable provisions. The fee and postage may be paid with postage stamps, meter stamps, or permit imprints. 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.

4.2 Basic Information**4.2.1 Description**

Insured mail provides the following features:

- a. Insured mail purchased at a retail post office 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.
- b. Insured mail purchased online provides up to \$500 indemnity coverage for lost, rifled, or damaged articles, subject to the standards for the service and payment of the applicable fee.
- c. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in [4.4](#). This service is not available for insurance purchased online.
- d. Insured mail service provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing. For mail insured for \$200 or less, the USPS maintains delivery information (not including a signature) for a specified period of time. For mail insured for more than \$200, the USPS maintains a delivery record (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing additional services; see [6.0](#) for details.

4.2.2 Eligible Matter

The following types of mail may be insured:

- a. First-Class Mail (including Priority Mail), if it contains matter that may be mailed as Standard Mail or Package Services.
- b. Standard Mail pieces prepared as machinable or irregular parcels (bulk insurance only).
- c. Package Services.
- d. Official government mail endorsed "Postage and Fees Paid."

4.2.3 Ineligible Matter

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 letters, flats, and NFM's.
- g. Matter mailed at First-Class Mail rates (including Priority Mail) that consists of items described in [123.3.0, Content Standards for Priority Mail](#); [133.3.0, Content Standards](#); [233.2.0, Content Standards for First-Class Mail Letters](#); [333.2.0, Content Standards for First-Class Mail Flats](#); and [433.2.0, Content Standards for First-Class Mail Parcels](#), and required to be mailed at First-Class Mail rates.

4.2.4 Additional Services

Insuring an item for more than \$200 allows customers to purchase restricted delivery service or return receipt service. The following services may be purchased at a retail post office and 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 \$200 or less).
- d. Signature Confirmation.
- e. Special handling.

4.2.5 Delivery Record

Mailers may request a delivery record after mailing under [6.3.2](#).

4.3 Mailing

4.3.1 Where to Mail

Insured mail may be mailed as follows:

- a. 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 box. 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.
- b. A mailer who purchases insurance online may mail at a post office, branch, station, give the mail to the carrier assigned to that delivery address, or place the mail in a post office maildrop or a collection box. A mailer may leave the mail in a rural box, schedule a Pickup on Demand, or schedule a carrier pickup using www.usps.com. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article.

4.3.2 USPS Inquiries

USPS employees are required to ask whether the mailpiece presented for insurance contains anything liquid, fragile, perishable, flammable, or potentially hazardous.

4.3.3 Markings and Forms

The treatment of pieces is determined by the insurance amount:

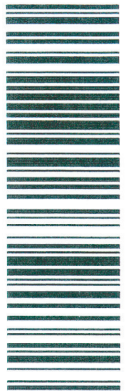
- a. Retail pieces insured for \$200 or less: The mailer must affix a barcoded Form 3813 (see [Exhibit 4.3.3a](#)) to each piece above the delivery address and to the right of the return address. No signature is obtained.

Exhibit 4.3.3a Insured Mail Form 3813

1307 0590 0000 0001 2633 United States Postal Service® INSURED MAIL - DOMESTIC ONLY		1307 0590 0000 0001 2633 NOTE: To file a claim for damage or loss of contents, the article, container, and packaging must be presented. 1307 0590 0000 0001 2633	U.S. Postal Service® INSURED MAIL RECEIPT	DOMESTIC ONLY \$200 and under
OFFICIAL USE			<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous Insurance Coverage:	
Postage	\$		Postmark Here	
Insurance Fee				
Special Handling Fee				
Total Postage & Fees	\$			
Sent to:				
Street, Apt. No., or PO Box No.				
City, State, ZIP+4®				
			PS Form 3813, May 2007 See Reverse for Instructions	

- b. Retail pieces insured for more than \$200: The mailer must affix a barcoded Form 3813-P (see [Exhibit 4.3.3b](#)) to each piece above the delivery address and to the right of the return address.

Exhibit 4.3.3b Insured Mail Form 3813-P

VA 269 650 195 US United States Postal Service® INSURED MAIL - DOMESTIC ONLY		VA 269 650 195 US NOTE: To file a claim for damage or loss of contents, the article, container, and packaging must be presented. VA 269 650 195 US	U.S. Postal Service® INSURED MAIL RECEIPT	DOMESTIC ONLY Over \$200
OFFICIAL USE			<input type="checkbox"/> Fragile <input type="checkbox"/> Perishable <input type="checkbox"/> Liquid <input type="checkbox"/> Hazardous Insurance Coverage:	
Postage	\$		Postmark Here	
Insurance Fee				
Restricted Delivery Fee (endorsement required)				
Special Handling Fee				
Return Receipt Fee (endorsement required)				
Total Postage & Fees	\$			
Sent to:				
Street, Apt. No., or PO Box No.				
City, State, ZIP+4®				
			PS Form 3813-P, May 2007 See Reverse for Instructions	

- c. Mail for which insurance is purchased online must include the text “Insured” in the indicia area of the online label; the markings in [4.3.3a](#) and [4.3.3b](#) are not required.
- d. All insured pieces, regardless of insurance amount, must be postmarked unless postage is paid by postage meter stamp, permit imprint, or PC Postage (when insurance is purchased online).

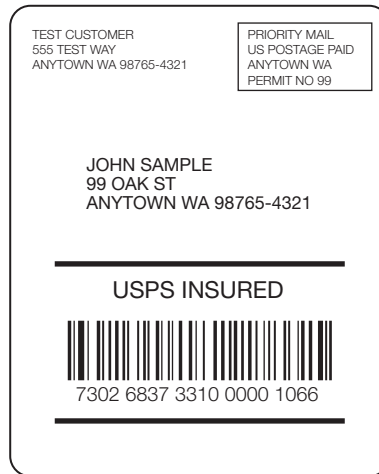
4.3.4 Privately Printed Form 3813-P

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.

4.3.5 Integrated Barcodes

The following options are 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 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 another option for printing labels with insurance (see [Exhibit 4.3.5b](#)). The privately printed label must meet the specifications described in Publication 91. Applicable certification procedures must be followed, also as specified in Publication 91.

Exhibit 4.3.5b Mailer-Printed Label With Integrated Barcode






- c. Mailers must use an integrated barcode (see [Exhibit 4.3.5c](#)) when insurance is purchased online for Priority Mail and for parcels mailed at First-Class Mail, Media Mail, or Parcel Post rates. The online purchase of insurance is not available for parcels prepared using eVS under [705.2.9](#). This barcode combines insurance with electronic option Delivery Confirmation or Signature Confirmation into a single barcode on the shipping label. Additional information on the integrated barcode can be found in Publication 91, *Confirmation Services Technical Guide*.
1. Mailers may purchase insurance online for indemnity coverage of \$200 or less with electronic option Delivery Confirmation service. The human-readable text above the integrated barcode must state, “e/USPS DELIVERY CONFIRMATION.”
 2. Mailers may purchase insurance online for indemnity coverage of more than \$200, up to \$500, with electronic option Delivery Confirmation service. The human-readable text above the integrated barcode must state, “e/USPS INSURED.”
 3. Mailers may purchase insurance online for up to \$500 indemnity coverage and include the electronic option Signature Confirmation service. The human-readable text above the integrated barcode must state, “e/USPS INSURED.”

Exhibit 4.3.5c Integrated Barcodes With Routing ZIP Code

Click-N-Ship Integrated Label With
Delivery Confirmation (\$200 or less)

 Click-N-Ship®	
	<small>www.usps.com</small> 0703 8555 7491 2582 9129 0051 5001 0012 0260 \$5.15 US POSTAGE INSURED
	08/27/04 1 lb 0 oz Mailed from 98765 071V00501225 
USPS PRIORITY MAIL®	
JOHN A SAMPLE 99 OAK ST ANYTOWN WA 98765	
SHIP TO: JANE SAMPLE RM 425 475 L'ENFANT PLZ SW WASHINGTON DC 20260-0004 	
ZIP - e/ USPS DELIVERY CONFIRMATION™ 	
420 20260 9107 0385 5574 9125 8291 29	
Electronic Rate Approved #0385557 49	

Click-N-Ship Integrated Label With
Delivery Confirmation
(more than \$200, less than \$500)

 Click-N-Ship®	
	<small>www.usps.com</small> 0503 8555 7490 3145 7319 0060 5001 0012 0260 \$8.05 US POSTAGE INSURED
	08/27/04 1 lb 0 oz Mailed from 98765 071V00501225 
USPS PRIORITY MAIL®	
JOHN A SAMPLE 99 OAK ST ANYTOWN WA 98765	
SHIP TO: JANE SAMPLE RM 425 475 L'ENFANT PLZ SW WASHINGTON DC 20260-0004 	
ZIP - e/ USPS INSURED 	
420 20260 9105 0385 5574 9031 4573 19	
Electronic Rate Approved #0385557 49	

4.3.6 Prohibited Markings

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.

4.3.7 Receipt

Receipts are provided as follows:

- a. For each retail insured mail article, the mailer receives a USPS sales receipt and the appropriate postmarked (round-dated) insured mail form as follows:
 1. Form 3813 when the insurance coverage is \$200 or less.
 2. Form 3813-P when the insurance coverage is more than \$200.
- b. For each online mail article, the mailer has access to an electronic record of purchase and the option for a printed record of purchase as follows:
 1. A computer printout from the web-based application through which the label was printed and insurance was purchased. The printout must clearly identify the following information: the Delivery Confirmation or Signature Confirmation services number of the insured piece, total postage paid, insurance fee paid, declared value, declared mailing/shipping date, origin ZIP Code, and delivery ZIP Code.
 2. A printed online label record.

4.3.8 USPS Records

The USPS keeps no mailing records for insured pieces. 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.

4.3.9 Firm Sheet—Three or More Pieces

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.

4.4 Bulk Insurance for Standard Mail**4.4.1 Eligibility**

To mail at the bulk insured service rates, mailers must obtain an authorization under [4.4.2](#) 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 printed 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.
- e. Mailings on which bulk insurance is requested must have postage and fees paid with permit imprint under a manifest mailing system ([705.2.0](#)).

4.4.2 Authorization

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 verification form. The postmaster or designee will verify on this form that the mailer meets the requirements in [4.4.1](#). If the mailer does not meet the requirements, the application will be denied. If the mailer meets the requirements in [4.4.1](#), the postmaster or designee will certify on the bulk insured service 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, the ASC 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.

4.5 Delivery

An item insured for \$200 or less receives a delivery scan. An item insured for more than \$200 receives a delivery scan and the recipient's signature. Delivery of insured mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

5.0 Certificate of Mailing

5.1 Certificate of Mailing Fees

Individual Pieces	Fee
Individual article (Form 3817)	\$1.05
Duplicate copies of Form 3817 or mailing bill, per page	1.05
Firm mailing books (Form 3877), per article listed (minimum 3)	0.35
Bulk Quantities	Fee
For first 1,000 pieces (or fraction thereof)	\$5.50
Each additional 1,000 pieces (or fraction thereof)	0.60
Duplicate copy of Form 3606	1.05

5.1.1 Fee and Postage

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 (including Priority 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.

5.2 Basic Information

5.2.1 Description

Certificate of mailing service provides evidence that mail has been presented to the USPS for mailing. Certificate of mailing service does not provide a record of delivery.

5.2.2 Eligible Matter—Single Piece

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.

5.2.3 Three or More Pieces

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

503.5.2.4

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.

5.2.4 Eligible Matter—Bulk Quantities

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.

5.2.5 Mailer Preparation

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.

5.2.6 Additional Services

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.

5.3 Presentation**5.3.1 Rural Carriers**

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.

5.3.2 Quantity Mailings

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.

5.3.3 After Mailing

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.

6.0 Return Receipt

6.1 Return Receipt Fees

6.1.1 Fees

Fee, in addition to postage and other fees, per piece:

Return Receipt (In conjunction with another service)	Fee
Requested at time of mailing (receive by mail)	\$2.15
Requested at time of mailing (receive electronically)	0.85
Requested after mailing (Form 3811-A) (receive by fax, mail, or e-mail)	3.80

6.1.2 Fee and Postage

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.

6.1.3 Refund

Return receipt fees are refunded only if the USPS fails to furnish a return receipt.

6.2 Basic Information

6.2.1 Description

Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), along with information about the recipient's actual delivery address. A mailer purchasing return receipt service at the time of mailing may choose to receive the return receipt by mail or electronically. The electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, and freely associated states. A mailer purchasing return receipt service after mailing may choose to receive the proof of delivery record by fax, mail, or electronically. Electronic return receipts requested at the time of mailing also are available in bulk to mailers using privately printed Certified Mail, Registered Mail, numbered insured mail, or COD labels. Bulk delivery information can be obtained in CD-ROM or signature extract file formats. For additional information, see Publication 80, *Bulk Proof of Delivery Program*.

6.2.2 Eligible Matter

Return receipt service is available for:

- a. Express Mail (receive by mail (Form 3811) option only).
- b. First-Class Mail (including Priority Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200), or Registered Mail service.
- c. Standard Mail prepared as parcels when bulk insurance (for more than \$200) is purchased at the time of mailing.
- d. Package Services when purchased at the time of mailing with COD or insured mail (for more than \$200).

6.2.3 Endorsement

Mail for which return receipt service is requested by mail (Form 3811) must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address. No endorsement is required on mail for which electronic return receipt service is requested or is provided in bulk via a signature extract file or a CD-ROM.

6.2.4 Additional Services

If return receipt service has already been purchased with one of the services listed in [6.2.2](#) then one or more of the following extra 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 (First-Class Mail parcels, Priority Mail, and Package Services parcels).
- b. Parcel airlift service (PAL) (Priority Mail and Package Services).
- c. Restricted delivery.
- d. Signature Confirmation (Priority Mail and Package Services parcels).
- e. Special handling.

6.2.5 Privately Printed Form 3811

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.

6.3 Obtaining Service**6.3.1 At Time of Mailing**

The mailer may request the service at the time of mailing by using Form 3811 and marking the mail "Return Receipt Requested." 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.

6.3.2 After Mailing

The mailer may request a delivery record after mailing for Express Mail, Certified Mail, Registered Mail, COD mail, and mail insured for more than \$200. 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 [6.1.1](#), 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.

6.3.3 Time Limit

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.

6.4 Delivery

Delivery of mail for which a return receipt is requested is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

6.5 Requests for Delivery Information

6.5.1 Receipt Not Received

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.

6.5.2 Form 3811-A

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.

6.5.3 Fee Not Charged

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.

7.0 Restricted Delivery

7.1 Restricted Delivery Fee

7.1.1 Fee

Fee, in addition to postage and other fees, per piece: \$4.10.

7.1.2 Fee and Postage

The applicable fee for restricted delivery service must be paid in addition to postage and other fees. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint.

7.1.3 Refund

Restricted delivery fees are refunded only when the USPS fails to give restricted delivery service.

7.2 Basic Information

7.2.1 Description

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.

503.7.2.2

7.2.2 Eligible Matter

Restricted Delivery service is available for:

- a. First-Class Mail (including Priority Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$200), or Registered Mail service.
- b. Standard Mail prepared as machinable or irregular parcels when bulk insurance (for more than \$200) is purchased at the time of mailing.
- c. Package Services when purchased at the time of mailing with COD or insured mail (for more than \$200).

7.2.3 Endorsement

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.

7.2.4 Return Receipt

The mailer may obtain a return receipt by paying the applicable fees.

7.2.5 Additional Services

In addition to the prerequisites listed in [7.2.2](#), 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.

7.3 Obtaining Service**7.3.1 At Time of Mailing**

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.

7.3.2 After Mailing

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.

7.4 Delivery

7.4.1 Conditions

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 [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#), 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 [7.4.3](#).
- 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.

7.4.2 Identification

The USPS may require proof of identification from the addressee (or agent).

7.4.3 Agent Authorization

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.

7.4.4 Joint Addressees

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

503.7.4.5

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.

7.4.5 Addressed “In Care Of”

Either person may sign for mail addressed to one person in care of another.

8.0 Return Receipt for Merchandise**8.1 Return Receipt for Merchandise Fees****8.1.1 Fees**

Fee, in addition to postage and other fees, per piece: \$3.50.

8.1.2 Fee and Postage

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.

8.2 Basic Information**8.2.1 Description**

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 USPS, 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.

8.2.2 Eligible Matter

Return receipt for merchandise is available for merchandise sent as Priority Mail, Standard Mail machinable and irregular parcels, and Package Services.

8.2.3 Return Receipt for Merchandise for Standard Mail

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 [244.2.0](#) for letters, [344.2.0](#) for flats, and [444.2.0](#) for parcels. 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 ([705.2.0](#)). Use of precanceled stamps is not permitted with return receipt for merchandise.

8.2.4 Additional Services

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 \$200).
- c. Parcel airlift service (PAL).
- d. Special handling.

8.3 Mailing

8.3.1 Where to Mail

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.

8.3.2 How to Mail

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.

8.3.3 Available Destinations

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.

8.3.4 Form 3804

Return receipt for merchandise mail must bear a barcoded brown Form 3804 (see [Exhibit 8.3.4](#)). 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.

Exhibit 8.3.4 Form 3804

The image shows the U.S. Postal Service Form 3804, Return Receipt for Merchandise. The form is divided into several sections:

- Top Left:** A vertical barcode with the number 8099 3400 0000 5773 9080 printed vertically on either side.
- Top Center:** The text "RETURN RECEIPT FOR MERCHANDISE" printed vertically.
- Top Right:** The U.S. Postal Service logo and the title "RETURN RECEIPT FOR MERCHANDISE (Domestic Mail Only; No Insurance Coverage Provided)".
- Middle Left:** A section titled "OFFICIAL USE" containing a table for postage and fees:

Postage	\$	
Return Receipt for Merchandise Fee (Endorsement Required)		
Special Handling Fee		
Total Postage & Fees	\$	
- Middle Right:** A section for the customer signature, labeled "CUSTOMER SIGNATURE", with a line for the signature and a "Postmark Here" area.
- Bottom:** A section for the recipient's address, labeled "Sent To", with a line for the address and a "Waiver of Signature" checkbox (YES/NO).

8.3.5 Privately Printed Form 3804

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.

8.3.6 Firm Sheet—Three or More Pieces

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.

8.3.7 Receipt Not Received

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.

8.4 Delivery

Delivery of return receipt for merchandise mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

9.0 Delivery Confirmation

9.1 Delivery Confirmation Fee

9.1.1 Fee

Fee, in addition to postage and other fees, per piece:

Delivery Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$0.75
	Electronic	0.18
Priority Mail	Retail	0.65
	Electronic	0.00
Package Services (parcels only) ¹	Retail	0.75
	Electronic	0.18
Standard Mail (NFM's and parcels)	Electronic	0.18

1. No charge for Parcel Select electronic option.

9.1.2 Fees and Postage

The applicable Delivery Confirmation fee in [9.1.1](#) 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.

9.2 Basic Information

9.2.1 Description

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. 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 [9.2.6](#)). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Delivery Confirmation.

9.2.2 Eligible Matter

Delivery Confirmation is available for First-Class Mail parcels, for all Priority Mail pieces, for Standard Mail prepared as Not Flat-Machinable pieces or as machinable or irregular parcels (electronic option only), and for Package Services parcels under [401.1.0](#). For the purposes of using Delivery Confirmation with a Package Services parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in [9.2.2c](#) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under [401.1.0](#) and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

9.2.3 Electronic Option Delivery Confirmation for Standard Mail

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 [444.2.0](#) for parcels and Not-Flat Machinable pieces. 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 ([705.2.0](#)). Use of precanceled stamps is not permitted with Delivery Confirmation.

9.2.4 Ineligible Matter

Delivery Confirmation is not available for the following:

- a. Express Mail and Periodicals pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Standard Mail letters and flats and all Enhanced Carrier Route Standard Mail pieces.
- d. Package Services flat-size pieces.
- e. Mail paid with precanceled stamps.
- f. Mail addressed to restricted APO/FPO destinations.

- g. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in 608.2.0, with the exception of Puerto Rico, U.S. Virgin Islands, and the following ZIP Codes:

American Samoa	96799
Guam	96910, 96912-13, 96915-17, 96919, 96921, 96923, 96928-29, 96931-32
Rota Island	96951
Saipan Island	96950
Wake Atoll	96898

9.2.5 Service Options

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 USPS to exchange acceptance and delivery data. No mailing receipt is provided.

9.2.6 Additional Services

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 \$200, COD, or Registered Mail service.
- e. Return receipt, if purchased with insurance for more than \$200, COD, or Registered Mail service.
- f. Return receipt for merchandise.
- g. Special handling.

9.2.7 Where to Mail

A mailer may mail articles with retail option Delivery Confirmation at a post office, branch, or station, or give articles to a rural carrier.

9.2.8 Firm Sheets—Three or More Pieces

If three or more articles are presented for mailing at one time, the mailer may use Form 3877 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 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 USPS, 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.

9.3 Labels

9.3.1 Types of Labels

Mailers must use one of the label options shown below (for additional information see Publication 91, *Confirmation Services Technical Guide*):

- a. Form 152, obtained from the post office at no charge. This form may be used only with the retail option (see [Exhibit 9.3.1a, Form 152](#)).

Exhibit 9.3.1a Form 152



- b. Label 314, available at no charge to electronic option mailers (see [Exhibit 9.3.1b, Label 314](#)).

Exhibit 9.3.1b Label 314



- c. Privately printed barcoded labels that meet the requirements in 9.3 and 9.4 (see Exhibit 9.3.1c). 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."

Exhibit 9.3.1c Privately Printed Label

P	
USPS PRIORITY MAIL®	
John Sample 99 Oak St. Anytown WA 98765 ADDRESS SERVICE REQUESTED	
SHIP WILLIAM SMITH TO: BIG STUFF ENTERPRISES 2020 FIRST AVE ANYTOWN WA 98765-4321	
e/ USPS DELIVERY CONFIRMATION	
 9101 0268 3733 1000 0010 16	
ELECTRONIC RATE APPROVED #0268837331	

9.3.2 Label Placement

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 item.

9.4 Barcodes

9.4.1 Symbology

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (9.2.5a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 9.4.2. Barcodes also must meet the specifications in Publication 91.

503.9.4.2

- b. Mailers printing their own barcodes and using the electronic service option (9.2.5b) must use the UCC/EAN Code 128 barcode symbology. Each barcode must contain a unique PIC as specified in 9.4.2. Barcodes also must meet the specifications in Publication 91. Refer to 507.10.0 for Delivery Confirmation with Merchandise Return Service.

9.4.2 Package Identification Code (PIC)

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, 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. This symbology does not use an Application Identifier (AI).

9.4.3 Printing

Labels printed by mailers must meet the following specifications:

- a. Each barcoded label must bear a unique Delivery Confirmation PIC barcode as specified in 9.4.2. The text “USPS DELIVERY CONFIRMATION” (if using retail service option, as specified in 9.2.5) or “e/USPS DELIVERY CONFIRMATION” (if using electronic service option, as specified in 9.2.5, 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. The indicator “e/” or the optional “ELECTRONIC RATE APPROVED #[DUNS@ NUMBER]” text is not used for Delivery Confirmation Electronic Verification System (eVS) mailpieces (see 705.2.9). 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 9.4.3). 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 9.3.1c](#)). Only information relating to Delivery Confirmation and other extra services must be placed between these lines.

- b. Each barcode must meet the requirements in [9.4.1](#) for the type of service requested.
- c. Mailers must obtain USPS 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 [608.8.0](#) for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with [9.3](#) and [9.4](#). 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.

Exhibit 9.4.3 Electronic Service Option Identification



9.4.4 Integrated Barcodes

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 [9.4.1](#) and [9.4.2](#). Minor modifications allow users to request multiple extra 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 extra services combined with Delivery Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91.

9.5 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, the USPS will issue the mailer Form 3152.
- b. Mailers using the electronic option must 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 must include additional fields in the electronic file when planning to use the integrated barcode. For more information consult Publication 91.

9.6 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 copy of the original Form 3152 with their first mailing using Confirmation Services (see exception in 9.6c). The business mail or detached mail entry unit office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with the standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the USPS, the form must be presented within 24 hours.
- c. Mailers of single-piece rate mail with postage affixed using the electronic option rate are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the USPS online shipping label application at www.usps.com or labels generated from a third-party vendor or system that supports the electronic option rates. All labels must meet USPS format and design requirements, including the "e" (electronic rate) endorsement in the barcode text line.

10.0 Signature Confirmation

10.1 Signature Confirmation Fees

10.1.1 Fee

Available for First-Class Mail parcels, Priority Mail, and Package Services parcels. Fee, in addition to postage and other fees, per piece:

Signature Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$2.10
	Electronic	1.75
Priority Mail	Retail	2.10
	Electronic	1.75
Package Services (parcels only)	Retail	2.10
	Electronic	1.75

10.1.2 Fees and Postage

The applicable Signature Confirmation fee in [10.1.1](#) 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.

10.2 Basic Information

10.2.1 Description

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, but insurance may be purchased as an additional service (see [10.2.6](#)). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Signature Confirmation.

10.2.2 Eligible Matter

Signature Confirmation is available for First-Class Mail parcels, Package Services parcels defined in [401.1.0](#), and for all Priority Mail pieces. For the purposes of using Signature Confirmation with a Package Services parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in [10.2.2c](#) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under [401.1.0](#) and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are

503.10.2.3

enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece.

10.2.3 Ineligible Matter

Signature Confirmation is not available for the following:

- a. Express Mail, Periodicals, and Standard Mail pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Package Services flat-size pieces.
- d. Mail paid with precanceled stamps.
- e. Mail addressed to APO/FPO destinations.
- f. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in [608](#), with the exception of Puerto Rico and the U.S. Virgin Islands.

10.2.4 Service Options

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 establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided.

10.2.5 Proof of Delivery

Proof of delivery information for Signature Confirmation is available as follows:

- a. Individual requests by article number can be retrieved at www.usps.com or by calling 1-800-222-1811. A proof of delivery letter is provided via fax or mail.
- b. Bulk proof of delivery letters are available only to mailers using Signature Confirmation service electronic option or privately printed labels. Bulk proof of delivery letters can be obtained in CD-ROM or Signature Extract File formats. For additional information see Publication 80, *Bulk Proof of Delivery Program*.

10.2.6 Additional Services

Signature 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 \$200, COD, or Registered Mail service.
- e. Special handling.

10.2.7 Where to Mail

A mailer may mail articles with retail option Signature Confirmation at a post office, branch, or station, or give articles to a rural carrier.

10.2.8 Firm Sheets—Three or More Pieces

If three or more articles are presented for mailing at one time, the mailer may use Form 3877 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 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 USPS, 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.

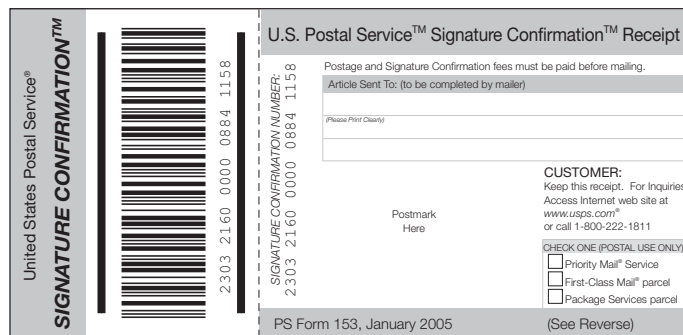
10.3 Labels

10.3.1 Types of Labels

Mailers must use one of the label options shown below (for additional information see Publication 91, *Confirmation Services Technical Guide*):

- a. Form 153, obtained from the post office at no charge. This form may be used only with the retail option (see [Exhibit 10.3.1a](#)).

Exhibit 10.3.1a Form 153



- b. Label 315, available at no charge to electronic option mailers (see [Exhibit 10.3.1b](#)).

503.10.3.1

Exhibit 10.3.1b Label 315



- c. Privately printed barcoded labels that meet the requirements in [10.3, Labels](#), and [10.4](#) (see [Exhibit 10.3.1c](#)). 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."

Exhibit 10.3.1c Privately Printed Label



10.3.2 Label Placement

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 item.

10.4 Barcodes**10.4.1 Symbology**

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (10.2.4a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91.
- b. Mailers printing their own barcodes and using the electronic service option (10.2.4b) must use the UCC/EAN Code 128 barcode symbology. Each barcode must contain a unique PIC as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91.

10.4.2 Package Identification Code (PIC)

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 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, 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. This symbology does not use an Application Identifier (AI).

10.4.3 Printing

Labels printed by mailers must meet the following specifications:

503.10.4.3

- a. Each barcoded label must bear a return address and a unique Signature Confirmation PIC barcode as specified in [10.4.2](#). The text “USPS SIGNATURE CONFIRMATION” (if using retail service option, as specified in [10.2.4](#)) or “e/USPS SIGNATURE CONFIRMATION” (if using electronic service option, as specified in [10.2.4](#), 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. The indicator “e/” or the optional “ELECTRONIC RATE APPROVED #[DUNS® NUMBER]” text is not used for Signature Confirmation Electronic Verification System (eVS) mailpieces (see [705.2.9](#)). 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 10.4.3c](#)). 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 10.3.1c](#)). Only information relating to Signature Confirmation and other extra services must be placed between these lines.
- b. Each barcode must meet the requirements in [10.4.1](#) for the type of service requested.
- c. Mailers must obtain USPS 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 [608.8.0](#) for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with [10.3, Labels](#), and [10.4](#). Further certification instructions are included in Publication 91.

Exhibit 10.4.3c Electronic Service Option Identification

- 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.

10.4.4 Integrated Barcodes

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 services into a single barcode on the shipping label and eliminate multiple labels and barcodes on packages. Mailers must still meet existing specifications in 10.4.1 and 10.4.2. Minor modifications allow users to request multiple extra 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 extra services combined with Signature Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91.

10.5 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 the mailer Form 3152.
- b. Mailers using the electronic option must 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 previously received certification for electronic file transmission under the Delivery Confirmation program are not required to obtain an additional certification for Signature Confirmation use.

503.10.6

- d. Mailers using the electronic option must include additional fields in the electronic file when planning to use the integrated barcode. For more information see Publication 91.

10.6 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 or print their own labels must submit a copy of their original Form 3152 with their first mailing using Confirmation Services (see exception in 10.6c). The business mail or detached mail entry unit office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the USPS, the form must be presented within 24 hours.
- c. Mailers of single-piece rate mail with postage affixed using the electronic option rate are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the USPS online shipping label application at www.usps.com or labels generated from a third-party vendor or system that supports the electronic option rates. All labels must meet USPS format and design requirements, including the "e" (electronic rate) endorsement in the barcode text line.

11.0 Collect on Delivery (COD)

11.1 Collect on Delivery Fees

11.1.1 Fee

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	\$5.10
50.01 to 100	6.25
100.01 to 200	7.40
200.01 to 300	8.55
300.01 to 400	9.70
400.01 to 500	10.85
500.01 to 600	12.00
600.01 to 700	13.15
700.01 to 800	14.30
800.01 to 900	15.45
900.01 to 1,000	16.60
Additional COD Services	Fee
Restricted delivery ²	\$4.10
Notice of nondelivery	3.40
Alteration of COD charges	3.40
Designation of new addressee	3.40
Registered COD ³	4.55

1. For Express Mail COD shipments valued at \$100 or less, the COD fee is based on the amount to be collected. Express Mail insurance automatically provides up to \$100 merchandise insurance.

2. Not available with Express Mail COD.

3. Regardless of amount to be collected or insurance value.

11.1.2 Fee and Postage

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.

11.2 Basic Information

11.2.1 Description

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. The recipient has the option to pay the COD charges using either cash or personal check. Only one form of payment may be used for a single mailpiece. 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

503.11.2.2

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. USPS maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See 6.0 for details.

11.2.2 Eligible Matter

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.

11.2.3 Additional Services

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 (not available with Express Mail COD).
- d. Special handling.

11.2.4 Registered COD Mail

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.

11.2.5 Express Mail COD

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.

11.2.6 Ineligible Matter

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.

11.2.7 Altering COD Charges or Address

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.

11.2.8 Notice to Mailer

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."

11.3 Forms

11.3.1 Form 3816

Mailers must complete barcoded Form 3816 (see [Exhibit 11.3.1](#)) 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.

Exhibit 11.3.1 Form 3816

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 \$	
<input type="checkbox"/> Registered Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Form 3849-D Requested		COD	
Date of Mailing	<input type="checkbox"/> Remit COD Charges to Sender via Express Mail		
FROM:		TO:	
Delivered By	Date Delivered	Received By: <i>(Print Name and Sign)</i>	
Check Number	MO Number	Date Payment Sent to Mailer	Date Form 3849-D Sent
PS Form 3816, December 2004		Copy 1 - Delivery Unit	
<small>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.</small>		<small>3. If payment is by check, enter check number above</small>	

11.3.2 Privately Printed Form 3816-AS

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 mailer is provided a block of COD numbers to be used.

11.3.3 Nursery Stock

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.

11.4 Mailing

11.4.1 Identifying Number

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.

11.4.2 Numbering for Large Volumes

A mailer who regularly mails a large volume of COD mail must ensure that a unique COD number is used for each article mailed.

11.4.3 Completing COD Forms

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 USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The mailer may use USPS forms or privately printed forms approved by the USPS. The information required on the COD form must be handwritten with ink, typewritten, or computer printed. The mailer may not stipulate "Cash Only" on the COD form.

11.4.4 Addressing Forms

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

503.11.4.5

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.

11.4.5 Receipt

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.

11.4.6 Where to Mail

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.

11.4.7 Rural Carriers

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.

11.4.8 Delays

Mailers may report delays in remittance (more than 60 days for domestic mailings) to the Postal Inspection Service, giving all necessary particulars.

11.5 Delivery

Delivery of COD mail is subject to [508.1.0, *Recipient Options*](#), and [508.2.0, *Conditions of Delivery*](#). 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.

12.0 Special Handling

12.1 Fees for Special Handling

12.1.1 Fees

Fee, in addition to postage and other fees, per piece:

Weight	Fee
Not more than 10 pounds	\$6.90
More than 10 pounds	9.60

12.1.2 Fee and Postage

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.

12.2 Basic Information

12.2.1 Description

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.

12.2.2 Availability

Special handling service is available only for First-Class Mail, Priority Mail, and Package Services.

12.2.3 Additional Services

The following extra 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.

12.2.4 Bees and Poultry

Unless sent at the First-Class Mail or Priority Mail rates, special handling is required for parcels containing honeybees or baby poultry. Under [601.9.3.7](#), 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.

12.2.5 Marking

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.

12.2.6 Nonmachinable Parcel Post

The Parcel Post nonmachinable surcharge is not charged on parcels sent special handling.

13.0 Confirm Service

13.1 Confirm Fees

13.1.1 Fee

Fee, in addition to postage and other fees:

Subscription Level	Subscription Fee and Term	Additional ID Code Fee and Term	Additional Scans Fee and Number
Silver	\$2,000 3 months	\$750 each 3 months \$2,000 annual	\$500 block of 2 million scans
Gold	\$6,000 12 months	\$750 each 3 months \$2,000 annual	\$750 block of 6 million scans
Platinum	\$19,500 12 months	\$750 each 3 months \$2,000 annual	NA

13.1.2 Fees and Postage

The Confirm subscription fees as defined in 13.2.7 and shown in 13.1.1 must be paid in advance. These subscription fees are in addition to other postage and fees.

13.1.3 Deposit

The class of mail and rate claimed and the postage payment method used determine the point of deposit or entry.

13.2 Basic Information

13.2.1 Description

Confirm is a service that provides an authorized subscriber with data electronically collected from the optical scanning of specially barcoded mailpieces as they pass through certain automated mail processing operations. Scanned data can include the postal facility where such pieces are processed, the postal operation used to process the pieces, the date and time when the pieces are processed, and the numeric equivalent of two barcodes that help to identify the specific pieces. Any piece intended to generate scanned data must meet the appropriate physical characteristics and standards in 13.0, although not every properly prepared piece is guaranteed such data or complete data. Confirm does not provide proof of delivery.

13.2.2 Available Service and Handling

Confirm is available only to authorized subscribers as described in 13.2.3. Service applications are described in 13.2.6 and subscription levels in 13.2.7. Confirm may be used for one or more pieces in a mailing. Mail prepared for Confirm is dispatched and handled in transit as ordinary mail unless combined with a service available for the class of mail and rate claimed that requires different handling.

13.2.3 Authorization

Participation in Confirm service requires USPS authorization after mailers pay applicable fees and meet technical requirements. As part of the application process, a mailer must submit mailpieces with the appropriate PLANET Code barcodes, POSTNET barcodes, or Intelligent Mail barcodes for evaluation and approval to the National Customer Support Center (see [608.8.0](#) for address). The application process also includes, if applicable, evaluating and approving of the electronic format and uploading the Advance Shipping Notice (ASN) file and the associated shipment identification barcode printed on required documentation accompanying mailings. Mailers may use Confirm service only after receiving authorization. Information generated from the service is provided only to mailers meeting the standards for participation.

13.2.4 Availability

Confirm is available to authorized subscribers for tracking automation-compatible letter-size or flat-size mail in the following classes:

- a. First-Class Mail (including Priority Mail).
- b. Periodicals.
- c. Standard Mail.
- d. Package Services.

13.2.5 Additional Services

Confirm does not preclude or require the use of any extra service available for the class of mail and rate claimed.

13.2.6 Service Applications

Two service applications are available:

- a. Origin Confirm for incoming mail. This use notifies the subscribing mailer of various movements of individual reply pieces, such as business reply mail being returned by customers, before delivery to the Confirm subscriber.
- b. Destination Confirm for outgoing mail. This use notifies the subscribing mailer of various movements of individual pieces, such as letter-size or flat-size pieces in a specific mailing, from the entry of the mailing to final automated processing steps of the pieces before delivery to the destination address.

13.2.7 Subscription Levels

Confirm is available in three distinct subscription levels as defined below. A mailer may subscribe to one or more of these levels at the same time, at different times, or at overlapping times:

- a. *Silver Subscription*. The Silver subscription level has a term of 3 consecutive months, includes one five-digit identification code assigned by the USPS, and provides up to 15 million scans. A mailer subscribing to this level may also:
 1. License additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.

503.13.3

2. License additional scans in blocks of 2 million scans at any time before the underlying subscription expires. Unused scans expire at the end of the subscription term.
- b. *Gold Subscription.* The Gold subscription level has a term of 12 consecutive months, includes one five-digit identification code assigned by the USPS, and provides up to 50 million scans. A mailer subscribing to this level may also:
 1. License additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.
 2. License additional scans in blocks of 6 million scans at any time before the underlying subscription expires. Unused scans expire at the end of the subscription term.
 3. Raise the subscription level to a Platinum subscription level at any time before the expiration of the Gold subscription by paying the difference of the respective subscription fees. This change in service level does not extend the term of the underlying initial subscription.
- c. *Platinum Subscription.* The Platinum subscription level has a term of 12 consecutive months, includes three five-digit identification numbers assigned by the USPS, and provides an unlimited number of scans. A mailer subscribing to this level may also license additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.

13.3 Barcodes

13.3.1 General Barcode Requirement

[5-1-07] At the time of mailing, each piece in a mailing that is intended to generate Confirm service information must bear a customer-applied PLANET Code barcode under 13.3.4 or an Intelligent Mail barcode under 13.3.2. Instead of a PLANET Code barcode, mailers may apply an Intelligent Mail barcode, under 708.4.0, on letters or flats. Mailers must apply barcodes that meet the applicable specifications in 708.4.0 and the following standards:

- a. Origin Confirm pieces must bear:
 1. For business reply mail, the piece must bear a PLANET Code barcode and a POSTNET barcode that corresponds to the subscriber's business reply mail ZIP+4 codes assigned by the USPS under 507.8.0. Business reply letters may bear an Intelligent Mail barcode in lieu of a PLANET Code barcode.
 2. For all other letter-size reply mail, the piece must bear either an Intelligent Mail barcode or both a PLANET Code barcode and a POSTNET barcode at the time of mailing. The Intelligent Mail barcode or POSTNET barcode must correctly correspond to the delivery address.

3. For other flat-size reply mail, the piece must bear both a PLANET Code barcode and a POSTNET barcode that correctly corresponds to the delivery address. Mailers may use an Intelligent Mail barcode under [13.3.2](#) and [708.4.0](#) instead of using a PLANET Code barcode and POSTNET barcode.
- b. Destination Confirm pieces must bear either an Intelligent Mail barcode or a PLANET Code barcode. If required by the rate claimed at the time of mailing, Intelligent Mail barcodes must correctly correspond to the delivery address. Mailers not using an Intelligent Mail barcode for Destination Confirm must use PLANET Code and POSTNET barcodes under these conditions:
 1. If required by the rate claimed at the time of mailing, Destination Confirm pieces with a PLANET Code barcode also must bear an appropriate POSTNET barcode that correctly corresponds to the delivery address.
 2. If a POSTNET barcode is not required by the rate claimed, the mailer has the option to apply the POSTNET barcode to such pieces for optimal Confirm service information if the barcode correctly corresponds to the delivery address.

13.3.2 Intelligent Mail Barcodes

[5-1-07] Customers participating in OneCode Confirm may apply Intelligent Mail barcodes on letter-size pieces or on flat-size pieces meeting automation-compatibility standards in [201.3.0](#) (letters) or [301.3.0](#) (flats). Do not apply a PLANET Code barcode to any mailpiece with an Intelligent Mail barcode. Only one Intelligent Mail barcode may appear on each piece, according to these standards:

- a. Intelligent Mail barcodes meeting all applicable standards may be used in lieu of POSTNET barcodes. When using an Intelligent Mail barcode on letter-size pieces for rate eligibility and OneCode Confirm, place the barcode in any position permitted in [202.5.0](#).
- b. When using an Intelligent Mail barcode on letter-size pieces only for OneCode Confirm, place the barcode according to [202.5.0](#) or directly above the address block with the top of each bar less than 4 inches from the bottom of the mailpiece.
- c. When using an Intelligent Mail barcode on flat-size pieces, place the barcode according to [302.4.0](#).
- d. Mailers must generate Intelligent Mail barcodes by the same method used to receive USPS barcode certification during the application process in [13.2.3](#).
- e. Intelligent Mail barcodes must meet the barcode and format standards in [708.4.0](#) and in Specification USPS-B-3200 at ribbs.usps.gov/OneCodeSOLUTION.

13.3.3 POSTNET Barcode

The type of POSTNET barcode (e.g., ZIP+4 barcode or delivery point barcode) and the placement of the barcode on a Confirm piece must meet the standards for the rate claimed. If two POSTNET barcodes are applied to the same piece, they must meet these standards:

- a. Only one POSTNET barcode may be used in the address block as provided in [13.3.7](#).
- b. The second POSTNET barcode must be placed outside the address block in a position meeting the applicable standards in [708.4.0](#) for letter-size mail or flat-size mail.

13.3.4 PLANET Code Barcode Use

Only one PLANET Code barcode may appear on a Confirm piece. For letter-size mail, the PLANET Code barcode may be placed in any position permitted in [708.4.0](#) for a POSTNET barcode except the lower right corner barcode clear zone. For flat-size mail, the PLANET Code barcode may appear in any position of the piece permitted for a POSTNET barcode in [708.4.0](#). Any PLANET Code barcode printed on mail for Confirm information must:

- a. Be generated by the method used to receive USPS barcode certification during the application process in [13.2.3](#).
- b. Meet the barcode specifications in [13.3.5](#).
- c. Meet the format specifications in [13.3.6](#).

13.3.5 PLANET Code Barcode Specifications

The PLANET Code barcode symbology, which is the inverse of the POSTNET barcode symbology, uses a unique combination of three tall and two short bars to define each digit from 0 to 9. PLANET Code barcodes must meet the same dimensional specifications (including pitch, tilt, and baseline positioning) and print specifications (including reflectance) as required in [708.4.0](#) for POSTNET barcodes and in Publication 197, *Customer Guide to Confirm Service*. Publication 197 is available from the National Customer Support Center (see [608.8.0](#) for address).

13.3.6 PLANET Code Barcode Format

PLANET Code barcodes must meet the following format standards required in Publication 197 for service type:

- a. Origin Confirm mailpieces (incoming reply mail) require these data fields in the following order from left to right:
 1. Mailpiece type identification: two digits; identifies type of reply mail (courtesy reply mail, business reply mail (BRM), or Qualified BRM) and physical characteristic of piece (letter, card, or flat); defined by USPS.
 2. Customer identification: nine or eleven digits; identifies mailpiece; defined by subscriber.
 3. Check digit: one digit; defined as the number which, when added to the sum of the other digits in the barcode, results in a total that is a multiple of 10.
- b. Destination Confirm mailpieces (outgoing mail) require these data fields in the following order from left to right:
 1. Mailpiece type identification: two digits; identifies class of mail and physical characteristic of piece (letter, card, or flat); defined by USPS.
 2. Identification code: five digits; identifies mailer; assigned by USPS.

3. Mailing: four (or six) digits; identifies specific mailing; defined by subscriber.
4. Check digit: one digit; defined as the number which, when added to the sum of the other digits in the barcode, results in a total that is a multiple of 10.

13.3.7 Address Block Barcoding

If both a PLANET Code barcode and a POSTNET barcode are used as part of the delivery address block, the following standards must be met:

- a. One barcode must be placed in the upper part of the address block in one of two positions:
 1. Between the top address line (the first line of the delivery address block usually containing the recipient's name or attention line) and any keyline, optional endorsement line, or carrier route information line directly above the top address line.
 2. Directly above any keyline, optional endorsement line, or carrier route information line that is directly above the top address line.
- b. The other barcode must always be placed directly below the bottom address line (the city, state, and ZIP Code line).
- c. Both barcodes must maintain a minimum clearance of 1/25 inch directly above and below the barcodes.
- d. The entire address block must be placed on the piece under the applicable standards in [708.4.0](#). The barcodes and address block, along with any keyline, optional endorsement line, or carrier route information line, must maintain the other applicable minimum clearances under [708.4.0](#), including clearances for inserts in window envelopes.

13.3.8 Reply Mail Barcodes

Reply pieces prepared for the Origin Confirm service application under [13.2.6](#) must meet any applicable format and barcode standards as follows:

- a. For business reply mail (BRM), [507.8.0](#).
- b. For Qualified BRM, [507.8.0](#).
- c. For courtesy reply mail (CRM), [202](#) for letters, [302](#) for flats.

13.4 Advance Shipping Notice

13.4.1 Purpose

Every mailing for which Destination Confirm information is desired requires the electronic submission of an Advance Shipping Notice (ASN), in a specific file format, before or at the time of the mailing. This electronic notice enables the USPS to match mailing data provided by the mailer with actual scans taken on Confirm pieces in the mailing and to generate various reports for analysis from the matched data. A test file transmission must be uploaded and approved before Confirm mailings may be made as provided in [13.2.3](#).

503.13.4.2

13.4.2 Data Format

The ASN data file is a single data file in comma-delimited flat file format. Each record is made up of a single row of data consisting of 16 data elements (fields) as defined in Publication 197. ASN data include specific mailer-generated information about each Destination Confirm mailing, such as drop location, drop date, mailer identification, volume, presort level, and number of pieces bearing PLANET Code barcodes.

13.4.3 Shipment ID Barcode

In addition to an electronic ASN transmission for each mailing, an ASN Shipment ID barcode (used as a shipment identification) must be printed on the documentation accompanying the mailing. This documentation is either Form 8125 for mail prepared as a plant-verified drop shipment or Form 3152-A for mail entered and verified at a business mail entry unit. The USPS scans the ASN Shipment ID barcode to “start the clock” for the Destination Confirm mailing and to provide the base point for recording the actual processing time used for the mail. ASN Shipment ID barcode symbology is USS Code 128 Subset B and must meet the technical specifications in Publication 197.

13.5 Delivery

Any mailpiece prepared for Confirm is delivered as ordinary mail unless combined with any available service subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#).

14.0 Money Orders**14.1 Fees for Money Orders**

Fee, each:

Service	Fee
Domestic money order	
\$0.01 to \$500	\$1.05
\$500.01 to \$1,000	1.50
Postal military money order (issued by military facilities)	0.30
Inquiry fee (includes the issuance of a copy of a paid money order)	5.00
Maximum amount per money order—\$1,000	

14.2 Issuing Money Orders**14.2.1 Availability**

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.

14.2.2 Purchase Restrictions

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.

14.2.3 Purchase Method

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.

14.2.4 Purchaser

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.

14.2.5 Replacement

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.

14.3 Cashing Money Orders

14.3.1 Validity and Value

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.

14.3.2 Redemption

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.

14.3.3 Identification

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.

14.3.4 Acceptable Signature

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.

14.3.5 More Than One Payee

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.

14.3.6 Payment to Another Party

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.

14.3.7 Second Endorsement

A money order with more than one endorsement is invalid, except under [14.3.5](#).

14.3.8 COD Parcel

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.

14.3.9 Payment Inquiry

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.

14.4 Federal Reserve System

14.4.1 General

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.

503.14.4.2

- 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.

14.4.2 Payment

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 [14.4.4](#).

14.4.3 Endorsement

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.

14.4.4 Reclamation

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.

507 Mailer Services

Overview

- 1.0 Treatment of Mail
- 2.0 Forwarding
- 3.0 Address Correction Services
- 4.0 Recall of Mail
- 5.0 Pickup on Demand Service
- 6.0 Mailing List Services
- 7.0 Address Sequencing Services
- 8.0 Business Reply Mail (BRM)
- 9.0 Permit Reply Mail
- 10.0 Merchandise Return Service
- 11.0 Bulk Parcel Return Service
- 12.0 Parcel Return Service

1.0 Treatment of Mail

1.1 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.

1.2 USPS Address Adjustments

1.2.1 Types of Adjustments

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.

507.1.2.2

1.2.2 Charges

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.

1.2.3 Disposal

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 [1.2.1a](#) through [1.2.1c](#), 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 [1.2.1d](#) through [1.2.1g](#), 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.

1.2.4 Records

Records of address changes caused by USPS adjustments are kept by the local post office for 3 years.

1.3 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 extra 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).

1.4 Basic Treatment**1.4.1 General**

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 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#). All nonmailable pieces are returned to the sender.

Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed

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 508.1.9.1 through 508.1.9.3 .
Illegible*	Address not readable.
In Dispute*	Mail returned to sender by order of chief field counsel (or under 508.1.0 and 508.2.0) because of dispute about right to delivery of mail and cannot be determined which disputing party has better right to mail.
Insufficient Address*	Mail 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 508.1.9.2e..
Vacant*	House, apartment, office, or building not occupied. (Use only if mail addressed "Occupant.")

* Alternative addressing formats may not be used on the following: Express Mail pieces; mail with any special service; mail sent with any ancillary service endorsement; mail sent to any overseas military post office. When an alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (*).

507.1.4.2

1.4.2 Official Mail

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.

1.4.3 Mailer Endorsement

A mailer endorsement is used to request forwarding, return, or address correction service. This endorsement (and other marking) must be prepared under [102](#), [202](#), [302](#), or [402](#). The endorsements authorized for each class of mail and the required wording are listed in the charts according to class of mail.

1.4.4 Order

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.

1.4.5 Extra Services

Mail with extra services is treated according to the charts for each class of mail in [1.5](#), 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.

1.4.6 Metered Pieces

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.

1.5 Treatment for Ancillary Services by Class of Mail**1.5.1 First-Class Mail and Priority Mail**

Undeliverable-as-addressed (UAA) First-Class Mail (including stamped cards and postcards) and Priority Mail are treated as described in [Exhibit 1.5.1](#), with these additional conditions:

- a. First-Class Mail and Priority Mail cards and unregistered letters that do not appear to contain merchandise and do not bear "Return Service Requested" or "Change Service Requested" (Option 1 only) may be forwarded to international addresses.
- b. Alternative addressing formats under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service is not provided for such mail. Undeliverable First-Class Mail with any alternative

addressing format is returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#).

- c. The Priority Mail portion of a Priority Mail drop shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.1](#). The mail enclosed within the drop shipment receives the services appropriate for its class.
- d. First-Class Mail or Priority Mail bearing Standard Mail markings and endorsements permitted by [202](#) for letters, [302](#) for flats, and [402](#) for parcels and [244.5.1](#) for letters, [344.5.1](#) for flats, and [444.4.1](#) for parcels receives forwarding, return, and address correction services for Standard Mail under [1.5.3](#).
- e. “Change Service Requested” is not permitted for the following:
 - 1. Priority Mail, other than Priority Mail containing perishable matter under [601.9.0](#) (except for live animals).
 - 2. First-Class Mail or Priority Mail containing hazardous materials under [601.10.0](#).
 - 3. First-Class Mail or Priority Mail with an extra service other than Delivery Confirmation or Signature Confirmation.
- f. Address Change Service (ACS) as described in [3.0](#) is available for First-Class Mail and Priority Mail displaying the appropriate ACS participant code for an authorized ACS participant in conjunction with a permitted ancillary service endorsement. Mailers participating in OneCode ACS under [3.2.6](#) may print an Intelligent Mail barcode on First-Class Mail automation-rate letters instead of a participant code and endorsement. The only endorsements permitted for use on valid First-Class Mail and Priority Mail ACS pieces are “Address Service Requested” and “Change Service Requested” subject to the following:
 - 1. “Address Service Requested” (Option 1) is valid for use on all mailpieces, including ACS participating pieces. “Address Service Requested” (Option 2) is valid for use only on ACS participating pieces.
 - 2. “Change Service Requested” (Options 1 and 2) are valid for use only on ACS participating pieces.
 - 3. The words “Option 1” or “Option 2” must not be part of the “Address Service Requested” or “Change Service Requested” endorsement on mailpieces.
 - 4. Participating ACS mailers are limited to selecting only one of the two options available for “Address Service Requested” and one of the two options available for “Change Service Requested.” The option(s) selected along with the mailer’s ACS participant code will be programmed at the CFS unit to facilitate processing of valid ACS pieces within the conditions that apply to ACS.

507.1.5.1

Exhibit 1.5.1 Treatment of Undeliverable First-Class Mail and Priority Mail

MAILER	
ENDORSEMENT USPS TREATMENT OF UAA PIECES	
No endorsement In all cases: Same treatment as "Forwarding Service Requested."	
"Address Service Requested"	<i>OPTION 1</i> ¹ <p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).
	<i>OPTION 2</i> ² <p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge); separate notice of new address provided (address correction fee charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).
"Forwarding Service Requested"	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).
"Return Service Requested"	In all cases: Piece returned with new address or reason for nondelivery attached (in either case, no charge).
"Change Service Requested"	<i>OPTION 1</i> ² <p>In all cases (regardless of whether a change-of-address order is on file): Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p>
	<i>OPTION 2</i> ² <p>If no change-of-address order on file: Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece disposed of by USPS; separate notice of new address provided (address correction fee charged). • <i>After month 18:</i> Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).
<i>RESTRICTIONS (FOR OPTIONS 1 AND 2)</i>	The following restrictions apply: (1) This endorsement is limited to use on valid mailpieces bearing a proper ACS participant code and only for: (a) Priority Mail containing perishable matter (other than live animals) and the marking "Perishable" and; (b) First-Class Mail (excluding hazardous materials). (2) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement.
"Temp—Return Service Requested"	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge).</p> <p>If permanent change-of-address order on file: Piece returned with new address or reason for nondelivery attached (in either case, no charge).</p> <p>If temporary change-of-address order on file: Piece forwarded to temporary address (no charge); no separate notice of temporary address provided.</p>

1. Valid for all pieces, including Address Change Service (ACS) participating pieces subject to 507.3.0.

2. Valid only for ACS participating pieces subject to 507.3.0 other than pieces containing hazardous materials.

1.5.2 Periodicals

Undeliverable-as-addressed (UAA) Periodicals publications (including publications pending Periodicals authorization) are treated as described in [Exhibit 1.5.2](#), with these additional conditions:

- a. Periodicals matter is forwarded only to domestic addresses.
- b. Publications with an alternative addressing format under [602.3.0](#) are delivered to the address when possible. Forwarding service is not provided for such mail. Periodicals publishers are notified only when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons.
- c. 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.
- d. Address correction service is mandatory for all Periodicals publications, and the address correction service fee must be paid for each notice issued.
- e. 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.
- f. 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 rate for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or the Priority Mail rate for the weight and destination of the piece. When the address correction is provided incidental to the return of the piece, there is no charge for the correction.
- g. 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 printed 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.

507.1.5.3

Exhibit 1.5.2 Treatment of Undeliverable Periodicals

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No endorsement ¹	<p>If no change-of-address order on file: Separate notice of reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>First 60 days:</i> Piece forwarded (no charge). • <i>After 60-day period:</i> Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.
“Address Service Requested” ¹	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>First 60 days:</i> Piece forwarded (no charge). • <i>After 60-day period:</i> Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).
“Forwarding Service Requested”	Not available for Periodicals.
“Return Service Requested”	Not available for Periodicals.
“Change Service Requested”	Not available for Periodicals.

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

1.5.3 Standard Mail

Undeliverable-as-addressed (UAA) Standard Mail is treated as described in [Exhibit 1.5.3a](#) and [Exhibit 1.5.3k](#), with these additional conditions:

- a. Standard Mail is forwarded only to domestic addresses.

Exhibit 1.5.3a Treatment of Undeliverable Standard Mail

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
<p>No endorsement¹</p>	<p>In all cases: Piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i> Standard Mail containing hazardous materials must bear a permissible endorsement (see 507.1.5.3e.).</p>
<p>“Address Service Requested”²</p>	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only weighted fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee charged).
<p>“Address Service Requested”³</p>	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (First-Class Mail rate charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (\$0.35 per letter or \$1.05 per flat postage due charged to mailer); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (First-Class Mail rate charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (First-Class Mail rate charged).
<p>“Forwarding Service Requested”</p>	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only weighted fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge). • <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee charged). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee charged).
<p>“Return Service Requested”</p>	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).</p>
<p>“Change Service Requested”^{1, 4}</p>	<p>In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i> The following restrictions apply: (1) Delivery Confirmation is the only extra service permitted with this endorsement. (2) This endorsement is not permitted for Standard Mail containing hazardous materials.</p>

1. Not valid for pieces containing hazardous materials.
 2. Valid for all pieces not using Address Change Service electronic and automated options under footnote 3.
 3. Valid only for pieces using Address Change Service electronic and automated options as automated postage due transactions are implemented.
 4. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

507.1.5.3

- b. The exceptional address format under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service and address correction service are not provided for undeliverable Standard Mail with this address format.
- c. The endorsement “Change Service Requested” is not permitted for Standard Mail containing hazardous materials under [601.10.0](#). Standard Mail containing hazardous materials must bear the endorsement “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”
- d. Standard Mail can be forwarded or returned at the appropriate Media Mail or Library Mail rate if the content of the mail qualifies as Media Mail under [173](#), [373](#), or [473](#) or Library Mail under [183](#), [383](#), or [483](#) and the mail is marked “Media Mail” or “Library Mail” directly below the ancillary service endorsement.
- e. Mail that can qualify for Shipper Paid Forwarding under the applicable standards in [2.3.5](#) is forwarded or returned at the First-Class Mail single-piece rate or Priority Mail single-piece rate applicable for the weight of the piece.
- f. If a Standard Mail piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. If a Standard Mail piece or any attachment to that piece is opened by the addressee, the addressee must affix the required postage to return the piece to the sender.
- g. Standard Mail with bulk insurance or return receipt for merchandise must be endorsed “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.” Standard Mail with Delivery Confirmation must be endorsed “Address Service Requested,” “Forwarding Service Requested,” “Return Service Requested,” or “Change Service Requested.”
- h. 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 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.
- i. 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 First-Class Mail or Priority Mail single-piece rate and, if applicable, the nonmachinable surcharge (see [123.1.0](#) or [133.1.0](#)), 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.

- j. A returned piece endorsed “Return Service Requested” is charged the single-piece First-Class Mail rate for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or the Priority Mail rate for the weight and destination of the piece. The appropriate First-Class Mail rate for a Not Flat-Machinable piece is the First-Class Mail parcel rate.
- k. Mail sent as Bulk Parcel Return Service (BPRS) under [11.0](#) is returned at the BPRS per piece fee if one of the endorsements includes “— BPRS” as shown in [Exhibit 1.5.3k](#).

Exhibit 1.5.3k Treatment of Undeliverable BPRS Standard Mail

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
“Return Service Requested— BPRS”	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only Bulk Parcel Return Service fee charged).</p>
“Address Service Requested— BPRS”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> piece forwarded (no charge to addressee); separate ACS notice of new address provided (ACS address correction fee and forwarding postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece, via ACS participant code). • <i>Months 13 through 18:</i> piece returned with new address attached (only Bulk Parcel Return Service fee charged). • <i>After month 18:</i> piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).

- l. Customized MarketMail under [705.1.0](#) is not eligible to use ancillary service endorsements.

1.5.4 Package Services

Undeliverable-as-addressed (UAA) Package Services mail is treated as described in [Exhibit 1.5.4](#), with these additional conditions:

- a. Package Services mail is forwarded only to domestic addresses.
- b. The exceptional address format under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service is not provided for such mail. Undeliverable Parcel Post, Media Mail, and Library Mail with this address format are returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#). Undeliverable Bound Printed Matter with this address format is disposed of by the USPS.
- c. The endorsement “Change Service Requested” is not permitted for Package Services mail containing hazardous materials under [601.10.0](#).
- d. If a Package Services piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage and still have other Package Services pieces forwarded to the addressee. If a Package Services piece or any attachment to that piece is opened by the addressee, the addressee must affix

507.1.5.4

the required postage to return the piece to the sender. If the addressee does not want to pay forwarding postage for all Package Services mail, the postmaster of the new address must use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services mail.

- e. Package Services mail bearing a postage meter indicia 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.
- f. Bound Printed Matter with no ancillary service endorsement and:
 - 1. With Delivery Confirmation, with Signature Confirmation, or with no other extra service, is disposed of by USPS.
 - 2. With an extra service other than Delivery Confirmation or Signature Confirmation is treated as though endorsed "Forwarding Service Requested."

Exhibit 1.5.4 Treatment of Undeliverable Package Services Mail

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No endorsement	<p>In all cases: Same treatment as “Forwarding Service Requested.”</p> <p><i>EXCEPTION:</i> Bound Printed Matter with Delivery Confirmation, with Signature Confirmation, or with no other extra service is disposed of by USPS.</p>
“Address Service Requested”¹	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece rate); separate notice of new address provided (address correction fee charged). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece rate). • <i>Months 13 through 18:</i> Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece rate). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).
“Forwarding Service Requested”	<p>If no change-of-address order on file: Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</p> <p>If change-of-address order on file:</p> <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece rate). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece rate). • <i>Months 13 through 18:</i> Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece rate). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).
“Return Service Requested”	<p>In all cases: Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at appropriate Package Services single-piece rate).</p>
“Change Service Requested”²	<p>In all cases: Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i> The following restrictions apply: (1) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement. (2) This endorsement is not permitted for Package Services mail containing hazardous materials.</p>

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

2. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

507.1.5.5

1.5.5 Express Mail

Undeliverable-as-addressed (UAA) Express Mail is treated as described in [Exhibit 1.5.5](#), with these additional conditions:

- a. Express Mail is forwarded only to domestic addresses.
- b. Directory service is provided for Express Mail that cannot be delivered because of an incorrect or incomplete address.
- c. The Express Mail portion of an Express Mail drop shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.5](#). The mail enclosed within the drop shipment receives the services appropriate for its class.
- d. Undeliverable or unclaimed Express Mail is held by the USPS for 5 calendar days before it is returned to the sender at no additional postage, unless either of the following applies:
 1. The mail is refused before the end of the 5 calendar days.
 2. The mail is not refused and the sender has specified in the return address a longer holding period (not to exceed 30 days). The sender may also place an instruction above the return address, subject to [202.4.0](#), [302.3.0](#), or [402.3.0](#), directing the return of undeliverable mail after fewer than 5 calendar days.

Exhibit 1.5.5 Treatment of Undeliverable Express Mail

MAILER ENDORSEMENT	USPS TREATMENT OF UAA PIECES
No endorsement	In all cases: Same as USPS treatment for "Forwarding Service Requested."
"Address Service Requested"	If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge). If change-of-address order on file: <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).
"Forwarding Service Requested"	If no change-of-address order on file: Piece returned with reason for nondelivery attached (no charge). If change-of-address order on file: <ul style="list-style-type: none"> • <i>Months 1 through 12:</i> Piece forwarded (no charge). • <i>Months 13 through 18:</i> Piece returned with new address attached (no charge). • <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).
"Return Service Requested"	In all cases: Piece returned with new address or reason for nondelivery attached (in either case, no charge).
"Change Service Requested"	Not available for Express Mail.

1.6 Attachments and Enclosures

1.6.1 Periodicals

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 rate for the weight and shape of the piece, and the nonmachinable surcharge if applicable, or Priority Mail rate for the weight and destination of the piece. 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.”

1.6.2 Standard Mail

Undeliverable, unendorsed Standard Mail with a nonincidental First-Class Mail attachment or enclosure is returned at the single-piece First-Class Mail rate for the weight and shape of the piece or Priority Mail rate for the weight and destination of the piece. 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.

1.6.3 Package Services

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.

1.7 Mixed Classes

1.7.1 Combination With First-Class

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.

507.1.7.2

1.7.2 Other Combinations

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.

1.7.3 Host Piece

Any undeliverable combination mailpiece that does not include First-Class matter is given the treatment applicable to the host piece.

1.7.4 Parcel

A combination parcel containing Media Mail and Bound Printed Matter is charged postage at the Parcel Post Inter-BMC rate when forwarded or returned.

1.8 Returning Mail**1.8.1 Nonmailable**

Nonmailable matter is returned to the sender immediately.

1.8.2 Refused Mail

Returnable mail is returned if refused by the addressee.

1.8.3 Express Mail, Priority Mail, First-Class Mail

Mailpieces sent as Express Mail, Priority Mail, or First-Class Mail that cannot be delivered as addressed or forwarded to a new address, unless otherwise requested by the sender, are returned when possible to the sender at no additional charge. Excluding pieces containing live animals, the following are disposed of by the USPS:

- a. Priority Mail bearing the appropriate Address Change Service (ACS) participant code and marked "Perishable" and endorsed "Change Service Requested."
- b. First-Class Mail bearing the appropriate ACS participant code and endorsed "Change Service Requested."

1.8.4 Other Classes

Other returnable mail is treated as appropriate for the class of mail and the sender's instructions except as noted below.

1.8.5 Extra Services

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.

1.8.6 No Sender Instructions

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.

1.8.7 Post Office Box

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.

1.8.8 Franked Mail

Unclaimed franked mail from a Member of Congress is returned to the origin post office (if known) or the Washington, DC, Post Office.

1.9 Dead Mail

1.9.1 Basic Information

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.

1.9.2 Books and Sound Recordings

Books and sound recordings are disposed of by the USPS under 1.9.1 and 1.9.3, 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.

1.9.3 USPS Policy and Procedures

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).

2.0 Forwarding

2.1 **Change-of-Address Order**

2.1.1 Normal Time Limit

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.

2.1.2 Time Limit Extension

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.

2.1.3 Temporary Forwarding

A customer temporarily moving away may have mail forwarded for a specific time, not to exceed 12 months total duration. The Postal Service provides temporary forwarding services from 2 weeks to 6 months in duration, based on customer request. Customers can request temporary forwarding in excess of 6 months, up to a maximum of 12 months, by submitting a second temporary change-of-address order that will begin on the first day of the second 6-month period and will expire on the desired date, up to and including the last day of the second 6-month period. The customer must specify beginning and ending dates in the change-of-address order.

2.1.4 Methods of Filing

Customers may use one of the following methods to file a change-of-address with the post office:

- a. Mail or submit Form 3575 or other written notice to any post office, or as otherwise directed by the Postal Service.
- b. Use Internet Change of Address (ICOA) at <https://moversguide.usps.com>. Customers using the ICOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.
- c. Use Telephone Change of Address (TCOA) at 1-800-ASK-USPS. Customers using the TCOA method must provide a valid credit card number for identity verification. The customer's credit card is charged \$1.00 for the verification.

2.1.5 Prohibited Use

A change-of-address order cannot be filed for the following:

- a. An addressee (e.g., an individual or a business entity or other organization) may not file a change-of-address order for mail originally addressed to the addressee at an organization, business, place of employment, or other affiliation. The organization or business may change the address (but not the addressee's name) on a mailpiece to redirect it to the addressee. Barcodes on redirected mailpieces should be obliterated to facilitate automation processing.
- b. Individual addressees at the Department of State. Individuals may not file a change-of-address order for mail originally addressed to the individuals at any Department of State ZIP Code. Additionally, individuals may not file a change-of-address order to have mail forwarded to any Department of State ZIP Code.

2.2 Forwardable Mail

2.2.1 Classes

Forwarding is available for all classes of mail, subject to the corresponding conditions described in 1.0.

2.2.2 Reforwarding

The address (but not the name) may be changed and the mail reforwarded as many times as necessary to reach the addressee.

2.2.3 Discontinued Post Office

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.

2.2.4 Rural Delivery

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.

2.2.5 Converted Service

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.

2.2.6 Mail for Military Personnel

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.

2.2.7 Mail Addressed to CMRA Customers

Mail addressed to an addressee at a commercial mail receiving agency (CMRA) is not forwarded through the USPS. The CMRA customer may make special arrangements for the CMRA operator to remail the mail with payment of new postage. A CMRA must accept and remail 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.

2.3 Postage for Forwarding**2.3.1 Origin**

Forwarding postage is computed by using the forwarding office as the origin office.

2.3.2 Express Mail

Express Mail is forwarded without charge.

2.3.3 First-Class Mail

First-Class Mail (including postcards and stamped cards) and Priority Mail are forwarded without charge when postage is fully prepaid by the sender.

2.3.4 Periodicals

Periodicals publications (including publications pending Periodicals authorization) are forwarded without charge for 60 days when postage is fully prepaid by the sender.

2.3.5 Standard Mail

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 (3.0), provides mailers of Standard Mail machinable parcels an option of paying forwarding postage at the applicable single-piece First-Class Mail or Priority Mail rate. 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").

2.3.6 Package Services

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.

2.3.7 Extra Services

Certified, collect on delivery (COD), Delivery Confirmation, insured, registered, Signature Confirmation, and special handling mail is forwarded without additional extra service fees, subject to the applicable postage charge (to a domestic address only).

3.0 Address Correction Services

3.1 Address Correction Service

3.1.1 Address Correction Service Fee

Per manual notice issued—\$0.50

Per electronic notice (or manual notice for electronic option customers) issued:

- First-Class Mail—\$0.06
- Other than First-Class Mail—\$0.25

Per automated notice issued:

- First-Class Mail letters (first two notices)—\$0.00
- First-Class Mail letters (per additional notice)—\$0.05
- Standard Mail letters (first two notices)—\$0.02
- Standard Mail letters (per additional notice)—\$0.15

3.1.2 Purpose

If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under 1.0, 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 2.1). Address correction service is available alone or in combination with forwarding and return service.

3.1.3 Invalid Endorsement

Any obsolete ancillary service endorsement or similar sender endorsement not shown in 1.0 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.”

3.1.4 Periodicals

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.

3.1.5 Other Classes

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.

3.1.6 Fee and Return Postage

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.

3.2 Address Change Service (ACS)**3.2.1 Description**

Address Change Service (ACS) is an automated electronic process providing mailers with notices of address correction or reason for nondelivery. ACS is designed to reduce the volume of manual notifications provided for valid participating ACS mailpieces, but it does not completely eliminate manual notifications. Mailers must keep their address records in electronic format and mark their mailpieces with the correct ACS symbology under [3.2](#) and the correct ancillary service endorsement under [1.5](#) to obtain address corrections. See [3.2.6](#) for an option to use Intelligent Mail barcodes for First-Class Mail letters. To obtain nondelivery information under [1.4.1](#), mailers must use an ACS keyline on mailpieces. Mailers also can use ACS to pay forwarding postage on most Standard Mail and Package Services pieces using Shipper Paid Forwarding under [3.2.9](#). Mailers can find additional information about ACS in Publication 8, *Address Change Service*.

3.2.2 Service Options

ACS offers three levels of service:

- a. An *automated* option for letter-size mail with electronic notices processed using OneCode technology (see [3.2.6, Additional Standards—When Using Intelligent Mail Barcodes](#)).
- b. An *electronic* option for all notices processed electronically, except automated notices under [3.2.2a](#).
- c. A *manual* option for notices processed manually.

3.2.3 Participant Code

The following options are available to identify Address Change Service (ACS) mailpiece participant codes: ACS human-readable participant codes are provided to authorized mailers by the National Customer Support Center (NCSC) (see [608.8.0](#) for address). This participant code consists of seven alpha characters, aligned left, and must be preceded by a single pound sign (#) delimiter. Additional information for using the human-readable option is available in Publication 8, *Address Change Service*.

- a. When using Intelligent Mail barcodes, mailers are participating in the OneCode ACS option of ACS. See [3.2.6](#) for restrictions. The NCSC provides the numeric OneCode ACS participant code to authorized mailers using the Intelligent Mail barcode (see [708.4.2](#)). As part of the application process, a Business Entity Identifier (BEI) is assigned to identify the participant, or a mailer can choose to register one or more of their existing BEIs for use with OneCode ACS. Mailers must incorporate the BEI code in the Customer Identifier field, the unique mailpiece identifier in the Sequence Number field, and the appropriate Service Type Identifier field of the Intelligent Mail barcode according to Specification USPS B-3200. Customers can access the Intelligent Mail barcode specification at ribbs.usps.gov/OneCodeSOLUTION.

3.2.4 Basic Standards for All ACS Mailpieces

Mailers preparing ACS mailpieces must meet these specifications:

- a. When using a window envelope, maintain a clearance between the top line of the address block and the top edge of the address window of at least 1/25 inch. This clearance must be maintained during the insert's range of movement in the envelope.
- b. When using an address label, maintain a clearance between the top line of the address block and the top edge of the address label of at least 1/25 inch.

3.2.5 Additional Standards—When Using Human-Readable ACS Participant Codes

Mailers must use human-readable ACS participant codes according to the following specifications:

- a. Print and place the ancillary service endorsement according to the requirements in [102.4.0](#) and [1.5](#).
- b. Print the ancillary service endorsement and the participant code in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points.
- c. Use equal line spacing in the address block, including the participant code line and mailer keyline.
- d. When placing the participant code in an optional endorsement line (OEL), the participant code must occupy the first eight positions in the left part of the OEL and be formatted as indicated in [708.7.2.3](#).
- e. When placing the participant code in the address block, place it on the top line. The address block information may be on an insert in a window, on an address label, or preprinted on the mailpiece.

507.3.2.6

- f. Mailers preprinting the participant code on an envelope (rather than printing it in the address block or on a label) must meet the conditions in 3.2.4 in addition to the following:
 1. The participant code must be left-justified with the address block, with a tolerance of 1/4 inch left or right. Place the participant code not more than two line spaces above the top line of the address block (using the same line spacing size as used in the address block).
 2. When using a mailer keyline, place it in the top line of the address block (but below the preprinted participant code).
 3. OELs are prohibited when a mailer keyline is used.
- g. If using delivery point barcodes in the address block, mailers must place them in one of the following positions:
 1. When using a mailer keyline, place the barcode between the top line of the address information and the mailer keyline.
 2. When not using a mailer keyline, place the barcode between the top line of the address information and the participant code.
 3. Below the City-State-ZIP Code line.
 4. Above the participant code and OEL, except when placing the participant code under 3.2.5f.

3.2.6 Additional Standards—When Using Intelligent Mail Barcodes

[5-1-07] Mailers can access OneCode ACS using Intelligent Mail barcodes, which are capable of encoding a valid Service Type Identifier indicating the ancillary service requested, a numeric Business Entity Identifier (the equivalent of a participant code), and a unique numeric mailpiece identifier (keyline). This option is available for First-Class Mail and Periodicals letters and flat-size mailpieces only. “Address Service Requested” ancillary service is available on First-Class Mail and Periodicals flats and letters when using the Intelligent Mail barcode. Periodicals not requesting Address Service Requested will receive their current option of address correction notifications. The Service Type Identifier will indicate the ancillary service requested. Service Type Identifiers to request “Change Service Requested” ancillary service are available for First-Class Mail flats only. Printed endorsements must not be used to request these ancillary services in conjunction with an Intelligent Mail barcode. Mailpieces must meet the following specifications:

- a. Letter-size mailpieces must be automation-compatible. The Intelligent Mail barcode must appear at the top of or above the address block and must contain the correct delivery point routing code that corresponds to the delivery address.
- b. Flat-size mailpieces may be mailed at nonautomation or automation rates.
- c. If using a window envelope, maintain a clearance between the leftmost and rightmost bars and any printing or window edge of at least 1/8 inch, and maintain a clearance between the Intelligent Mail barcode and the top and bottom window edges of at least 1/25 inch. These clearances must be maintained during the insert's range of movement in the envelope.

- d. The Intelligent Mail barcode must contain an 11-digit delivery point code.
- e. The Intelligent Mail barcode must meet the technical specifications as described in [708.4.2](#) and USPS Specification USPS-B-3200.

3.2.7 Periodicals

Address correction by ACS is provided for 60 days after the effective date of the addressee’s change of address for participating Periodicals publications (including publications pending Periodicals authorization).

3.2.8 Address Correction Service Fee

Unless excepted, the applicable fee for address correction is charged for each separate notification of address correction or the reason for nondelivery provided.

3.2.9 Shipper Paid Forwarding

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 [608.8.0](#) 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 account maintenance fee.

3.2.10 Shipper Paid Forwarding Fee

Annual account maintenance fee for (optional) advance deposit account: \$550.00.

3.3 FASTforward

3.3.1 Purpose

FASTforward is an automated system that interfaces with addressing and automation systems, such as 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. 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 [608.8.0](#) for address).

3.3.2 Addressing

When MLOCR and/or video image technologies are used with *FASTforward*, all name lines and lines of the delivery address as defined in [602.1.0](#) on each mailpiece must have a uniform left margin and be entirely within the OCR read area defined in [202.2.1](#). 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 addressing format under [602.3.0](#) is not permitted.

3.3.3 Barcoding

When MLOCR and/or video image technologies are used with *FASTforward*, each letter-size piece must have a barcode clear zone meeting the standards in [202.5.1](#), free of any printing and barcode. If a *FASTforward* match is made, the new address and barcode representing the new address are printed in the barcode clear zone

507.3.4

and, for mail processing, take precedence over the old address and any barcode in the address block. The new barcode must meet the barcoding standards in [708.4.0](#). An envelope containing a window that intrudes into the barcode clear zone is not eligible for *FASTforward*.

3.4 Sender Instruction**3.4.1 Mail Not Forwarded**

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.

3.4.2 Extra Services

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).

3.4.3 Express Mail Pouch

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 calendar days unless the sender sets a shorter period.

3.4.4 Holding Mail

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).

4.0 Recall of Mail

4.1 Who May Recall Mail

4.1.1 Sender

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.

4.1.2 Federal Agency

A federal agency may recall any mailpiece sent as official mail by submitting an Express Mail letter identifying the piece to any post office. 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.

4.1.3 Expenses and Postage

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.

4.1.4 Registered Mail

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.

4.2 Mailer Request for Withdrawal and Disposal of Mail

4.2.1 Mail Without Scheduled Delivery Date

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).

4.2.2 Mail With Scheduled Delivery Date

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 bundle 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.

4.2.3 No Guarantee

The USPS does not guarantee success in preventing delivery of all pieces in a withdrawn mailing.

4.2.4 Mail Disposal

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.

5.0 Pickup on Demand Service

5.1 Pickup on Demand Service Fee

Available for Express Mail, Priority Mail, and Parcel Post, per pickup: \$14.25.

5.2 Basic Standards

5.2.1 Availability

Pickup on Demand service is available from designated post offices for:

- a. Express Mail.
- b. Priority Mail.
- c. Single-piece rate Parcel Post.

5.2.2 Extra Services

Certified Mail, Delivery Confirmation, and Signature Confirmation are the only extra postal services that may be used with pieces that are picked up.

5.2.3 Volume

There are no limits 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.

5.2.4 Standards

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 [705.16.0](#).

5.2.5 Form 5541

When paying the fee, a customer must sign Form 5541. The USPS employee completes the information required on the form.

5.2.6 Collecting Other Mail

Incidental amounts of other postage-affixed, full-rate mail also may be collected when Pickup on Demand service is provided.

5.2.7 Service Changes

The USPS may suspend or refuse Pickup on Demand 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).

5.2.8 International Mail

Certain types of international mail that meet all eligibility and preparation standards required in the *International Mail Manual* may be collected when Pickup on Demand service is provided.

5.3 Postage and Fees

5.3.1 Postage

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 (10.0), and manifest mailings approved by Business Mailer Support (BMS) do not need to have postage affixed.

5.3.2 Fee Charged

Pickup on Demand fees are listed in 113.1.5, 123.1.8, and 153.1.6, *Pickup on Demand Fees*. The customer is charged the required fee:

- a. Every time Pickup on Demand 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.

5.3.3 Fee Not Charged

The customer is not charged the applicable fee for:

- a. A scheduled Pickup on Demand that is canceled as required.
- b. An on-call Pickup on Demand 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 on Demand fee.
- d. Priority Mail or Parcel Post using a merchandise return service label that indicates that the permit holder will pay for Pickup on Demand service.
- e. Priority Mail reshipment service (10.7).

5.3.4 Fee Payment Method

The Pickup on Demand 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 (10.4.3).
- e. Regular postage due account maintained by the mailer at the serving post office.

5.4 On-Call Service

5.4.1 Availability

On-call Pickup on Demand service is available only from designated post offices with city delivery.

5.4.2 Requesting Pickup on Demand Service

A customer may obtain information about the availability of Pickup on Demand 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 on Demand, the customer must indicate the quantity of mail to be picked up.

5.5 Scheduled Service

5.5.1 Availability

Scheduled Pickup on Demand 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.

5.5.2 Service Agreement

A customer requesting scheduled Pickup on Demand 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.

5.5.3 Service hours

Scheduled Pickup on Demand service may be requested during the regular business hours of the serving post office. Scheduled Pickup on Demand service begins the day after the service agreement is finalized and continues until the customer cancels it.

5.5.4 Customer Changes

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 on Demand 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 on Demand service provided before termination of service.

5.5.5 USPS Changes

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 on Demand service provided during the appeal period.
- b. Terminate scheduled Pickup on Demand 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 on Demand 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 on Demand service provided during the appeal period.

5.6 Express Mail Reship Service

5.6.1 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 on Demand 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 list the Expedited Service specialist at the originating office as the "Firm Representative" and 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.

5.6.2 Delivery

Delivery of Express Mail is subject to [508.1.1.7](#).

6.0 Mailing List Services

6.1 Mailing List Service Fees

For correction of name and address on occupant lists, per name on list—\$0.33. Minimum per list (30 items)—\$9.90

For sorting mailing lists on cards by 5-digit ZIP Code, per 1,000 addresses or fraction—\$110.00

For address changes provided to election boards and voter registration commissions, per Form 3575—\$0.32

6.2 General Information

6.2.1 Definition

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

6.2.2 Carrier Route File

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

6.2.3 Purpose

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.

6.2.4 Lists

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.

6.2.5 Prohibitions

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.

6.3 Fee Assessment

6.3.1 Corrections

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 6.1 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.

6.3.2 Rural Route Consolidation

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.

6.3.3 Cards

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

6.3.4 Election Board and Voter Commissions

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.

6.3.5 Payment

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.

6.3.6 Time Limit

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.

6.4 Name and Address List Correction**6.4.1 Preparation**

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.

6.4.2 Card Size

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.

6.4.3 Submission

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 may be found at www.usps.com/oncost/lookups/ams_office_locator.html.) Unless directed otherwise by the district, the customer must address the submission as follows:

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

6.4.4 Postage

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.

6.4.5 Elements Corrected

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.

6.4.6 No Additions

In making list corrections, USPS employees do not add a new name or address to a card or list.

6.5 Occupant Lists

6.5.1 Submission

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.

6.5.2 Elements Corrected

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.

507.6.6

- 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.

6.6 Sortation of Lists on Cards by 5-Digit ZIP Code

6.6.1 Coding

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

6.6.2 Preparation

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.

6.6.3 USPS Sortation

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.

6.7 Election Boards and Voter Registration Commissions

6.7.1 General

Election boards or voter registration commissions may use the "Return Service Requested" endorsement and/or the National Change of Address Linkage System (NCOA^{Link}) to maintain current address lists.

6.7.2 Procedure

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.

7.0 Address Sequencing Services

7.1 Address Sequencing Service Fees

7.1.1 Basic Service

Each card or address removed because of an incorrect or undeliverable address: \$0.33.

7.1.2 Blanks for Missing Addresses

Each card or address removed because of an incorrect or undeliverable address: \$0.33.

Insertion of each blank card for missing or new address: no charge.

7.1.3 Missing or New Addresses Added

Insertion of each addressed card for missing or new address: \$0.33.

7.2 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 USPS 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.

7.3 Card Preparation and Submission

7.3.1 Color, Size, and Quantity

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.

7.3.2 Limitation

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 [7.2c](#) will be allowed three attempts to qualify a ZIP

507.7.3.3

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.

7.3.3 Addressing Format

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 USPS. Call the National Customer Support Center at 1-800-331-5747 for a copy of the required format.

7.3.4 Header Cards

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 [7.3.1](#)). 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 [608.8.0](#) for address).

7.3.5 Delivery Unit Summary

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 USPS 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 printed or electronic format of the Delivery Unit Summary can be obtained from the National Customer Support Center (see [608.8.0](#) for address).

7.3.6 5-Digit ZIP Codes

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.

7.3.7 Submitting Cards or Electronic Files

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

7.3.8 Postage

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.

7.3.9 USPS Sequencing

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 bundles, bundled 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.

7.3.10 USPS Time Limits and Billing

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.

7.3.11 Seasonal Addresses

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.

7.4 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.)

7.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses**7.5.1 USPS Sequencing**

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.

7.5.2 Separate Address Groups

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 (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.

7.5.3 Post Office Boxes

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.

7.5.4 Address Percentage

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.

7.5.5 Calculating Percentage

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.

7.5.6 Resubmitting Cards or Address File

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 [509.1.0, Address Information System Products](#), for information on obtaining delivery statistics.

7.6 Service Charges

7.6.1 Basic Service

For sequencing of address cards or address files, the fee in [7.1.1, Basic Service](#), 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.

7.6.2 Blanks for Missing Addresses

For sequencing of address cards or address files with total possible deliveries shown, the fee in [7.1.2](#) 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.

7.6.3 Missing or New Addresses

For sequencing of address cards or address files with missing or new addresses added, the fee in [7.1.3](#) is charged for each address card or address that is removed because it is incorrect or undeliverable, and for each address (possible delivery) that

507.7.6.4

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.

7.6.4 Customer's Bill

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.

7.6.5 Free Services

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.

7.7 Submitting Properly Sequenced Mailings**7.7.1 Customer Responsibility**

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.

7.7.2 Changes

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 USPS.

7.7.3 Out-of-Sequence Mailing

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.

7.7.4 Reinstatement

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.

8.0 Business Reply Mail (BRM)

8.1 Business Reply Mail (BRM) Rates and Fees

8.1.1 Basic BRM

Annual permit fee: \$175.00.

Per piece fee: \$0.70 (in addition to the applicable First-Class Mail or Priority Mail postage ([123.1.0, Priority Mail Rates and Fees](#), or [133.1.0, First-Class Mail Rates and Fees](#))).

8.1.2 High-Volume BRM

Annual permit fee: \$175.00.

Annual account maintenance fee (for advanced deposit account): \$550.00.

Per piece fee: \$0.08 (in addition to the applicable First-Class Mail or Priority Mail postage ([123.1.0, Priority Mail Rates and Fees](#), or [133.1.0, First-Class Mail Rates and Fees](#))).

8.1.3 Basic Qualified BRM

Annual permit fee: \$175.00.

Annual account maintenance fee (for advanced deposit account): \$550.00.

Per piece fee: \$0.05 (in addition to the automation First-Class Mail QBRM postage (in [507.8.2](#))).

8.1.4 High-Volume Qualified BRM

Annual permit fee: \$175.00.

Annual account maintenance fee (for advanced deposit account): \$550.00.

Quarterly fee: \$1,800.00.

Per piece fee: \$0.005 (in addition to the automation First-Class Mail QBRM postage in [8.2, Qualified Business Reply Mail \(QBRM\) Rates](#)).

8.1.5 Bulk Weight Averaged Nonletter-Size BRM

Annual permit fee: \$175.00.

Annual account maintenance fee (for advanced deposit account): \$550.00.

Monthly maintenance fee: \$900.00.

Per piece fee: \$0.011 (in addition to the applicable First-Class Mail or Priority Mail postage in [123.1.0, Priority Mail Rates and Fees](#), or [133.1.0, First-Class Mail Rates and Fees](#)).

8.2 Qualified Business Reply Mail (QBRM) Rates

8.2.1 Cards

Cards meeting the standards in 8.3 through 8.12, in addition to the fees in 8.1: \$0.23 each.

8.2.2 Letters

Letter-size single pieces meeting the standards in 8.3 through 8.12, in addition to the fees in 8.1:

WEIGHT INCREMENT	RATE
First ounce or fraction of an ounce	\$0.380
Each additional ounce or fraction	0.170

8.3 Qualified Business Reply Mail (QBRM) Basic Standards

8.3.1 Description

Qualified Business Reply Mail (QBRM) is First-Class Mail that:

- Is letter-size and is prepared to meet the automation compatibility requirements in 201.3.0 (except 201.3.12.1, *Using Labels and Stickers*).
- Meets all the Business Reply Mail (BRM) standards in 8.4 through 8.12.
- Has postage and per piece charges deducted from a BRM advance deposit account.
- Is authorized to mail at QBRM rates and fees under 8.3.2. 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).
- 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.
- 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 708.4.0 and 8.9.
- Bears a properly prepared facing identification mark (FIM) C on each piece distributed (see 708.9.0).

8.3.2 Authorization

To participate in QBRM, a mailer must have a valid BRM permit and pay the annual account maintenance fee. The following conditions also apply:

- Any mailer who applies for a BRM permit on Form 3615 must submit Form 6805 to the postmaster or business mail entry manager at the post office to which the QBRM pieces are to be returned. The USPS reviews the Form 6805 and preproduction samples provided by the mailer for compliance with relevant standards. If the mailer's request is approved, the USPS issues the mailer an authorization on the approved Form 6805.

- b. Any mailer who applies for a BRM permit online (see 8.0) completes an electronic version of Form 6805 as part of the online application approval process in place of a printed Form 6805. The mailer is not required to submit preproduction samples when the BRM permit is approved and issued online.

8.3.3 QBRM Postage

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 8.2.1 applies to a card meeting the applicable standards in 8.3.1 and 201.1.0.
- b. The QBRM rate for letters in 8.2.2 applies to a letter meeting the applicable standards in 8.3.1 that is not eligible for and claimed at the QBRM rate for cards.

8.3.4 QBRM Per Piece Charges

Each piece of returned QBRM is charged the per piece charge in 8.1.

8.3.5 QBRM Fees

The following fees apply to QBRM First-Class Mail:

- a. The annual BRM permit fee.
- b. The annual BRM account maintenance fee.
- c. At the mailer's option, a quarterly fee.

8.4 General Information

8.4.1 Description

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 fee 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 fee (see 8.10). Domestic BRM may not be distributed to foreign countries. Standards for International Business Reply Service (IBRS) are in the *International Mail Manual*.

8.4.2 Payment Guarantee

The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece fee, on all returned BRM. This includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed.

8.4.3 Services

No extra services (e.g., certified, insured, registered) are permitted with BRM.

8.4.4 Address

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.

507.8.4.5

8.4.5 Official Mail

Authorized users of official (penalty) mail may distribute BRM subject to the additional standards in [703.7.0](#), which supersede any conflicting standards in [8.0](#).

8.4.6 Intentions of the Permit Holder

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.

8.4.7 Samples

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 ([8.3](#)).

8.4.8 Error Notification

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 ([8.5.6](#)).

8.5 Permits**8.5.1 Required**

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.

8.5.2 Application Process

The mailer may apply for a BRM permit using one of the following processes:

- a. Form 3615. The mailer submits a completed Form 3615 to the Post Office issuing the permit and pays the annual permit fee. If a completed Form 3615 is already on file for the mailer at that office for other permits, then the mailer must submit the annual permit fee and the USPS amends Form 3615 by adding the BRM authorization.
- b. Online. The mailer applies online at www.usps.com. Online application is available only for BRM permits issued for certain Post Offices, determined by logging on to www.usps.com/replymail and entering the 5-digit ZIP Code of the post office where the mailer wants the BRM permit issued. If the online application option is not available for a 5-digit Zip Code, the applicant must apply using Form 3615.

8.5.3 Annual Permit Fee

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 [8.11](#) are not required to pay an annual permit fee at the post office where their BRM is received.

8.5.4 Renewal of Annual Permit Fee

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.

8.5.5 Other Post Offices

A permit holder may distribute BRM through any post office for delivery at any post office under [8.11](#).

8.5.6 Revocation of a Permit

The USPS may revoke a BRM permit because of format errors or for refusal to pay permit fees (annual, accounting, quarterly, or monthly), postage, or per piece fees. 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 account maintenance fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate post office for approval.

8.6 Postage, Per Piece Fees, and Account Maintenance Fees

8.6.1 Postage

Each piece of returned BRM is charged the applicable single-piece First-Class Mail or Priority Mail postage ([123.1.0](#), [Priority Mail Rates and Fees](#), and [133.1.0](#), [First-Class Mail Rates and Fees](#)). Cards must meet the standards in [201.1.0](#) 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 [8.10](#).

8.6.2 Per Piece Fees

Per piece fees listed in [8.1](#) are charged for each piece of returned BRM (in addition to postage in [8.6.1](#)). If a permit holder has not paid an annual account maintenance fee and established a BRM advance deposit account, then the basic (higher) BRM per piece fee must be paid. If a permit holder has paid the annual account maintenance fee and has established a BRM advance deposit account, then the high-volume (lower) BRM per piece fee is paid. For QBRM, see [8.10](#).

8.6.3 Advance Deposit Account and Annual Account Maintenance Fee

A permit holder may choose to pay an annual account maintenance fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece fee. The account maintenance fee must be paid once each 12-month period at each post office where a permit holder holds an advance

507.8.6.4

deposit account. Payment of the account maintenance 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 account maintenance 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 account maintenance fee is paid.
- c. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account maintenance 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 fees 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 fee 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 account maintenance 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) account maintenance fees must be paid.

8.6.4 Renewal of Annual Account Maintenance Fee

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 account maintenance fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece fee and are charged the basic BRM per piece fee in [8.1.1](#).

8.6.5 Combined Pieces as a Single Item

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 [201.1.0](#). The permit holder is charged postage based on the total weight of the combined piece plus one per piece fee. If the combined pieces become separated, then the permit holder must pay postage and a per piece fee for each individual piece. Combined pieces are not eligible for QBRM postage rates or per piece fees.

8.6.6 With Postage Affixed

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 fees owed. The permit holder may request a refund or credit for postage affixed to BRM under [604.9.2.10](#).

8.6.7 Payment Options

Permit holders may pay for postage and per piece fees on returned pieces by cash or check upon delivery, through a regular postage due account ([604.6.3](#)), or through a BRM advance deposit account. A regular postage due account does not qualify the permit holder for high-volume BRM per piece fees, and no annual account maintenance fee is charged to maintain the account.

8.7 Mailpiece Characteristics

8.7.1 Paper Weight

BRM paper envelopes must have a minimum basis weight of 20 pounds (500 17- by 22-inch sheets). Other pieces (cards and self-mailers) must meet the basis weight requirements in [201.3.0](#).

8.7.2 Nonpaper Envelopes

USPS Engineering must approve nonpaper envelopes for mailability. See [201.3.0](#).

8.7.3 Envelope Reflectance

Envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units.

8.7.4 Sealing and Edges

All BRM pieces must have straight (90 degree) edges. BRM pieces are not mailable if they are sealed with wax, clasps, string, staples, or buttons.

8.7.5 Window Envelopes

The following standards apply to BRM prepared in an open-panel or a covered window envelope:

- a. Open panel window envelopes:
 - 1. The mailpiece must meet the applicable standards in [233.5.4, Address Standards for Barcoded Pieces](#), for letters or [333.5.4, Address Standards for Barcoded Pieces](#), for flats for address/window clearance, or [202.5.0, Barcode Placement](#), for letters or [302.4.0, Barcode Placement](#), for flats for barcode/window clearance for envelopes with an address window.
 - 2. The “No Postage Necessary” imprint, the business reply legend, horizontal bars, and the facing identification mark (FIM) (see [708.9.0](#)) must be printed directly on the envelope. Other required and optional elements in [8.8](#) may be printed on the insert appearing through the address window.
 - 3. The address showing through the window must be that of the permit holder or an authorized representative.
- b. Covered window envelopes:
 - 1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed either directly on the envelope or on the insert appearing through the covered window. The minimum size of the information appearing in the covered window is 2 inches high and

507.8.7.6

4-1/4 inches long. The FIM must be printed on the envelope as specified in [708.9.0](#). A clear space of at least 1/8 inch is required between any BRM format requirement and the top, bottom, and side edges of the window, and must remain when the insert is moved to its full limits in each direction within the envelope.

2. 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 [708.4.4](#). The edges of the window cover must be securely glued to the envelope.
3. The address on the insert showing through the window must be that of the permit holder or an authorized representative.

8.7.6 Self-Mailers and Reusable Mailpieces

In addition to the standards in [8.7](#) and [8.8](#), self-mailers and reusable mailpieces must meet the standards in [201.3.13](#) and [601.6.4](#). Permit holders must provide instructions to the user for re-folding and sealing (see [601.4.0](#)) so that upon return the piece meets sealing and folding requirements in [201.3.0](#).

8.7.7 Cards

Cards must meet the standards in [201.1.2](#).

8.7.8 Labels

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 [8.8](#) 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 [8.7.9](#) for labels for letter-size pieces.

8.7.9 Labels for Letter-Size Pieces

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. *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 8.7.9](#)). 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 [202.2.1](#)).
- d. Pieces with business reply labels cannot qualify for QBRM rates.

Exhibit 8.7.9 Instructions for Affixing Business Reply Label

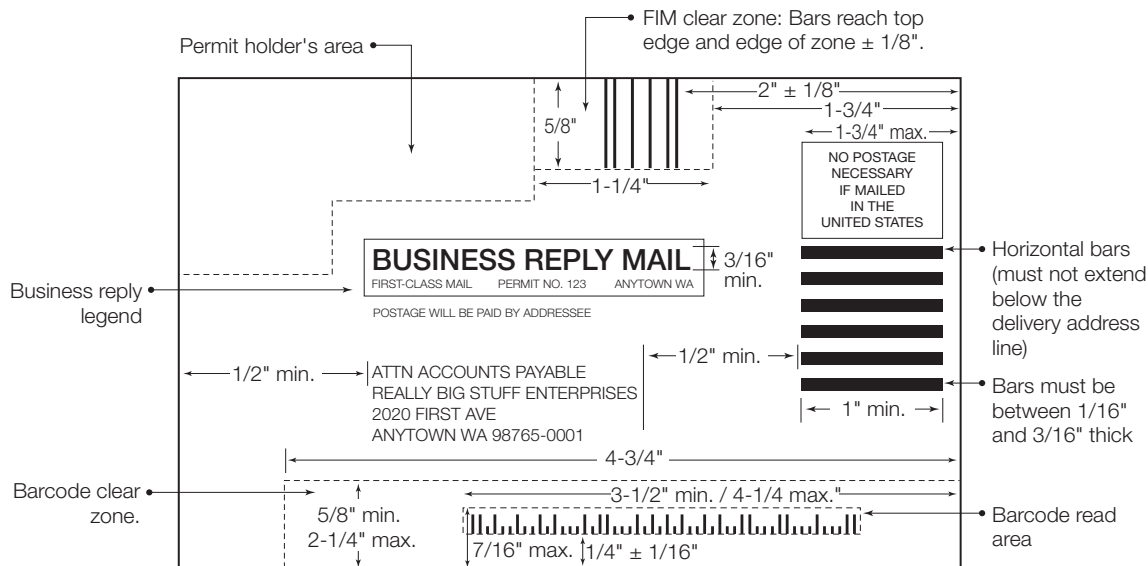
How to use your business reply label:
 Affix label to upper right corner of envelope. Be sure the label is at the edge of the right corner. Do not use tape. Do not write on the envelope or use an envelope with printing other than a return address.



8.8 Format Elements

8.8.1 General

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 [8.10](#) and [8.12](#), respectively. BRM format elements are shown in [Exhibit 8.8.1](#).

Exhibit 8.8.1 Business Reply Mail Format**8.8.2 Printing and Print Reflectance**

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 [708.4.4](#).

8.8.3 "No Postage Necessary" Imprint

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.

8.8.4 Business Reply Legend

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.

8.8.5 Permit Number and Postage Endorsement

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.

8.8.6 Delivery Address

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 8.9) 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 202.2.1).
- 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.

8.8.7 Horizontal Bars

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.

8.8.8 Facing Identification Mark (FIM)

A FIM must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail (see 8.7.9). 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 708.9.0.

8.8.9 Company Logo

A company logo is permitted:

- a. On nonbarcoded BRM, if it is placed outside the OCR read area (see 202.2.1).
- 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.

8.9 Additional Standards for Letter-Size Barcoded BRM

In addition to the format standards in 8.8, 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 708.4.0, the envelope basis weight standards in 8.7.1, all other mailpiece design standards in 201.3.0 (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.

507.8.10

- 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 [202.5.6](#).
 2. Within the barcode clear zone in the lower right corner of the piece if printed directly on the piece.

8.10 Additional Standards for Qualified Business Reply Mail (QBRM)

8.10.1 Description

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 fees. QBRM postage and per piece fees must be deducted from a BRM advance deposit account.

8.10.2 Eligibility

To qualify for QBRM, pieces must meet the eligibility requirements in [8.3](#).

8.10.3 Authorization

BRM permit holders must apply for authorization to participate in QBRM under [8.3](#).

8.10.4 Postage

Each piece of returned QBRM is charged the automation postage rate for QBRM pieces in [8.2](#). 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 [8.6.1, Postage](#).

8.10.5 Per Piece Fees

Per piece fees listed in [8.1.3](#) are charged for each piece of returned QBRM (in addition to postage in [8.10.4](#)). Pieces that do not meet the format requirements for QBRM cannot qualify for QBRM per piece fees and are charged the high-volume BRM per piece fees in [8.1.2](#).

8.10.6 Annual Account Maintenance Fee and Advance Deposit Account

Permit holders are required to pay QBRM postage and per piece fees through a BRM advance deposit account, which requires payment of an annual account maintenance fee (see [8.6.3](#)).

8.10.7 Quarterly Fee for High-Volume QBRM

Mailers may choose to pay a quarterly fee in addition to the annual account maintenance fee. Payment of the quarterly fee entitles mailers to a lower per piece fee (the high-volume QBRM per piece fee listed in [8.1.4](#)). The quarterly fee and annual account maintenance fee must be paid at each post office where mail is returned and for each separate billing desired. Mailers are eligible for the high-volume QBRM rates and per piece fees only for the time they pay the quarterly fee (i.e., mailers can opt out of the quarterly fee and related high-volume QBRM per piece fees simply by not paying the fee for the next quarter). The quarterly fee cannot be paid or renewed retroactively to receive a lower per piece fee on pieces already paid for and delivered. The quarterly fee can be paid for any three consecutive calendar months.

8.10.8 Payment Period for Quarterly Fee

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 fee 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.

8.11 BRM Distributed and Received by Agents of a Permit Holder

8.11.1 Description

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 fees on those returned pieces. Agents may use any type of BRM service.

8.11.2 Permit

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.

8.11.3 Annual Permit Fee

The annual permit fee must be paid by the permit holder (8.6.3). 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.

8.11.4 Postage, Per Piece Fees, and Annual Account Maintenance Fees

Agents receiving BRM or QBRM pay the postage, per piece fees, and annual account maintenance fees listed in 8.1 for the type of service received. The agent may choose to pay an annual account maintenance fee and establish a BRM advance deposit account. The agent receiving BRM is responsible for paying all postage and per piece fees.

8.11.5 Payment Guarantee

The permit holder is ultimately responsible for postage and per piece fees for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece fees 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 fees. 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 (8.5.6).

507.8.11.6

8.11.6 Format

BRM distributed by agents must meet all required format standards in [8.7](#) and [8.8](#). 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.

8.12 Bulk Weight Averaged Nonletter-size BRM**8.12.1 Description**

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.

8.12.2 Eligibility

BRM pieces rated by the weight averaging method must:

- a. Meet the basic standards for BRM in [8.0](#).
- b. Not be letter-size ([201.1.0](#)) or card-size ([201.1.2](#)).
- c. Not exceed 5 pounds.

8.12.3 Postage, Per Piece Fees, and Other Fees

Returned pieces of bulk weight averaged nonletter-size BRM are charged postage and per piece fees according to [8.1.5](#). Permit holders participating in bulk weight averaged nonletter-size BRM must pay an annual account maintenance fee (see [8.6.3](#)) and a monthly maintenance fee ([8.3](#)).

8.12.4 Application Procedures

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, Customer Service Support, USPS Headquarters (see [608.8.0](#) 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 [8.12.4c](#), a 24-hour estimate and a 30-day estimate of postage and per piece fees using the postage and charges listed in [8.1.5, Bulk Weight Averaged Nonletter-Size BRM](#).
- e. A statement indicating whether the piece volume has seasonal variation and, if applicable, estimates of monthly volumes for a 12-month period.

8.12.5 Authorization

The permit holder's request will be reviewed and approved by the manager, Customer Service Support, 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.

8.12.6 Denial of Authorization

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, Customer Service Support, USPS Headquarters, who issues a final written decision to the permit holder.

8.12.7 Revoking Authorization

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 [8.0](#).
- 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.

8.12.8 Notice and Appeal

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, Customer Service Support, 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.

507.9.1

9.0 Permit Reply Mail

9.1 General Information

9.1.1 Description

Permit reply mail (PRM) enables a permit imprint permit holder to receive First-Class Mail and Priority Mail back from customers by prepaying postage for reply pieces at the time of mailing. Mailers must distribute PRM pieces as part of a discount First-Class Mail mailing and not through any other means.

9.1.2 Services

No extra services (certified, insured, registered, and so forth) are permitted with PRM.

9.1.3 Address

The delivery address on a PRM mailpiece may not be altered to redirect it to any address other than the one preprinted on the piece.

9.1.4 Permit Holder Intentions

PRM may not be used for any purpose other than the purpose intended by the permit holder, even when postage is affixed.

9.2 Authorization and Revocation

9.2.1 Authorization

PRM customers must apply for authorization through the district manager of Business Mail Entry at the office where the permit imprint account is held.

9.2.2 Samples

Permit holders must submit preproduction samples of PRM pieces to the Postal Service for approval prior to distribution.

9.2.3 Error Notification

If the Postal Service discovers a PRM format error, the permit holder or authorized agent will receive a written notification of the error. The permit holder must correct the error and ensure that all future PRM pieces meet appropriate specifications. The Postal Service may revoke a PRM authorization if a mailer repeatedly distributes PRM with format errors (see [9.2.4](#)).

9.2.4 Revocation of Authorization

The Postal Service may revoke a PRM authorization because of format errors or misuse. If the authorization is revoked due to format errors, the format errors must be corrected before reauthorization.

9.3 Format Elements

9.3.1 General

All pieces of PRM must include the format elements shown in [Exhibit 9.3.1](#).

Exhibit 9.3.1 Permit Reply Mail Format Elements



9.3.2 Printing and Print Reflectance

All legible forms of printing are permitted. Mailers may not use handwriting, typewriting, or handstamping to prepare PRM.

9.3.3 No Postage Necessary Imprint

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.

9.3.4 Permit Reply Mail Legend

The legend, "PERMIT REPLY MAIL," must appear on all pieces. The legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the permit reply mail legend may be surrounded by a rule or border.

9.3.5 Permit Number and Postage Endorsement

Directly below the permit reply mail legend, the words, "FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]" (representing the permit holder's number and the post office that issued the permit) must appear in capital letters. The permit holder may replace the permit number and the post office with a company permit as described in 9.5. Directly below that, the endorsement, "POSTAGE HAS BEEN PREPAID 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.

9.3.6 Delivery Address

The complete address (including the permit holder's name, delivery address, city, state, ZIP+4 code, and corresponding delivery point barcode) must be printed directly on the piece.

507.9.3.7

9.3.7 Facing Identification Mark

A facing identification mark (FIM) C must be printed on all letter-size PRM. The FIM C must meet the physical standards in [708.9.0](#).

9.3.8 Company Logo

A company logo is permitted as follows:

- a. On letter-size PRM, if the logo is placed no lower than 5/8 inch from the bottom edge of the piece.
- b. On any piece, if the logo does not interfere with any required format element.

9.4 Permit Imprint Account

Mailers may distribute PRM as part of the contents of an outgoing mailing only by using a valid permit imprint account. The standards for using permit imprints are located in [604.5.0](#).

9.5 Company Permit Reply Mail Imprint**9.5.1 Definition**

A company permit reply mail imprint is one in which the exact name of the company holding the permit is shown in the permit reply mail indicia in place of the city, state, and permit number.

9.5.2 Use

A customer may use a company permit reply mail imprint if, for 1 year from the date of mailing, the permit holder or its agent keeps records of each mailing paid with a company permit reply mail imprint and makes them available for USPS review on request. These records must include the weight of a single piece; the total number of pieces mailed; the total postage; and the dates and post offices of mailing. A complete sample mailpiece must be included for each mailing.

9.5.3 Format

To create a company permit reply mail imprint, replace the words "PERMIT No. [NO., CITY, STATE]" (representing the permit holder's number and the post office that issued the permit), with "PERMIT PAID BY [COMPANY NAME]" (representing the name of the company in the delivery address of the mailpiece) in capital letters.

10.0 Merchandise Return Service**10.1 Rates and Fees****10.1.1 Permit Fee**

Annual permit fee: \$175.00. An annual permit fee must be paid once each 12-month period at each post office where an Merchandise Return Service (MRS) permit is held. Payment of the annual 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.

10.1.2 Advance Deposit Account and Account Maintenance Fee

Annual account maintenance fee (for advance deposit account): \$550.00.

The permit holder must pay postage and extra service fees through an advance deposit account and must pay an annual account maintenance fee (see 10.1). The account maintenance fee is charged once each 12-month period on the anniversary date of the initial account maintenance 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 account maintenance 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 account maintenance fee paid.
- b. The permit holder must pay an annual account maintenance fee for each separate statement (accounting) requested. If only one annual account fee is paid, then the permit holder receives only one statement.

10.1.3 Postage

Merchandise return service parcels are charged single-piece rate postage and extra 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.

10.2 Basic Standards

10.2.1 Description

Merchandise return service allows an authorized permit holder to pay the postage and extra 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.

10.2.2 Availability

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.

10.2.3 Payment Guarantee

The permit holder guarantees payment of the proper postage and extra service fees (except for insurance and certificate of mailing purchased by the sender) on all parcels returned via a special label produced by the permit holder.

10.2.4 Where Service Established

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.

10.2.5 Official Mail

Any authorized user of official (penalty) mail may use merchandise return service subject to the standards in 703.7.0, which supersede conflicting standards below.

10.2.6 Application Process

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 USPS (503.9.0). 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.

10.2.7 Procedure

An approved merchandise return permit on Form 3615 must be on file at every post office to which parcels are returned.

10.2.8 Multiple Accounts

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 account maintenance fees must be paid at each post office.

10.2.9 Renewal

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.

10.2.10 Nonrenewed Permit

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.

10.2.11 Permit Cancellation

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.

10.2.12 Reapplying After Cancellation

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.

10.2.13 Using Other Post Offices

The 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.

10.3 Additional Standards for Permit Holder

10.3.1 Insurance

The permit holder may obtain insured mail service with MRS. Only Package Services matter (matter not required to be mailed at First-Class Mail rates under [133.3.0](#), [Content Standards](#)) 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 ([609](#)).

10.3.2 Registered Mail

The permit holder may obtain Registered Mail service with MRS. The following standards apply:

- a. 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 extra service.
- b. 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.

10.3.3 Delivery Confirmation

The permit holder may obtain Delivery Confirmation service with MRS. 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 [503.9.0](#) as shown in [Exhibit 10.5.13d](#). Delivery Confirmation may be combined with insurance and special handling, or both. Delivery Confirmation is always charged at the retail rate ([503.9.1](#)).

10.3.4 Return Receipt for Merchandise

The permit holder may obtain return receipt for merchandise ([503.6.0](#)) with MRS.

10.3.5 Special Handling

The permit holder may obtain special handling service with MRS.

507.10.3.6

10.3.6 Pickup on Demand Service

The permit holder may obtain Pickup on Demand service with MRS. Pickup on Demand service may be combined with Certified Mail (Priority Mail only), Delivery Confirmation, and special handling.

10.3.7 Mailing Acknowledgment

The permit holder may prepare a detachable mailing acknowledgment form, subject to these conditions:

- a. The acknowledgment must not bear adhesive but must be attached to the label and perforated or designed for easy separation at the time of mailing.
- b. The acknowledgment establishes no USPS liability for the parcel if damaged, lost, or stolen.
- c. 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.
- d. 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.
- e. 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.

10.4 Additional Standards for Permit Holder's Customer**10.4.1 Customer Options**

If the permit holder has not indicated the extra services listed in [10.3.1](#) through [10.3.6](#) a customer may request the extra services listed in [10.3.1](#) through [10.3.6](#) at their own expense.

10.4.2 Insurance

If insurance is paid by the customer, then only the customer may file a claim ([609](#)).

10.4.3 Certificate of Mailing

A customer mailing merchandise return service articles may also 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.

10.5 Preparation**10.5.1 Distribution of Labels**

Merchandise return service labels may be distributed to customers as an enclosure with merchandise, as a separate item, as part of a double postcard subject to [201.1.2.8](#) and the approval of the PCSC, 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 [10.6](#), including the requirement to furnish instructions.

10.5.2 Labels

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 [10.6](#).

10.5.3 Mailer Markings and Endorsements

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.

10.5.4 Label Preparation

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 [10.5.6](#). 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.

10.5.5 Labeling Methods

If all applicable content and format standards are met (including the written instructions required by [10.5.6](#)), 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.

10.5.6 Instructions

Written instructions must be provided with the label that, at a minimum, direct the customer:

507.10.5.7

- 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.

10.5.7 Insured Markings

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the insured label or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the insured label on the article directly above the merchandise return label.

10.5.8 Registered Mail Endorsement

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.

10.5.9 Placement of Registered Mail Label

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.

10.5.10 Placement of Return Receipt for Merchandise Label

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.

10.5.11 Special Handling Endorsement

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.

10.5.12 Special Handling Label

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

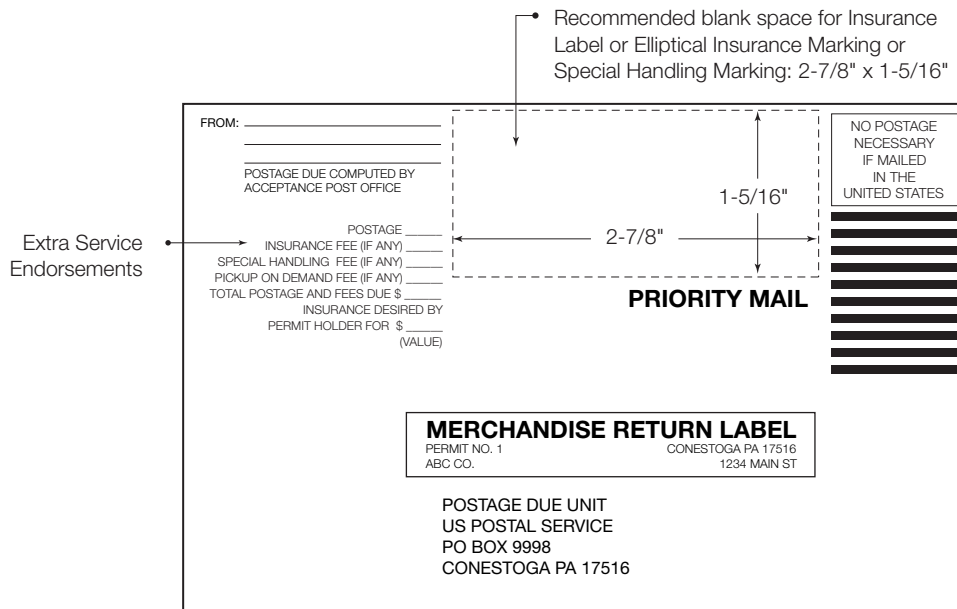
“Special Handling” marking, or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the “Special Handling” marking on the article directly above the merchandise return label.

10.5.13 Format Elements

Format standards required for the merchandise return label are shown in [Exhibit 10.5.13a](#) through [Exhibit 10.5.13d](#), 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.

Exhibit 10.5.13a Merchandise Return Label With No Extra Services or With Insurance, Special Handling, or Pickup on Demand Service (*see 10.5.13d)

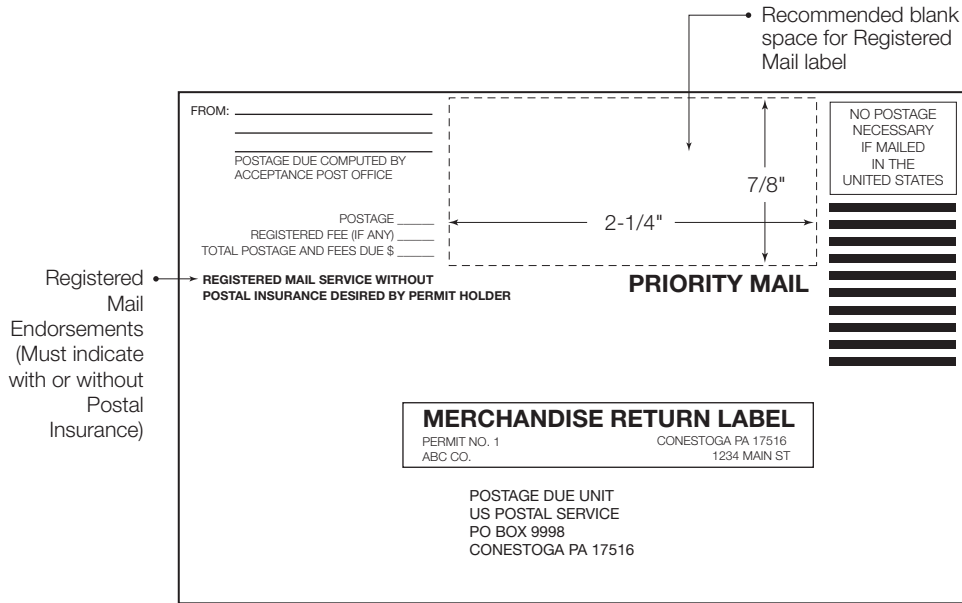


- b. “Merchandise Return Label” Rectangle. The “Merchandise Return Label” rectangle must be placed above the return delivery address and must enclose these lines:
 1. Line1: The words “MERCHANDISE RETURN LABEL” (the “Merchandise Return Label” legend) must be shown in capital letters at least 3/16 inch 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.

507.10.5.13

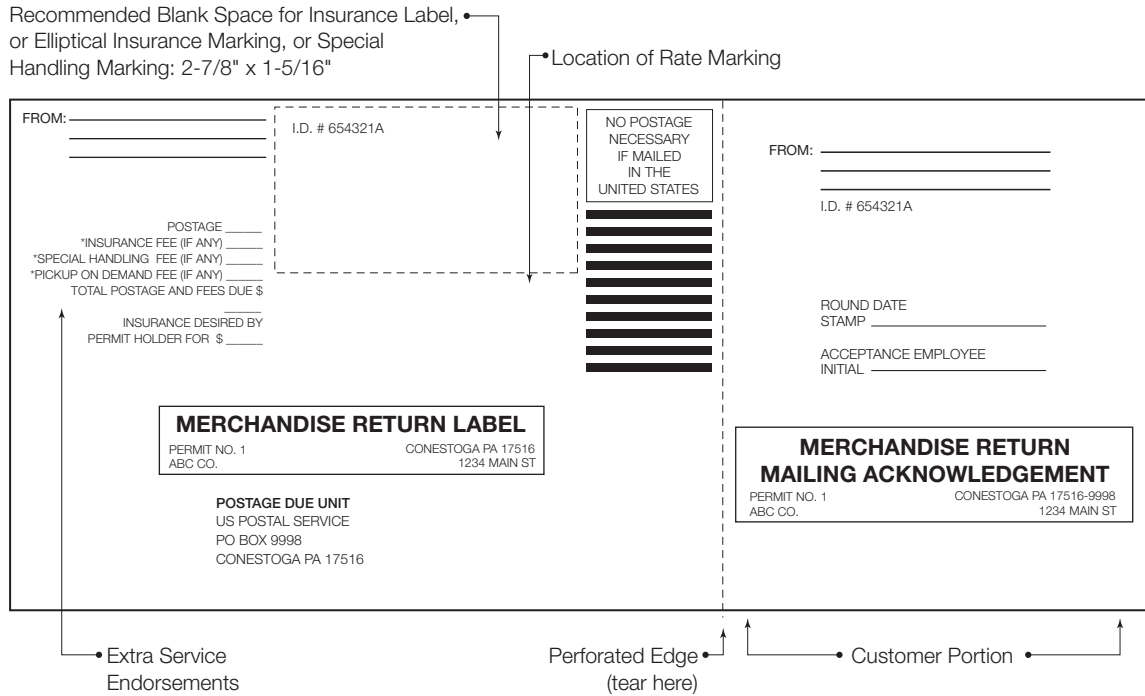
3. Line 3: The name and delivery address (street or post office box number) of the permit holder at that post office must be placed directly below the permit number line. Alternatively, a permit holder may use a name other than the permit holder’s own name on this line if a written notification of the change is provided to the issuing post office. A separate permit or fee is not required for using this alternative name.

Exhibit 10.5.13b Merchandise Return Label With Registered Mail Service



- c. Rate Marking. If a rate marking 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.

Exhibit 10.5.13c Merchandise Return Label With Mailing Acknowledgment
 (*see 10.5.13d)



- d. Extra Services Except Registry. If no extra service is requested, or if extra 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 extra service is requested, "POSTAGE DUE COMPUTED BY DELIVERY UNIT" must appear; if any available extra service other than registry is requested, "POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE" must appear.

507.10.5.13

2. As marked with an asterisk below, insurance, special handling, Delivery Confirmation, return receipt for merchandise, and Pickup on Demand 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 ON DEMAND SERVICE FEE (IF ANY) _____

TOTAL POSTAGE AND FEES DUE \$ _____

INSURANCE DESIRED BY _____

PERMIT HOLDER FOR \$ _____

(VALUE)

Exhibit 10.5.13d Merchandise Return Label With Delivery Confirmation Service

<p>FROM: _____</p> <p>_____</p> <p>POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE</p> <p style="text-align: right;">POSTAGE _____</p> <p style="text-align: right;">DELIVERY CONFIRMATION FEE _____</p> <p style="text-align: right;">TOTAL POSTAGE AND FEES DUE \$ _____</p>	<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <p>NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES</p> </div>
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>USPS DELIVERY CONFIRM</p> <p>8202 6837 3310 0000 0012</p> </div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"> <p>MERCHANDISE RETURN LABEL</p> <p>PERMIT NO. 1 ABC CO.</p> <p style="text-align: right;">CONESTOGA PA 17516 1234 MAIN ST.</p> </div> <p>POSTAGE DUE UNIT US POSTAL SERVICE PO BOX 9998 CONESTOGA PA 17516</p>

• Delivery Confirmation barcode

- 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 [402.4.0](#).

10.5.14 Certificate of Mailing

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.

10.6 Enter and Deposit

10.6.1 Customer Mailing Options

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 with extra services must be mailed

507.10.7

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.

10.7 Priority Mail Reshipment

10.7.1 Description

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.

10.7.2 Restrictions

Reshipment is not available for articles with any extra service. The customer must arrange to have mail with extra services redirected to an address shown in block 17 of Form 1093.

10.7.3 Sack Tag

If sacks are used as mail containers for Priority Mail reshipment, the permit holder must provide a tag containing 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 10.6 for each affected postal facility.

11.0 Bulk Parcel Return Service

11.1 Bulk Parcel Return Service (BPRS) Fees

11.1.1 Permit Fee

Annual permit fee: \$175.00.

11.1.2 Account Maintenance Fee

Annual account maintenance fee: \$550.00.

11.1.3 Per Piece Charge

For each piece returned, regardless of weight: \$2.10.

11.2 Charges and Fees

11.2.1 Permit Fee

An annual permit fee must be paid once each 12-month period at each post office where a BPRS permit is held. Payment of the annual 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.

11.2.2 Per Piece Fee

Each piece returned through BPRS is charged only the per piece fee in 11.1. Postage is not charged for pieces returned through BPRS.

11.2.3 Advance Deposit Account and Annual Account Maintenance Fee

The permit holder must pay BPRS fees through an advance deposit account and must pay an annual account maintenance fee (see 11.1). 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 account maintenance fee is charged once each 12-month period on the anniversary date of the initial account maintenance 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.

11.2.4 Existing Advance Deposit Account

A separate advance deposit account for BPRS is not required; the annual account maintenance fee is charged if BPRS fees are paid from an existing account.

11.2.5 Payment Guarantee

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.

11.3 General Information

11.3.1 Description

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 USPS or having them delivered by the USPS in a manner and frequency specified by the USPS. 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.

11.3.2 Availability

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 401.1.0.
- 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 USPS to return them.
- d. Parcels bear one of the following BPRS endorsements (2.0, *Forwarding*):

“Return Service Requested — BPRS”
 “Address Service Requested — BPRS”

507.11.3.3

- 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 (3.2.9).
- 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.

11.3.3 Optional Label

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 11.5 and 11.6 and specifications in 402.4.0, *General Barcode Placement for Parcels*, 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.

11.3.4 Extra Services

Extra services cannot be added to pieces returned via bulk parcel return service.

11.4 Permits**11.4.1 Application Procedures**

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 11.5 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.

11.4.2 Authorization

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.

11.4.3 Postage Due Service Agreement

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.

11.4.4 Permit Renewal

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.

11.4.5 Permit Cancellation

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 11.5 and 11.6.

11.4.6 Reapplying After Cancellation

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.

507.11.5

11.5 Label Requirements

11.5.1 Production Methods

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.

11.5.2 Label Instructions

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.

11.5.3 Distribution

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 11.5.2 and 11.6 must be met. An electronic file must include instructions that explain how to affix the label securely to the parcel as required in 11.5.2.

11.6 Format

11.6.1 General

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 11.6.9](#).

11.6.2 Postage Guarantee

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.

11.6.3 Horizontal Bars

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.

11.6.4 Class Endorsement

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.

11.6.5 Bulk Parcel Return Service Legend

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.

11.6.6 Delivery Address

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.

11.6.7 Customer’s Return Address

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.

11.6.8 Optional Information

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.

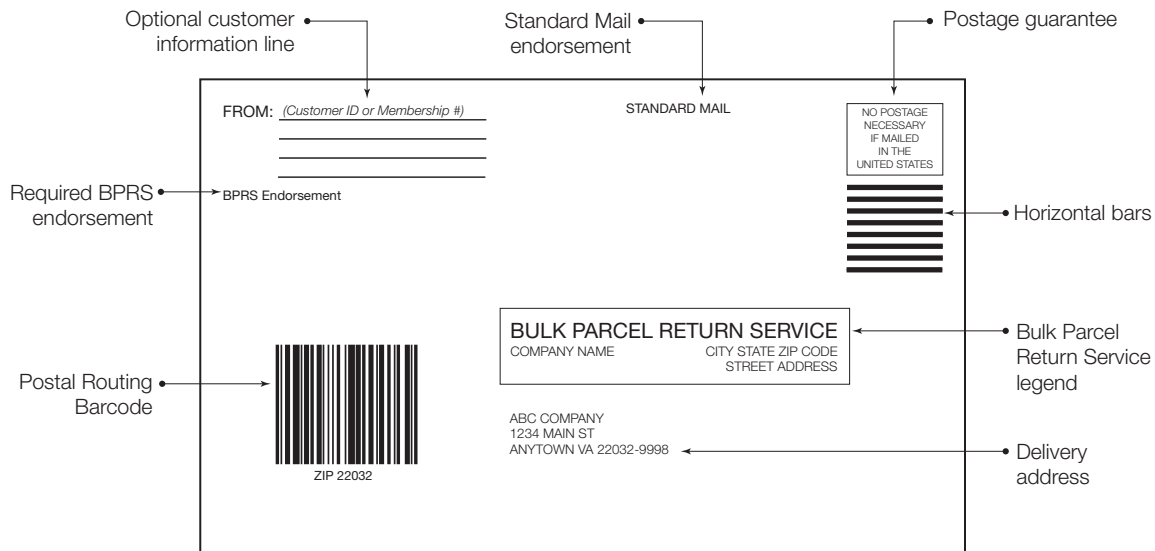
11.6.9 Postal Routing Barcode

507.12.1

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 [402.4.0, General Barcode Placement for Parcels](#), for machinable parcels. In addition to the barcode requirements in [402.4.0](#), 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 [402.4.0](#) may be omitted.

Exhibit 11.6.9 Bulk Parcel Return Service Label



12.0 Parcel Return Service

12.1 Basic Information

12.1.1 Description

The Parcel Return Service (PRS) standards in [12.0](#) apply to parcels that are retrieved in bulk by authorized permit holders or their agents. The permit holder guarantees payment of postage and retrieval of all PRS parcels mailed with a PRS

label. When a merchant or other party provides an approved PRS label to its customers or others, the merchant or other party designates the permit holder identified on the label as their agent for receipt of mail bearing that label, and authorizes the USPS to provide that mail to the permit holder or its designee. The permit holder has the option of retrieving parcels at a designated return delivery unit (a postal facility designated as a pickup location for PRS parcels, also known for PRS purposes as an “RDU”) or at the return bulk mail center (also known for PRS purposes as an “RBMC”) that serves the post office where returned parcels are deposited by customers. Payment for parcels returned under PRS is deducted from a separate advance deposit (postage-due) account funded through the Centralized Account Processing System (CAPS).

12.1.2 Conditions for Mailing

Parcels may be mailed as PRS when all of the following conditions apply:

- a. Parcels contain eligible matter as described in [153.3.0](#) and [153.4.0](#).
- b. Parcels bear a PRS label that meets the standards in [12.4](#).
- c. Parcels show the permit number, and the permit holder has paid the annual PRS permit fee and the annual PRS account maintenance fee.

12.1.3 Services

Pieces using PRS may not bear an ancillary service endorsement (see [102.4.0](#) and [507.1.5](#)). Only a Certificate of Mailing, when the fee is paid by the mailer returning the parcel, is available as an extra service.

12.1.4 Customer Mailing Options

Returned parcels may be deposited as follows:

- a. At any post office, station, or branch.
- b. In any collection box (except an Express Mail box).
- c. With any letter carrier.
- d. As part of a collection run for other mail (special arrangements may be required).
- e. At any place designated by the postmaster for the receipt of mail.

12.1.5 Application

Companies who wish to participate in PRS must send a request on company letterhead to the manager, Business Mailer Support (see [608.8.0](#) for address). The request must contain the following information:

- a. Company name and address.
- b. An individual's contact name, telephone number, fax number, and e-mail address.
- c. The rate category or categories to be used, and the proposed retrieval locations (delivery units and bulk mail centers).
- d. A description of the electronic returns manifesting system to be used to document returns listed by location and rate eligibility.

507.12.1.6

12.1.6 Approval

The manager, Business Mailer Support reviews each request and proceeds as follows:

- a. If the applicant meets the criteria, the manager, Business Mailer Support approves the letter of request. The USPS will require the customer to enter into a service agreement, may require additional documentation, and may conduct periodic review and inspection of each participant's PRS processing and accounting operations.
- b. If the application does not meet the criteria, the manager, Business Mailer Support denies the request and sends a written notice to the applicant with the reason for denial.

12.1.7 Cancellation

USPS may cancel a PRS permit for any of the following reasons:

- a. The permit holder fails to pay the required postage and fees for returned parcels.
- b. The permit holder does not maintain adequate available funds to cover postage and fees for returned parcels.
- c. The permit holder does not fulfill the terms and conditions of the PRS permit authorization.
- d. The return labels do not conform to the specifications in [12.4](#).

12.1.8 Reapplying After Cancellation

To receive a new PRS permit after cancellation under [12.1.7](#) the mailer must:

- a. Submit a letter to the manager, Business Mailer Support requesting a permit and a new agreement.
- b. Pay a new permit fee.
- c. Provide evidence showing that the reasons for cancellation no longer exist.
- d. Maintain adequate available funds to cover the expected number of returns.

12.1.9 Pickup Schedule

Permit holders or their agents must set up a recurring or standing appointment to retrieve PRS parcels. If the permit holder (or their agent) already has existing appointments to deliver Parcel Select parcels to a destination bulk mail center or to a destination delivery unit, those same appointments can be used for retrieving PRS parcels. Permit holders or their agents must retrieve parcels on a regular schedule as follows:

- a. From RBMCs, at a minimum of every 48 hours, excluding Sundays and USPS holidays.
- b. From RDUs, according to the service agreement.

12.1.10 Parcels Endorsed Hold for Pickup

PRS participants must pay the appropriate Parcel Return Service RDU rate under [12.3](#) for any unclaimed, refused, undeliverable as addressed, or recalled parcels that are endorsed “Hold For Pickup” (under [455.4.6](#) and [508.1.3](#)) and that bear the marking “PARCEL RETURN SERVICE REQUESTED” or “PRS REQUESTED” followed by a unique 569 prefix ZIP Code.

12.2 Postage and Fees

12.2.1 Postage

There are two PRS rate categories:

- a. Parcel Return Service — RDU. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated delivery unit.
- b. Parcel Return Service — RBMC. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated BMC.

12.2.2 Permit Fee

The participant must pay a \$175.00 permit fee annually at the post office where the PRS permit is held.

12.2.3 Advance Deposit Account and Annual Account Maintenance Fee

The participant must pay postage through an advance deposit account and must pay an annual account maintenance fee of \$550.00.

12.3 Rates

12.3.1 Parcel Return Service—Return Delivery Unit

Regardless of weight (up to the maximum weight of 70 pounds), any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

LENGTH PLUS GIRTH	RATE
Not over 108 inches	\$2.20
Oversized (Over 108 inches up to 130 inches)	8.08

12.3.2 Parcel Return Service—Return BMC Machinable

Parcels that weigh less than 20 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 20-pound parcel (balloon rate). See [Exhibit 12.3.2, Parcel Return Service—Return BMC Machinable](#).

Exhibit 12.3.2 Parcel Return Service—Return BMC Machinable

Weight Not Over (pounds) ¹	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
1	\$2.22	\$2.25	\$2.33	\$2.51
2	2.89	2.93	3.02	3.27
3	3.51	3.55	3.66	4.01
4	3.92	4.13	4.24	4.68
5	4.29	4.62	4.76	5.31
6	4.64	5.08	5.22	5.87
7	4.93	5.49	5.65	6.41
8	5.50	5.88	6.05	6.89
9	5.79	6.24	6.45	7.34
10	6.04	6.62	7.08	7.76
11	6.19	6.93	7.41	8.14
12	6.38	7.24	7.73	8.51
13	6.55	7.52	8.03	8.85
14	6.71	7.77	8.36	9.16
15	6.84	8.04	8.62	9.45
16	6.98	8.31	8.88	9.75
17	7.15	8.56	9.16	10.00
18	7.26	8.80	9.39	10.25
19	7.42	9.04	9.63	10.49
20	7.54	9.23	9.83	10.70
21	7.66	9.41	10.04	10.91
22	7.79	9.56	10.26	11.10
23	7.90	9.77	10.48	11.31
24	8.00	9.91	10.70	11.48
25	8.11	10.07	10.90	11.66
26	8.23	10.21	11.11	11.81
27	8.34	10.37	11.31	11.97
28	8.42	10.52	11.45	12.14
29	8.53	10.68	11.58	12.34
30	8.64	10.80	11.71	12.52
31	8.74	10.91	11.82	12.72
32	8.86	11.05	11.95	12.89
33	8.93	11.18	12.05	13.07
34	9.04	11.28	12.16	13.21
35	9.11	11.42	12.25	13.33

1. Parcels that measure in combined length and girth:
 More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).

12.3.3 Parcel Return Service—Return BMC Nonmachinable

Parcels that weigh less than 20 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 20-pound parcel (balloon rate). Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate. See [Exhibit 12.3.3, Parcel Return Service—Return BMC Nonmachinable](#).

Exhibit 12.3.3 Parcel Return Service—Return BMC Nonmachinable

Weight Not Over (pounds) ¹	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
1	\$5.09	\$5.12	\$5.20	\$5.38
2	5.76	5.80	5.89	6.14
3	6.38	6.42	6.53	6.88
4	6.79	7.00	7.11	7.55
5	7.16	7.49	7.63	8.18
6	7.51	7.95	8.09	8.74
7	7.80	8.36	8.52	9.28
8	8.37	8.75	8.92	9.76
9	8.66	9.11	9.32	10.21
10	8.91	9.49	9.95	10.63
11	9.06	9.80	10.28	11.01
12	9.25	10.11	10.60	11.38
13	9.42	10.39	10.90	11.72
14	9.58	10.64	11.23	12.03
15	9.71	10.91	11.49	12.32
16	9.85	11.18	11.75	12.62
17	10.02	11.43	12.03	12.87
18	10.13	11.67	12.26	13.12
19	10.29	11.91	12.50	13.36
20	10.41	12.10	12.70	13.57
21	10.53	12.28	12.91	13.78
22	10.66	12.43	13.13	13.97
23	10.77	12.64	13.35	14.18
24	10.87	12.78	13.57	14.35
25	10.98	12.94	13.77	14.53
26	11.10	13.08	13.98	14.68
27	11.21	13.24	14.18	14.84
28	11.29	13.39	14.32	15.01
29	11.40	13.55	14.45	15.21
30	11.51	13.67	14.58	15.39
31	11.61	13.78	14.69	15.59
32	11.73	13.92	14.82	15.76
33	11.80	14.05	14.92	15.94
34	11.91	14.15	15.03	16.08
35	11.98	14.29	15.12	16.20
36	12.10	14.43	15.25	16.35
37	12.19	14.52	15.33	16.42
38	12.24	14.61	15.39	16.48
39	12.31	14.71	15.45	16.54
40	12.36	14.77	15.49	16.61
41	12.45	14.88	15.54	16.67
42	12.48	14.95	15.60	16.72
43	12.53	15.03	15.66	16.75
44	12.60	15.10	15.71	16.79
45	12.64	15.16	15.89	16.84
46	12.72	15.25	15.93	16.87
47	12.78	15.30	15.96	16.91
48	12.82	15.39	15.99	16.95
49	12.89	15.46	16.02	16.98

507.12.4

Weight Not Over (pounds) ¹	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
50	\$12.90	\$15.52	\$16.05	\$17.02
51	12.99	15.57	16.08	17.07
52	13.03	15.67	16.12	17.10
53	13.05	15.71	16.13	17.14
54	13.11	15.73	16.17	17.17
55	13.15	15.76	16.20	17.21
56	13.20	15.78	16.23	17.25
57	13.26	15.78	16.23	17.29
58	13.31	15.81	16.25	17.33
59	13.35	15.82	16.27	17.37
60	13.41	15.83	16.27	17.40
61	13.45	15.84	16.30	17.44
62	13.49	15.85	16.36	17.47
63	13.54	15.85	16.42	17.52
64	13.59	15.85	16.45	17.56
65	13.62	15.89	16.50	17.59
66	13.68	15.89	16.56	17.63
67	13.73	15.90	16.63	17.67
68	13.73	15.90	16.66	17.70
69	13.80	15.90	16.72	17.75
70	13.84	15.90	16.77	17.79
Oversized	27.39	27.78	28.62	29.89

1. Parcels that measure in combined length and girth:
 More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).

12.4 Label Formats

12.4.1 Label Preparation

PRS labels must be certified by the USPS for use prior to distribution as defined in the service agreement. In addition, permit holders must obtain USPS certification for barcode symbologies. Any photographic, mechanical, or electronic process or any combination of these processes may be used to produce PRS labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in [12.4.3](#).

12.4.2 Labeling Methods

If all applicable contents and formats are approved (including instructions to the user), permit holders or their agents may distribute a PRS label by any of the following methods:

- a. As an enclosure with merchandise when initially shipped as part of the original invoice accompanying the merchandise, or as a separate label preprinted by the permit holder. If the reverse side of the label bears an adhesive, it must be strong enough to bond the label securely to the mailpiece.

- b. As an electronic file created by the permit holder for local printing by the customer.

12.4.3 Instructions

Regardless of label distribution method, permit holders or their agents must always provide written instructions to the user of the PRS label that, at a minimum, direct the user to do the following:

- a. “If your name and address are not already printed in the return address area, please print them neatly in that area or attach a return address label there.”
- b. “Attach the label provided by the merchant squarely onto the largest side of the mailpiece, unless you need to use another side to make the parcel more stable. Place the label at least 1 inch from the edge of the parcel, so that it does not fold over to another side. If you are using tape to attach the new label, do not put tape over any barcodes on the label, even if the tape is clear.”
- c. “If you are reusing the original container to return the merchandise, use the label to cover your original delivery address, barcodes, and any other postal information on the container. If it is not possible to cover all that information with the label, remove the old labels, mark them out completely with a permanent marker, or cover them completely with blank labels or paper that cannot be seen through. If that cannot be done, or if the original container is no longer sound, please use a new box to return the merchandise and attach the return label to the new box.”
- d. “Once repackaged and labeled, mail the parcel at a post office, deposit it in a collection box, or leave it with your letter carrier.”

12.4.4 Label Format Elements

There is no minimum size for PRS labels; however, the label must be big enough to accommodate all of the label elements and standards in this section. All PRS label elements must be legible. Except where a specific type size is required, elements must be large enough to be legible from a normal reading distance and be separate from other elements on the label. See the PRS label format examples in [12.4.5a](#) and [12.4.5b](#). The following elements are required:

- a. *Postage guarantee.* The imprint “No Postage Necessary If Mailed in the United States” must appear in the upper right corner.
- b. *Horizontal bars.* A minimum of three horizontal bars must appear directly below the imprint in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced.
- c. *Parcel Return Service legend.* The legend must be placed directly above the address and must include:
 - 1. Line 1: In capital letters at least 3/16” high, “PARCEL SELECT RETURN SERVICE” (or “PARCEL SELECT RTN SVC”).
 - 2. Line 2: In all capital letters, the permit holder’s name, left justified, followed by “PERMIT NO.,” followed by the actual permit number.
- d. *Customer’s return address.* The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left corner. If it is not preprinted by the permit holder or merchant, space must be provided for the customer to enter the return address.

507.12.4.4

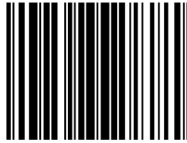


- e. *Address for Parcel Return Service labels.* The address must contain the unique PRS ZIP Code (569 prefix) assigned by the USPS to the particular customer or agent. The address must consist of two or three lines in all capital letters, as specified below. The ZIP Code must be printed in at least 12-point type on a line directly below the Parcel Return Service line.
 - 1. Line 1: PRS AGENT'S OR MERCHANT'S NAME.
 - 2. Line 2: "PARCEL RETURN SERVICE" (or "PARCEL RETURN SVC").
 - 3. Line 3: The unique PRS 569## ZIP Code assigned by the USPS in the service agreement. The unique ZIP Code alternatively may be located as part of the second line of the address.
- f. *Parcel Return Service barcode.* A PRS barcode must be printed directly on the label. The barcode may appear in any location on the label except the upper left, upper right, and lower right corners. The barcode must meet the standards for barcodes in Publication 91, *Confirmation Services Technical Guide*, with the following exceptions:
 - 1. The barcode must be produced using the UCC/EAN Code 128 barcode symbology.
 - 2. The service type code (STC) contained in the barcode on PRS labels must contain the value "58."
 - 3. Text above the barcode must read "USPS PARCEL RETURN SERVICE" (or "USPS PARCEL RTN SVC"). If the barcode is a single concatenated barcode with the postal routing code described in [12.4.4g](#), the text above the barcode must read "BMC ZIP - USPS PARCEL RETURN SERVICE" (or "BMC ZIP - USPS PARCEL RTN SVC"). In the text below the barcode, the leading application identifier ("420"), ZIP Code information, and subsequent numbers must be parsed as shown in [12.4.5b](#).
 - 4. The clear zone between the barcode, the human-readable text, and the horizontal bar above and below the barcode must be at least 1/16 inch.
- g. *Postal routing barcode.* If a single concatenated barcode is not used for the PRS barcode, a postal routing barcode also must be printed directly on the label. The barcode may appear in any location on the label, except the upper left, upper right, and lower right corners. Postal routing barcodes must meet the standards in [708.5.0](#), except that the text below the barcode must read "BMC ZIP -," followed by the unique PRS ZIP Code assigned by USPS in the service agreement.
- h. *Mailer identification (ID).* The permit holder assigns a mailer ID to each individual client (merchant). An individual mailer ID must appear in the lower right corner as follows:
 - 1. The mailer ID must consist of a single, uppercase alpha character followed by a two-, three-, or four-digit number, with no spaces or dashes. For example: X0123.
 - 2. The mailer ID must be at least 3/16 inch high and be surrounded by a box, with a clearance of at least 3/16 inch between the mailer ID characters and the edges of the box.

3. The mailer ID may be reverse-printed.
- i. *Additional information.* Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted on the PRS label if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in [708.5.0, Standards for Postal Routing Barcodes](#).

12.4.5 PRS Label Format Examples


The following are PRS label format examples. Note: The ZIP Code 56999 appears in each example for demonstration purposes only.

- a. Parcel Select Return Service label using a separate PRS barcode and postal routing barcode.

John Doe 1258 Return Ln Bethesda MD 20817	 BMC ZIP - 56999	<div style="border: 1px solid black; padding: 2px; text-align: center;"> NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES </div> 
<div style="border: 1px solid black; padding: 5px;"> PARCEL SELECT RETURN SERVICE ABC RETURNS INC PERMIT NO. 77999 </div>		
<div style="border-top: 2px solid black; border-bottom: 2px solid black; padding: 5px;"> USPS PARCEL RETURN SVC  9158 0268 3733 1000 0010 154 </div>	AGENT / CLIENT NAME PARCEL RETURN SERVICE 56999	<div style="background-color: black; color: white; padding: 10px; display: inline-block; font-weight: bold; font-size: 1.2em;">X01</div>

507.12.4.5

b. Parcel Select Return Service label using a concatenated barcode.

John Doe 1258 Return Ln Bethesda MD 20817	NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES
	
PARCEL SELECT RETURN SERVICE ABC RETURNS INC PERMIT NO. 77999	
BMC ZIP - USPS PARCEL RETURN SVC	AGENT / CLIENT NAME PARCEL RETURN SERVICE 56999
	X01
420 56999 9158 0268 3733 1000 0010 14	

508 Recipient Services

Overview

- 1.0 Recipient Options
- 2.0 Conditions of Delivery
- 3.0 Customer Mail Receptacles
- 4.0 Post Office Box Service
- 5.0 Caller Service
- 6.0 General Delivery
- 7.0 Firm Holdout
- 8.0 Pandering Advertisements
- 9.0 Sexually Oriented Advertisements

1.0 Recipient Options

1.1 Basic Recipient Concerns

1.1.1 Delivery to Addressee

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.

1.1.2 Refusal at Delivery

The addressee may refuse to accept a mailpiece when it is offered for delivery.

1.1.3 Refusal After Delivery

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.

1.1.4 Mail Withheld From Delivery

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.

1.1.5 Addressee Identification

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.

508.1.1.6

1.1.6 Remailing Returned Mail

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.

1.1.7 Express Mail and Accountable Mail

The following conditions also apply to the delivery of Express Mail and accountable mail (registered, certified, insured for more than \$200, 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 [1.1.7d](#) and [1.0](#)).
- 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 Form 3849. 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 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 Form 3849 but must not overlap into the Signature block or barcode sections.

1.2 Carrier Release for Uninsured Parcels

An uninsured parcel may not be 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 [402.2.0](#) and [402.3.0](#).

1.3 Parcel Select DDU Hold For Pickup Endorsement

Only parcels mailed under [455.4.6](#) and are eligible for the “Hold For Pickup” endorsement. Parcels endorsed Hold For Pickup must be picked up at designated post offices by the addressee within 10 calendar days. Contact the Hold For Pickup program manager at Hold_for_Pickup@usps.gov for a complete listing of designated post offices.

1.4 Jointly Addressed

For mail that is jointly addressed:

- a. Such as “Mr. and Mrs. John Doe,” or “John and Jim Doe,” neither party is entitled to control delivery of such mail over the objection of the other.
- b. To husbands or wives, neither party may control delivery of mail addressed to the other.

1.5 Delivery to Addressee’s Agent**1.5.1 Basic Standard**

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.

1.5.2 Minor

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.

1.5.3 Incompetent Person

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.

1.5.4 Deceased Person

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.

1.6 Delivery to Individual at Organization**1.6.1 To Address**

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,

508.1.6.2

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.

1.6.2 Not to Address

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.

1.7 Delivery at Hotels, Institutions, Schools, and Similar Places**1.7.1 Patient or Inmate**

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.

1.7.2 Hotel or School

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.

1.7.3 Prisoner

Mail addressed to a prisoner is subject to the mail security standards in the *Administrative Support Manual*.

1.7.4 Registered Mail Addressed to Hotel or Apartment House

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.

1.8 Conflicting Delivery Orders**1.8.1 Delivery to Third Party**

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.

1.8.2 Receiver in Dispute

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.

1.8.3 Court Order

Mail is delivered under a court order issued for mail claimed by different persons.

1.9 Commercial Mail Receiving Agencies**1.9.1 Procedures**

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 remails 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. 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. 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.
- 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.

1.9.2 Delivery to CMRA

Procedures for delivery to a CMRA are as follows:

508.1.9.2

- 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) 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. 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). 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. 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 USPS 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, preferably in the following 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.*
- f. As an alternate to the format presented in e., the following format may be used:
 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.*

508.1.9.3

3. Line 3: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*
- g. As an exception to the formats presented in e. and f., 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. 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 USPS may return mail without a proper address to the sender endorsed "Undeliverable as Addressed, Missing PMB or # Sign." The three-line format must be as follows:
 1. JOE DOE
10 MAIN ST STE 11 PMB 234
HERNDON VA 22071-2716
 2. JOE DOE
RR 12 BOX 512 PMB 234
HERNDON VA 22071-2716
- h. The CMRA must be in full compliance with 1.9.1 through 1.9.3 and other applicable postal requirements to receive delivery of mail from the post office.
- i. 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 1.9.1 through 1.9.3 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply.
- j. 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."

1.9.3 Addressee and CMRA Agreement

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 remail 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 remailed by the CMRA requires new postage. This remailing 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 remailed 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 remail period and return it to the post office, or redeposit mail in the mails without new postage. At the end

of the 6-month remail 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 USPS all addresses to which the CMRA remails mail.

- c. If mail is remailed by the CMRA to the address of a former customer during the 6-month remail period and returned by the USPS 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 remailed 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.

1.9.4 Office Business Center Acting as a CMRA

The procedures for an office business center (OBC) or part of its operation acting as a CMRA for postal purposes are as follows:

508.2.1

- 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 1.9.4b. Parties considered CMRA customers under this provision must comply with the standards set forth in 1.9.1 through 1.9.3. 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 1.9.2.

2.0 Conditions of Delivery

2.1 City Delivery Service

2.1.1 Establishment

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.

2.1.2 Accommodating Customer Hardship

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.

2.1.3 Customer Maintenance of Receptacles

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.

2.1.4 Businesses

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.

2.1.5 Receptacles With Locks

If a lock is used on a mail receptacle, the receptacle must have a slot large enough to accommodate the normal daily mail volume.

2.1.6 Door Slot

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.

2.1.7 Apartment Mail Receptacles

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.

2.2 Rural Delivery Service

2.2.1 Establishment

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.

2.2.2 Accommodating Customer Hardship

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.

2.2.3 Parcel Delivery

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 deprecation of any such parcel left outside the box.

2.2.4 Delivery to Recipient With Contagious Disease

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.

2.2.5 Insufficient Postage/ Mailable Matter

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.

2.3 Highway Contract Delivery Service

2.3.1 Establishment

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.

2.3.2 Parcel Delivery

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 deprecation of any such parcel left outside the box.

2.3.3 Mail Collection

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.

2.3.4 Mailbox Location

Curbside mailboxes meeting the applicable standards in 3.0 must 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.

3.0 Customer Mail Receptacles

3.1 Basic Information for Customer Mail Receptacles

3.1.1 Authorized Depository

Except as excluded by 3.1.2, 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.

3.1.2 Exclusions

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.

3.1.3 Use for Mail

Except under 3.2.11, *Newspaper Receptacle*, the receptacles described in 3.1.1 may be used only for matter bearing postage. Other than as permitted by 3.2.10, *Delivery of Unstamped Newspapers*, or 3.2.11, 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.

3.1.4 Clear Approach

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.

3.2 Curbside Mailboxes

3.2.1 Manufacturer Specifications

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 [608.8.0](#) for address).

3.2.2 Custom-Built Mailbox

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.

3.2.3 Locked Box

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.

3.2.4 Mailbox Post

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.

3.2.5 Advertising

Any advertising on a mailbox or its support is prohibited.

3.2.6 Location

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.

3.2.7 Address Identification

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.

3.2.8 Owner's Name

The mailbox may bear the owner's name.

3.2.9 More Than One Family Sharing a Receptacle

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.

3.2.10 Delivery of Unstamped Newspapers

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.

3.2.11 Newspaper Receptacle

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.

3.3 Wall-Mounted Centralized Mail Receptacles

3.3.1 Manufacturer Requirements

Manufacturers of wall-mounted centralized mail receptacles used for mail delivery must receive approval under the specifications and procedures in USPS Standard 4. The specifications and other information can be obtained by writing to USPS Engineering (see 608.8.0 for address).

3.3.2 Customer Requirements

The installation of proper equipment is required for delivery service. The type of equipment must be approved by the USPS under 3.3.1 and must be appropriate for the structure. Customers should discuss the types of approved equipment permitted for their structures with their postmaster before purchasing and installing delivery equipment.

4.0 Post Office Box Service

4.1 Fees for Post Office Box Service

Fee Group	Box Size and Fee per Semiannual (6-month) Period				
	1	2	3	4	5
1	\$42.00	\$64.00	\$118.00	\$242.00	\$390.00
2	35.00	54.00	94.00	184.00	326.00
3	28.00	46.00	84.00	150.00	250.00
4	20.00	34.00	52.00	102.00	196.00
5	18.00	26.00	48.00	88.00	148.00
6	13.00	20.00	35.00	62.00	110.00
7	10.00	16.00	28.00	48.00	86.00
E ¹	0.00	0.00	0.00	0.00	0.00
Additional Fees and Services					
Deposit per key issued					\$1.00
Key duplication or replacement (after first 2 keys), each					6.00
Post office box lock replacement, each					14.00

1. Eligibility and location determined by USPS.

4.2 Basic Information for Post Office Box Service

4.2.1 Purpose

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 USPS 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.

4.2.2 Definition

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.

4.2.3 Box Size

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.

4.2.4 Number Assignment

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.

4.2.5 Box Availability

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.

4.2.6 Service Period

Post office box service is provided in 6-month increments.

4.2.7 Limitation on Service

The postmaster may require a box customer to use caller service under [5.0, Caller Service](#), 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.

4.3 Service

4.3.1 Application

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.

508.4.3.2

- 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) 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 USPS.
- d. When any information required on Form 1093 changes, the box customer must update the application on file at the post office.

4.3.2 Verification

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.

4.3.3 Transferring Service

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.

4.3.4 Minor

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.

4.4 Conditions of Use

4.4.1 Mail Receipt

In accordance with the application and verification standards in 4.3, any individual box customer or organization may receive through the box any mail properly addressed to the box number.

4.4.2 Mail Only

Only mail and official USPS notices may be placed into a post office box.

4.4.3 Accumulation of Mail

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.

4.4.4 Overflow

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.

4.4.5 Unlawful Activity

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.

4.4.6 Forwarding

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.

4.4.7 Address Change

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.

4.5 Basis of Fees and Payment

4.5.1 General

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.

4.5.2 Box Size

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 (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

4.5.3 Fee Changes

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 USPS 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.

4.5.4 Payment

All fees for post office box service are for a 6-month period. Except under [4.5.6](#), [4.5.7](#), and [4.5.10](#), 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.

4.5.5 Payment Period

Except under [4.5.7](#), 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.

4.5.6 U.S. Agencies

Federal agencies whose payment period coincides with the federal fiscal year may pay their box fees during the first quarter rather than in advance.

4.5.7 Exception

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.

4.5.8 Change of Payment Period

Except for customers at post offices subject to 4.5.7, 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 4.7, 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.

4.5.9 Academic Institutions

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.

4.5.10 Adjusting Fees

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

4.6 Fee Group Assignments

4.6.1 Regular Fee Groups

Post office boxes are assigned to fee groups listed in 4.1 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.

4.6.2 Free Box Service (Group E)

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.

4.6.3 Additional Standards for Free Box Service

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.

4.7 Fee Refund**4.7.1 Calculation**

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.

4.7.2 Discontinued Postal Facility

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).

4.8 Keys and Locks

4.8.1 Key Deposit

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 [4.8.2](#). When box service is terminated, the key deposit is refunded to the customer for each key (including additional or replacement keys in [4.8.2](#)) that is returned to the post office where the box was issued.

4.8.2 Additional Key Fee

A box customer may obtain additional or replacement keys by submitting Form 1094 and paying the refundable key deposit (see [4.8.1](#)) and the key fee in [4.3b](#). The key 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.

4.8.3 Restrictions

A customer using a post office box may not obtain or use keys other than those issued by the USPS.

4.8.4 Lock Replacement

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 [4.1](#). 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 [4.8.1](#). Customers may obtain additional keys for the new lock under [4.8.2](#).

4.9 Service Refusal or Termination

4.9.1 Refusal

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 [4.4.5](#), *Unlawful Activity*, or [4.4.6](#), *Forwarding*.

4.9.2 Termination

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 [4.4.5](#). The customer is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures for that determination.

508.4.9.3

4.9.3 Customer Appeal

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. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Consumer Advocate. The Consumer Advocate's decision constitutes the final agency decision.

4.9.4 Surrendered Box

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.

4.9.5 Boxes Not Surrendered

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.

5.0 Caller Service

5.1 Caller Service Fees

Fees are charged as follows:

Fee Group	For Each Separation Provided Per Semiannual (6-month) Period
	Fee
1	\$630.00
2	550.00
3	485.00
4	475.00
5	465.00
6	415.00
7	370.00
Additional Fees and Services	
For each reserved call number, per calendar year	\$38.00

5.2 Basic Information

5.2.1 Purpose

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 [1.0, Recipient Options](#), and [2.0, Conditions of Delivery](#). A postmaster and a caller may not make any agreement that contravenes the regulations on caller service or its fees.

5.2.2 Caller

A caller is the person signing the application as an individual, or the organization represented by the individual signing the application.

5.2.3 Service Types

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 [5.8](#).

5.2.4 Caller Service Number

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 [5.2.6, Exemption](#), 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.

5.2.5 Reserving a Caller Number

Customers may reserve a caller number for future use by paying the caller number reservation fee in [5.1c](#). The postmaster determines the reserved numbers and may restrict the availability of this service.

508.5.2.6

5.2.6 Exemption

A postmaster may exempt any customer continuously receiving firm holdout service since July 3, 1994, from the standard in 5.2.4 that correspondents must use the assigned post office box (caller service) number in the address.

5.2.7 Restriction

The USPS may restrict caller service if such service adversely affects postal operations.

5.2.8 Required Use

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.

5.2.9 U.S. Agencies and Schools

Federal agencies and the various schools and departments within educational institutions are considered separate customers for 5.2.8.

5.2.10 Eligible Customers

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.

5.3 Service**5.3.1 Application**

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.

5.3.2 Transferring Service

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.

5.3.3 Minor

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.

5.4 Conditions of Use**5.4.1 Mail Receipt**

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.

5.4.2 Updating

When any information required to be provided by the caller on Form 1093 changes, the caller must notify the post office of such changes.

5.4.3 Unlawful Activity

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.

5.4.4 Forwarding

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.

5.5 Basis of Fees and Payment**5.5.1 Caller Service Fee**

Customers must pay the caller service fee listed in [5.1c](#). 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 office 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.

5.5.2 Reserved Number

The reserved caller number fee in [5.1c](#) 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.

5.5.3 Fee Changes

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.

5.5.4 Box Number

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.

5.5.5 Payment

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.

5.5.6 Payment Period

Except under [5.5.8](#), 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.

5.5.7 Change of Payment Period

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 [5.6](#), 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.

5.5.8 Exception

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.

5.6 Fee Refund

5.6.1 Discontinued Number

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.

5.6.2 Discontinued Postal Facility

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).

5.6.3 Reserved Number Fee

The reserved number fee is not refundable.

5.7 Service Refusal or Termination

5.7.1 Refusal

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 [5.4.3, Unlawful Activity](#), or [5.4.4, Forwarding](#).

5.7.2 Termination

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 [5.4.3](#). The caller is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures to that determination.

5.7.3 Customer Appeal

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. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Consumer Advocate. The Consumer Advocate's decision constitutes the final agency decision.

5.7.4 Surrendered Service

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.

5.8 Accelerated Reply Mail (ARM)**5.8.1 Purpose**

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 [5.8](#).

5.8.2 Applicability

ARM must be obtained at an originating mail processing facility that is fully automated to process prebarcoded mail.

5.8.3 Barcoding

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.

5.8.4 FIM A

The caller's mail must bear facing identification mark (FIM) A.

5.8.5 Caller Service

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.

5.8.6 Mailer Receipt

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."

5.8.7 CMRA

An applicant who is a commercial mail receiving agent (CMRA) must also meet the applicable standards in [1.0, Recipient Options](#), and [2.0, Conditions of Delivery](#).

5.8.8 Mailer Compliance

An applicant for ARM must meet the application procedures in 5.3. 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.

5.8.9 USPS Actions

ARM service is not provided until the USPS verifies the applicant's identity and service availability at the requested facility, and makes scheme preparations.

5.8.10 ARM Assignment

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.

5.8.11 Transfer

An ARM authorization may not be transferred to another facility.

5.8.12 Past-Due Caller Fee

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.

5.8.13 Refund

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.

6.0 General Delivery

6.1 Purpose

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.

6.2 Service Restrictions

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.

6.3 Delivery to Addressee

A general delivery customer can be required to present suitable identification before mail is given to the customer.

508.6.4

6.4 Holding Mail

General delivery mail is held for no more than 30 days, unless a shorter period is requested by the sender. Subject to 6.2, general delivery mail may be held for longer periods if requested by the sender or addressee.

7.0 Firm Holdout**7.1 Purpose**

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.

7.2 Obtaining and Using Service

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.

7.3 Service Cancellation

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.

8.0 Pandering Advertisements**8.1 Prohibitory Order****8.1.1 Initiation by Addressee**

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.

8.1.2 Deceased

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.

8.1.3 Addressed to Job Title

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.

8.1.4 Apparent Authority

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.

8.1.5 Applying for Order

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.

8.1.6 Applying for Order On Behalf of Children

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 [608.8.0](#) for address) that the order is to continue in effect for himself or herself.

8.1.7 Effects of Prohibitory Order

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.

8.1.8 Continuing Order With Address Change

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 [608.8.0](#) 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.

8.1.9 Denying Application

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.

508.8.1.10

- 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.

8.1.10 Abandoned Applications

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.

8.1.11 Voiding Orders

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.

8.1.12 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 9.0, the name and address protected by such prohibitory order.

8.2 Taking Action Against Violations

8.2.1 Requesting Enforcement

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.

8.2.2 Enforcement

When the USPS finds, after appropriate administrative proceedings under prohibitory order 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.

9.0 Sexually Oriented Advertisements

9.1 Basic Information for Sexually Oriented Advertisements

9.1.1 Definition

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.”

9.1.2 Legal Means

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.

9.1.3 Mailer Responsibility

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.

9.1.4 Complying With Law

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.

9.2 Applying for Listing

9.2.1 USPS Form

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.

9.2.2 Authorized Filers

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.

9.2.3 Five-Year Retention on List

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.

9.2.4 Applications for Different Addresses

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.

9.2.5 Using Listed Addresses

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.

9.3 Requesting Removal From List**9.3.1 Removal**

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 (see [608.8.0](#) for address).

9.3.2 Receipt After Removal

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.

9.4 Availability of USPS Lists**9.4.1 General**

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 [608.8.0](#) 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.

9.4.2 Annual Service Fee

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.

9.4.3 Using Lists

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.

9.5 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.

9.6 Violations

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 [9.5](#).
- 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.

508.9.7

- 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.

9.7 Reporting Unsolicited Advertisements

9.7.1 Submitting a Report

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 Prohibitory Order Processing Center 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 Prohibitory Order Processing Center manager. The manager then forwards the piece to the appropriate Inspection Service Field Division Office.

9.7.2 Verifying Inclusion on List

A customer wanting to verify inclusion on the list should write to the Prohibitory Order Processing Center (see [608.8.0](#) for address).

509 Other Services

Overview

- [1.0 Address Information System Products](#)
- [2.0 Nonpostal Services](#)

1.0 Address Information System Products

1.1 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. 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 [608.8.0](#) for address).

1.2 AIS Database 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 Product, Five-Digit ZIP Code File, enhanced Line of Travel (eLOT) information, Z4CHANGE File, ZIPMOVE File, Carrier Route File, and ZIP+4 tapes. Information about ordering and using these products is available by calling 1-800-238-3150.

1.3 AIS Database Products

1.3.1 Descriptions

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 printed (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 at www.usps.com.

1.3.2 Ordering

The products in [1.3.1](#) 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.

1.3.3 Specifications

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.

1.4 Carrier Route Schemes

Under [507.6.0, Mailing List Services](#), 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.

1.5 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.

1.6 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 sequencing described in [507.7.0](#). 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.

1.7 Delivery Sequence File² (DSF²)

The Delivery Sequence File² (DSF²) is a computerized file that contains information on all delivery point addresses serviced by the USPS, with the exception of general delivery. Each matching address record is assigned the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. The DSF² is updated monthly and is available through licensees approved by the USPS. A list of licensees is available at www.ribbs.gov or by contacting the National Customer Support Center (see [608.8.0](#) for address).

1.8 Enhanced Line-of-Travel (eLOT) Product

The USPS provides an electronic product called "eLOT." The USPS requires address lists to be processed through CASS-certified ZIP+4 address-matching software before being processed against an eLOT product. Records that are not ZIP+4-coded may not be used with this product. eLOT products are updated bimonthly and are available for purchase from the National Customer Support Center (see [608.8.0](#) for address).

2.0 Nonpostal Services

2.1 **Bird Hunting Stamps**

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. Migratory bird stamps are nonredeemable and all sales are final.

2.2 **U.S. Savings Stamps**

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.

2.3 **U.S. Savings Bonds**

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.

2.4 **Postal Savings**

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.

600

Basic Standards For All Mailing Services

- 601 Mailability**
- 602 Addressing**
- 604 Postage Payment Methods**
- 607 Mailer Compliance and Appeals of Classification Decisions**
- 608 Postal Information and Resources**
- 609 Filing Indemnity Claims for Loss or Damage**

**600
Basic Standards
For All Mailing
Services**

TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment Methods
- 607 Mailer Compliance and Appeals of Classification Decisions
- 608 Postal Information and Resources
- 609 Filing Indemnity Claims for Loss or Damage

601
Mailability

1.0 General Standards

- 1.1 Determining Mail Processing Categories
- 1.2 Minimum Dimensions
- 1.3 Maximum Dimensions and Weight
- 1.4 Length and Height
- 1.5 Nonmailable and Nonmachinable Placement of Address
- 1.6 General Mailability and Right of Refusal
- 1.7 Mailer's Responsibility

2.0 Packaging

- 2.1 General
- 2.2 Stationery
- 2.3 Liquids
- 2.4 Aerosols
- 2.5 Perishable, Hazardous, and Restricted Items
- 2.6 High-Density Items
- 2.7 Load Type

3.0 Acceptable Mailing Containers

- 3.1 Envelopes
- 3.2 Boxes
- 3.3 Fiberboard Tubes and Similar Long Containers
- 3.4 Paper Bags and Wraps
- 3.5 Plastic Bags
- 3.6 Plastic Film
- 3.7 Cloth Bags
- 3.8 Difficult Load
- 3.9 Bales
- 3.10 Cans and Drums

4.0 Cushioning, Closure, and Reinforcement

- 4.1 Volume
- 4.2 Multiple Items Within Container
- 4.3 Tape
- 4.4 Paper Tape
- 4.5 Tape Size
- 4.6 Adhesive
- 4.7 Banding
- 4.8 Staples and Steel Stitching

5.0 Handling, Content, and Extra Service Markings

- 5.1 Handling, Content, and Extra Service
- 5.2 Method

6.0 Mailing Containers—Special Types of Envelopes and Packaging

- 6.1 Express Mail and Priority Mail Packaging
- 6.2 Green Diamond Border Envelope
- 6.3 Window Envelope
- 6.4 Reusable Mailpiece
- 6.5 Reusable Mailpieces That Originate as Permit Imprint Mailings

7.0 Packaging Standards for Mail Processed at Bulk Mail Centers

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings
- 7.5 Magnetic Tapes

8.0 Nonmailable and Restricted Articles and Substances Generally

- 8.1 Nonmailable Matter—General
- 8.2 Basic Premise
- 8.3 Other Nonmailable Matter
- 8.4 Restricted Matter—General
- 8.5 Harmful Matter—General
- 8.6 Hazardous Materials
- 8.7 Marking of Restricted Articles or Substances
- 8.8 Mailer Responsibility
- 8.9 Statutory System
- 8.10 Other Laws and Regulations
- 8.11 Refusal of Nonmailable Matter
- 8.12 Authorizing Mailability
- 8.13 Protecting Employees
- 8.14 Applicability to Military Postal System

9.0 Perishables

- 9.1 Time Factor
- 9.2 Preparation of Perishables
- 9.3 Live Animals
- 9.4 Dead Wild Animals
- 9.5 Furs, Hides, Skins, And Pelts
- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife

**600
Basic Standards
For All Mailing
Services**

10.0 Hazardous Materials

- 10.1 Definitions
- 10.2 U.S. Department of Transportation Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous Material
- 10.4 Hazard Class
- 10.5 Mailer Responsibility for Mailing Hazardous Materials
- 10.6 Mailability Rulings for Hazardous Materials
- 10.7 Warning Labels for Hazardous Materials
- 10.8 Package Markings for Hazardous Materials
- 10.9 Shipping Papers for Hazardous Materials
- 10.10 Air Transportation Prohibitions for Hazardous Materials
- 10.11 Explosives (Hazard Class 1)
- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
- 10.14 Flammable Solids (Hazard Class 4)
- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
- 10.16 Toxic Substances (Hazard Class 6, Division 6.1)
- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
- 10.18 Radioactive Materials (Hazard Class 7)
- 10.19 Corrosives (Hazard Class 8)
- 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)
- 10.21 Other Regulated Materials—Magnetized Materials

11.0 Other Restricted and Nonmailable Matter

- 11.1 Pistols, Revolvers, and Other Concealable Firearms
- 11.2 Antique Firearms
- 11.3 Rifles and Shotguns
- 11.4 Legal Opinions on Mailing Firearms
- 11.5 Knives and Sharp Instruments
- 11.6 Prohibited Parcel Marking
- 11.7 Intoxicating Liquor
- 11.8 Matter Emitting Obnoxious Odor
- 11.9 Liquids and Powders
- 11.10 Motor Vehicle Master Keys and Locksmithing Devices
- 11.11 Drugs
- 11.12 Drug Paraphernalia
- 11.13 Household Substance
- 11.14 Pesticide
- 11.15 Fragrance Advertising Sample
- 11.16 Compliance Certificate
- 11.17 Battery-Powered Devices
- 11.18 Odd-Shaped Items in Paper Envelopes
- 11.19 Abortive and Contraceptive Devices
- 11.20 Building Construction Material

12.0 Written, Printed, and Graphic Matter Generally

- 12.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)
- 12.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39 USC 3005)
- 12.3 Lottery Matter (18 USC 1302)
- 12.4 Advertising Matter
- 12.5 Other Nonmailable Matter
- 12.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
- 12.7 Skill Contests (39 USC 3001(K)(3)(B))
- 12.8 Facsimile Check (39 USC § 3001(K)(3)(C))
- 12.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
- 12.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
- 12.11 Unauthorized Decisions by Postmasters
- 12.12 Refusal Due to Improper Preparation

**600
Basic Standards
For All Mailing
Services**

**602
Addressing**

1.0 Elements of Addressing

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class

2.0 Restrictions

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

3.0 Use of Alternative Addressing

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

4.0 Detached Address Labels (DALs)

- 4.1 DAL Use
- 4.2 Label Preparation
- 4.3 Mail Preparation
- 4.4 Disposition of Excess or Undeliverable Material
- 4.5 Postage

**604
Postage Payment Methods**

1.0 Stamps

- 1.1 Postage Stamp Denominations
- 1.2 Postage Stamps Valid for Use
- 1.3 Postage Stamps Invalid for Use
- 1.4 Imitations of Stamps
- 1.5 Imitations of Markings
- 1.6 Stamp Reproduction
- 1.7 Position of Stamp on Mailpiece
- 1.8 Reuse of Stamps
- 1.9 Perforating Stamps
- 1.10 Additional Standards for Forever Stamps
- 1.11 Additional Standards for Semipostal Stamps
- 1.12 Paying for Stamps
- 1.13 Seals and Stickers

2.0 Stamped Stationery

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery

3.0 Precanceled Stamps

- 3.1 General Information
- 3.2 Permit to Use Precanceled Stamps
- 3.3 Precancellation of Stamps by USPS
- 3.4 Precancellation of Stamps by Mailer
- 3.5 Stamp Collectors
- 3.6 Using High Value Stamps

4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)

- 4.1 Basic Information
- 4.2 Authorization to Use Postage Evidencing Systems
- 4.3 Postage Payment
- 4.4 Special Indicia
- 4.5 Mailings
- 4.6 Authorization to Produce and Distribute Postage Evidencing Systems

5.0 Permit Imprint (Indicia)

- 5.1 General Standards
- 5.2 Suspension and Revocation
- 5.3 Indicia Design, Placement, and Content

6.0 Payment of Postage

- 6.1 Basic Standards
- 6.2 Unpaid Mailable Matter for Private Delivery
- 6.3 Payment for Postage Due Mail
- 6.4 Advance Deposit Account
- 6.5 Annual Accounting Fee for Extra Services

7.0 Computing Postage

- 7.1 General Standards

8.0 Insufficient or Omitted Postage

- 8.1 Insufficient Postage
- 8.2 Omitted Postage
- 8.3 Mailable Matter Without Postage in or on Mail Receptacles

9.0 Refunds and Exchanges

- 9.1 Stamp Exchanges
- 9.2 Postage and Fee Refunds
- 9.3 Refund Request for Postage Evidencing Systems and Metered Postage
- 9.4 Value Added Refunds

**600
Basic Standards
For All Mailing
Services**

9.5 Express Mail Postage Refund

10.0 Revenue Deficiency

10.1 General

10.2 Nonprofit Standard Mail

607

**Mailer Compliance and Appeals
of Classification Decisions**

**1.0 Mailer Compliance With Mailing
Standards**

1.1 Mailer Responsibility

1.2 Postage Payment

1.3 Request for Exception to Standards

2.0 Rulings on Mailing Standards

2.1 Local Decision

2.2 Decisions on National Rulings

2.3 PCSC Decision

2.4 Corresponding Standards

608

**Postal Information and
Resources**

1.0 About the Domestic Mail Manual

1.1 Content of the DMM

1.2 Copies of the DMM

1.3 Revisions to the DMM

1.4 Terms in the DMM

2.0 Domestic Mail

2.1 Definition of "Domestic"

2.2 Mail Treated as Domestic

2.3 International Mail

2.4 Customs Forms Required

3.0 Post Offices and Holidays

3.1 Management of Post Offices

3.2 Holiday Service

**4.0 Philatelic (Stamp Collecting)
Services**

4.1 Basic Standards

4.2 Special Cancellations

5.0 Private Express Statutes

5.1 Private Express Statutes

**6.0 Complaints and Postal Law
Violations**

6.1 Consumer Complaints and Inquiries

6.2 Postal Law Violations

**7.0 Trademarks and Copyrights
of the USPS**

7.1 Trademarks and Service Marks

7.2 Copyrights

7.3 Inquiries about USPS Trademarks
and Copyrights

8.0 USPS Contact Information

8.1 Postal Service

8.2 Federal Agencies

8.3 Other Agencies

8.4 PCSC and District Business Mail
Entry Offices Contact Information

609

**Filing Indemnity Claims for Loss
or Damage**

1.0 General Filing Instructions

1.1 Extra Services With Indemnity

1.2 Bulk Insured Claims

1.3 Who May File for Loss or Damage

1.4 When to File for Loss or Damage

1.5 Where to File for Loss or Damage

1.6 How to File for Loss or Damage

1.7 Filing Duplicate Claims for
Loss or Damage

2.0 Providing Proof of Loss or Damage

2.1 Missing Contents

2.2 Proof of Damage

**3.0 Providing Evidence of
Insurance and Value**

3.1 Evidence of Insurance

3.2 Evidence of Value

4.0 Claims

4.1 Payable Claim

4.2 Payable Express Mail Claim

4.3 Nonpayable Claims

5.0 Compensation

5.1 Payment Limit

5.2 Depreciation

5.3 Insufficient Fee

5.4 Loss or Total Damage

5.5 Dual Claim

5.6 Incompetent or Deceased

5.7 Recovered Article

6.0 Adjudication of Claims

6.1 Initial Adjudication of Claims

6.2 Appealing a Claim Decision

6.3 Final USPS Decision of Claims

**600 Basic Standards
For All Mailing Services**

- 601 Mailability
- 602 Addressing
- 604 Postage Payment Methods
- 607 Mailer Compliance and Appeals of Classification
Decisions
- 608 Postal Information and Resources
- 609 Filing Indemnity Claims for Loss or Damage

601 Mailability

Overview

- 1.0 General Standards
- 2.0 Packaging
- 3.0 Acceptable Mailing Containers
- 4.0 Cushioning, Closure, and Reinforcement
- 5.0 Handling, Content, and Extra Service Markings
- 6.0 Mailing Containers—Special Types of Envelopes and Packaging
- 7.0 Packaging Standards for Mail Processed at Bulk Mail Centers
- 8.0 Nonmailable and Restricted Articles and Substances Generally
- 9.0 Perishables
- 10.0 Hazardous Materials
- 11.0 Other Restricted and Nonmailable Matter
- 12.0 Written, Printed, and Graphic Matter Generally

1.0 General Standards

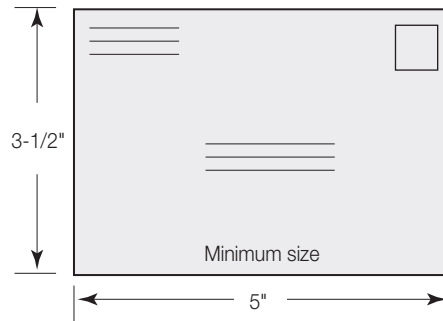
1.1 Determining Mail Processing Categories

[6-21-07] There are five mail processing categories for mailpieces: letter, flat, machinable parcel, irregular parcel, and outside parcel. USPS assigns each mailpiece to one of these categories based on the physical dimensions and characteristics of the mailpiece using the longest dimension as the length, regardless of the placement or orientation of the delivery address on the piece. For example, a mailpiece that is 5 inches by 8 inches and at least 0.007 inch thick is within the range of letter-size dimensional standards in [101](#) and [201](#). See the physical standards for processing categories in [101](#) for retail (single-piece rate) mail, [201](#) for discount letters, [301](#) for discount flats, and [401](#) for discount parcels.

1.2 Minimum Dimensions

[7-15-07] For mailability, the following standards apply:

- a. All mailpieces must be at least 0.007 inch thick.
- b. All mailpieces (except keys and identification devices) that are 1/4 inch thick or less must be:
 1. At least 3-1/2 inches high and at least 5 inches long.
 2. Rectangular, with four square corners and parallel opposite sides (see [Exhibit 1.2b2](#)), unless prepared as Customized MarketMail under [705.1.0](#), or prepared with finished corners under [1.2b3](#).

Exhibit 1.2b2 Minimum Dimensions, Pieces 1/4" Thick or Less

Minimum thickness = 0.007"

3. Letter-size, card-type mailpieces made of cardstock, flat-size mailpieces, and pieces mailed at parcel rates may have finished corners that do not exceed a radius of 0.125 inch (1/8 inch). See [Exhibit 1.2b3](#).

Exhibit 1.2b3 Maximum Corner Radius

Corner Radius Maximum 1/8"



Graphic at 100%
Place mailpiece against
template to test accuracy

1.3 Maximum Dimensions and Weight

No mailpiece may weigh more than 70 pounds. Except for Parcel Post, no mailpiece may measure more than 108 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part.

1.4 Length and Height

[6-21-07] Determine the processing category (see 1.1) based on the physical dimensions and characteristics of the mailpiece, without regard to address placement. Then, determine length and height as follows:

- a. *Letter-size pieces*. For the purpose of determining mailability or machinability (see 1.5), the *length* is the dimension parallel to the delivery address as read; the *height* is the dimension perpendicular to the length.
- b. *Flat-size pieces*. The *length* of a flat-size mailpiece is the longest dimension. The *height* is the dimension perpendicular to the length.

- c. *Parcels and Not Flat-Machinable pieces.* The *length* is the longest dimension.
- d. *Customized MarketMail pieces.* See [705.1.0](#).

1.5 Nonmailable and Nonmachinable Placement of Address

[6-21-07] The placement of the address on a letter-size mailpiece may render a piece nonmailable or nonmachinable. If the length (the dimension parallel to the address) of a letter-size mailpiece is not at least 5 inches, it is nonmailable. If the height (the dimension perpendicular to the length) of a letter-size mailpiece is not at least 3-1/2 inches, it is nonmailable. If the aspect ratio (length divided by height) is not within 1.3 to 2.5 (inclusive), the piece is a nonmachinable letter. For example:

- a. For a letter-size piece that is 4 inches by 6 inches, if the address is parallel to the 4-inch dimension, it is 4 inches long, which is less than the minimum length of 5 inches required in [1.2](#). Therefore, this piece is nonmailable.
- b. Following the process in [1.1](#), a piece that is 5 inches by 8 inches (and within letter-size thickness dimensions) is a letter. If the address is parallel to the 8-inch dimension, the piece is 8 inches long and 5 inches high. The aspect ratio of this piece is 1.6, so it is a mailable letter within machinable dimensions for length and height.
- c. For a letter-size piece that is 5 inches by 8 inches, if the address is parallel to the 5-inch (shorter) dimension, the piece is 5 inches long and 8 inches high. The aspect ratio of this piece is 0.625, which is not within 1.3 to 2.5, so it is mailable as a nonmachinable letter.

1.6 General Mailability and Right of Refusal

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.

1.7 Mailer's Responsibility

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 the PCSC manager (see [608.8.0, USPS Contact Information](#)).

2.0 Packaging

2.1 General

Mailers must package mailpieces to withstand normal transit and handling without content or package breakage, injury to USPS employees, or damage to other mail. Mailers also must package contents to prevent their deterioration. See [2.2](#) through [2.7](#) for specific types of items. Mailers must follow these additional general standards for packaging:

601.2.2

- a. Cushion fragile items to withstand handling in processing, transportation, and delivery.
- b. Package contents so they do not shift within the mailing container.
- c. Brace and cushion heavy items to prevent damage to other mailpieces.

2.2 Stationery

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 secured by tying, banding, or using partitions on close-fitting interior containers to prevent shifting.

2.3 Liquids

Mailers must mark the outer container of a mailpiece containing liquid to indicate the nature of the contents. Mailers must package and mail liquids under the following conditions:

- a. Use screw-on caps, soldering, clips, or similar means to close mailpieces containing liquids. Do not use only friction-top closures (push-down types).
- b. Liquids in steel pails and drums with positive closures, such as locking rings or recessed spouts under screw-cap closures, may be mailed without additional packaging.
- c. Package glass and other breakable containers of liquid with a capacity of more than 4 fluid ounces according to the following requirements:
 1. Cushion the primary container with material sufficient to absorb all leakage in case of breakage.
 2. Place the primary container inside another sealed, leakproof container (secondary container), such as a can or plastic bag.
 3. Use an outer mailing container that is strong enough to protect the contents.
- d. As an alternative to [2.3c](#) above, mailers may use containers certified by the International Safe Transit Association (ISTA) that passed ISTA's Test Procedure 3A. Mailers must provide their ISTA 3A Package-Product Certification Notice at the time of mailing as verification that the mailpieces they are submitting passed the required performance test.

2.4 Aerosols

Aerosols (containers under pressure) are hazardous materials and must be constructed to prevent accidental discharge of the contents during postal handling. Mailable aerosol containers must be packaged under [10.12](#).

2.5 Perishable, Hazardous, and Restricted Items

Mailpieces containing perishable, hazardous (including infectious substances), biological, or restricted materials are subject to standards in [8.0](#) through [11.0](#).

2.6 High-Density Items

High-density items are solid objects (such as tools, hardware, and machine and auto parts) whose weights are comparatively high for their volumes. Package high-density items weighing more than 15 pounds so that the contents do not exert more than 60 pounds per square foot on the smallest side of the mailing container.

2.7 Load Type

The following three terms describe types of loads, based on content, degree of protection, and strength of the mailing container.

- a. An *easy load* contains items of moderate density that either completely fill the mailing container or are packaged in interior containers that completely fill the mailing container. Easy load items are not easily damaged by shock, compression, or puncture.
- b. An *average load* contains moderately concentrated items packaged directly into a mailing container. Mailers can prepackage average load contents by nesting items within partitions or in separate paperboard boxes to stabilize items to prevent shifting and damage.
- c. A *difficult load* contains items that require a high degree of protection to prevent shock, puncture, or distortion to the items or the mailing container. The Postal Service does not accept in paperboard boxes, bags, or wraps difficult loads such as fragile items; delicate instruments; and high-density, small-bulky items.

3.0 Acceptable Mailing Containers

3.1 Envelopes

Mailers must prepare envelopes according to the following weight limits and conditions:

- a. For mailpieces weighing no more than 1 pound and measuring no more than 1 inch thick, mailers may use letter-style (flat, nonreinforced) envelopes for stationery and similar nonrigid material.
- b. For mailpieces weighing more than 1 pound up to 5 pounds or measuring more than 1 inch thick, mailers may use envelopes if they are sturdier than nonreinforced letter-style envelopes. Acceptable envelopes include those made either from paper equivalent to 28-pound basis weight (or greater) or from extra-strength materials with a Mullen strength of more than 90 pounds per square inch.
- c. Mailers may use envelopes for odd-shaped items if the mailpiece meets the standards for the class of mail (see [11.18](#)).
- d. Envelopes for photographic film are acceptable if made from paper equivalent to 24-pound basis weight or greater.

3.2 Boxes

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.

601.3.3

- 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	12 5
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.

3.3 Fiberboard Tubes and Similar Long Containers

Mailers may use fiberboard tubes and similar lengthy containers for mailing if the containers meet the following requirements:

- a. The length must not exceed 10 times the girth.
- b. When using friction slide closures as end caps, reinforce closures by encircling all seams with tape. Crimped or taped end closures are acceptable only for lightweight rolled items (such as posters or charts).
- c. The strength of the tube ends must be at least equal to the tube sidewall strength, unless the contents are lightweight rolled items.
- d. Sidewall strength of tubes must be equal to solid fiberboard that is:
1. At least 1/16 inch thick for tubes less than 18 inches long.
 2. At least 3/32 inch thick for tubes 18 to 32 inches long.
 3. At least 5/32 inch thick for tubes more than 32 inches long.

3.4 Paper Bags and Wraps

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.

3.5 Plastic Bags

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.

3.6 Plastic Film

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.

3.7 Cloth Bags

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.

3.8 Difficult Load

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

3.9 Bales

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

3.10 Cans and Drums

Mailers may mail items in cans and drums with positive closures (such as clips). Friction closures alone are not acceptable. Mailers must shield protruding devices, such as locking rings, with padding material to prevent injury to USPS employees and damage to equipment or other mail.

4.0 Cushioning, Closure, and Reinforcement

4.1 Volume

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.

4.2 Multiple Items Within Container

When multiple items are inside a single mailing container, mailers must cushion items to protect them from each other as well as from external forces. Do not package high-density heavy items with fragile items unless extreme care is taken to separate them from each other. Mailers must adequately stabilize heavy items within the package.

601.4.3

4.3 Tape

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.

4.4 Paper Tape

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.

4.5 Tape Size

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.

4.6 Adhesive

Adhesives used for closure on box flaps or on tapes must remain serviceable from -20 degrees to +160 degrees Fahrenheit. When using hot-melt adhesive, apply adhesive using one of these methods:

- a. Apply hot-melt adhesive to 25% of the area where the outer flap lies over the inner flap.
- b. Apply at least four strips of hot-melt adhesive on each part of the box flap where the outer flap overlays the inner flap as follows:
 1. Use strips at least 3/16 inch wide after compression.
 2. Place the strips not more than 1-1/2 inches apart, with the first strip no more than 1/2 inch from the center seam.
 3. Place all strips along the full width of the inner flap.

4.7 Banding

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.

4.8 Staples and Steel Stitching

Mailers may use staples or steel stitching to close boxes as follows:

- a. Place the staples or stitching within 1-1/4 inches from the ends of the box.
- b. Space staples or steel stitches not more than 5 inches apart for easy and average loads and not more than 2-1/2 inches apart for difficult loads. If placing staples farther apart, apply strips of 3-inch-wide reinforced tape in the gaps between the staples.
- c. Tightly clinch staples to prevent protrusions. Mailers must remove and replace inadequately clinched staples before mailing.

5.0 Handling, Content, and Extra Service Markings

5.1 Handling, Content, and Extra Service

Certain markings may be used to identify handling, content, and extra service. Unauthorized markings not designating rate, class, address, handling, content, or extra 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. Extra service markings such as "Return Receipt Requested" must use the wording or label required by the applicable extra service standards.

5.2 Method

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.

6.0 Mailing Containers—Special Types of Envelopes and Packaging

6.1 Express Mail and Priority Mail Packaging

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.

601.6.2

6.2 Green Diamond Border Envelope

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 [202.5.6](#).

6.3 Window Envelope

For all letter-size and flat-size mail in window envelopes, every character in the delivery address, including any postal barcode, marking, or endorsement, must be completely visible through the window throughout the full range of movement of the insert bearing the delivery address. Any window envelope used for letter-size or flat-size mail claimed at automation rates or for letter-size mail claimed at Enhanced Carrier Route high density or saturation rates must also meet the barcoding standards for letters and flats in [708.4.0](#). Any window envelope used for letter-size or flat-size mail claimed at any other rate must meet the following additional standards:

- a. The address and any barcode visible through the window must be printed on white paper or paper of a very light color.
- b. A clear space of at least 1/8 inch is required between the address block, which includes any optional endorsement line and any barcode, and the top, bottom, and left and right edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope to ensure efficient processing and delivery. For nonautomation rate mail, the bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone as defined in [202.5.1](#). Any letter-size envelope containing a window that intrudes into the barcode clear zone is not eligible for MLOCR or RVE *FASTforward* processing options for the Move Update standard in [233.3.5](#).
- c. 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 [708.4.0](#) to ensure efficient processing and delivery. Glassine may be used for window cover material. 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.
- d. 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.
- e. For Registered Mail, the opening on a window envelope must be covered as described in [503.2.4.8](#).

6.4 Reusable Mailpiece

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 re-enveloped 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 re-enveloped and new postage affixed before return by the recipient.

6.5 Reusable Mailpieces That Originate as Permit Imprint Mailings

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 re-enveloped 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) 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.

601.7.1

- 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 re-enveloped and new postage affixed before return by the recipient.

7.0 Packaging Standards for Mail Processed at Bulk Mail Centers

7.1 High-Density Items

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.

7.2 Books

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. Envelopes meeting the standards in 3.1b, or other appropriate packaging materials in 3.0, 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.

7.3 Soft Goods

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.

7.4 Sound Recordings

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.

7.5 Magnetic Tapes

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

601.8.1

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.

8.0 Nonmailable and Restricted Articles and Substances Generally

8.1 Nonmailable Matter—General

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 8.0 through 10.0 and 11.0. The standards in 12.0, *Written, Printed, and Graphic Matter Generally*, 508.8.0, *Pandering Advertisements*, and 508.9.0, *Sexually Oriented Advertisements*, apply to nonmailable matter in written, printed, or graphic form and contain the rules on advising mailers of matter covered in 8.0 through 12.0, 508.8.0, and 508.9.0. The standards in 8.0 through 10.0 and 11.0 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.

8.2 Basic Premise

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 8.0 summarize the statutory prohibitions and exceptions. The mailability standards that apply to perishable, hazardous, and restricted matter are detailed in 9.0, 10.0, and 11.0, respectively. Publication 52, *Hazardous, Restricted, and Perishable Mail*, 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. Publication 52 also contains detailed information on the mailability of specific hazardous materials.

8.3 Other Nonmailable Matter

Matter is nonmailable also when it cannot be delivered because of an illegible, incorrect, or insufficient address, or when it does not meet USPS standards for mail preparation, classification, postage rates, size, or weight.

8.4 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 8.0 through 10.0 and 11.0 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).

8.5 Harmful Matter—General

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 mailed for medical research purposes or for the manufacture of antivenom; 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.

8.6 Hazardous Materials

Harmful matter also includes regulated hazardous materials as defined in 10.0 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 alkalis), 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.

8.7 Marking of Restricted Articles or Substances

8.7.1 Content

Except for 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 8.0 through 10.0 and 11.0 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 10.0.

8.7.2 Addressing

For any matter mailed under the provisions in 8.0 through 10.0 and 11.0, the recipient's name and address must be affixed or applied directly to the mailpiece using a material or method that is not water-soluble and not easily smeared or rubbed off. Except for diagnostic specimen mailpieces using a business reply mail format and nonregulated materials, a return address that includes the sender's name and address must appear on all matter mailed under 8.0 through 10.0 and 11.0. The return address, when required, must be applied using a material or method that is not water-soluble and not easily smeared or rubbed off.

601.8.7.3

8.7.3 Warning Label

Except for controlled substances mailed under 11.0, 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 10.0 for the warning label requirements that apply to the mailing of hazardous materials.

8.8 Mailer Responsibility

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.

8.9 Statutory System

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.

8.10 Other Laws and Regulations

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.).

8.11 Refusal of Nonmailable Matter

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.

8.12 Authorizing Mailability

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 PCSC. The mailer may file a written appeal of the PCSC 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.

8.13 Protecting Employees

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.

8.14 Applicability to Military Postal System

8.0 through 10.0 and 11.0 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.

9.0 Perishables**9.1 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.

9.2 Preparation of Perishables**9.2.1 Container**

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

9.2.2 Produce

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

9.2.3 Water Ice

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

9.2.4 Dry Ice

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.

9.3 Live Animals**9.3.1 Animal Fighting Prohibition**

Under 7 USC 2156, the mailing of a live animal for the purpose of participating in an animal fighting venture is prohibited (regardless of whether such venture is permitted under the laws of the state in which it is conducted). The term *state* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession. Violators can be subject to the criminal penalties in 7 USC 2156.

9.3.2 Day-Old Poultry

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.

601.9.3.3

- 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. When 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 [9.3.2a.](#) through [9.3.2e.](#)
- 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.

9.3.3 Small Cold-Blooded Animals

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).

9.3.4 Adult Fowl

[\[4-12-07\]](#) Disease-free adult fowl may be mailed domestically when shipped under applicable law in accordance with [1.7](#). Adult chickens, turkeys, guinea fowl, doves, pigeons, pheasants, partridges, and quail as well as ducks, geese, and swans are mailable as follows:

- a. The mailer must send adult fowl by Express Mail in secure containers approved by the manager of Mailing Standards (see [601.8.0](#) for address).
- b. The number of birds per parcel must follow the container manufacturer limits and each bird must weigh more than 6 ounces.
- c. 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.

9.3.5 Warm-Blooded Animals

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

9.3.6 Mailed to Republic of Palau

Animals mailed to the Republic of Palau require a permit issued by the government of Palau.

9.3.7 Bees

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.

9.3.8 Other Insects

Other live, nonpoisonous, and nondisease-conveying insects, including flies of the family Drosophilidae, 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 are also subject to the regulations of Palau.

9.3.9 Live Scorpions

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."

9.3.10 Packaging

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.

9.3.11 Acceptance

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.

9.3.12 Disposal

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.

9.4 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.

9.5 Furs, Hides, Skins, And Pelts

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

9.6 Mailing Plants

9.6.1 Mailability

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*.

9.6.2 Nonmailable Quarantined Matter

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.

9.6.3 Additional Quarantined Matter

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).

9.6.4 Illegally Taken Plants

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).

9.6.5 Criminal Penalties

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).

9.6.6 USDA Notices and Regulations

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 [608.8.0](#) for address).

9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife**9.7.1 Nonmailable Matter**

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).

9.7.2 Criminal Penalties

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

10.0 Hazardous Materials**10.1 Definitions**

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 materials are 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. Almost all limited quantity materials are nonmailable.

601.10.2

- 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. ORM-D materials having the proper shipping name of “consumer commodity” are mailable subject to USPS quantity and packaging standards.
- 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 requirements*, for the purposes of 10.0 only, apply to all mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates. All mailable hazardous materials sent at those rates must meet the requirements that apply to air transportation. Mailable hazardous materials sent at any of those rates may or may not be transported via air depending on the distance between the point of origination and the point of destination, and the ability of the USPS to obtain an air carrier between those points.
- f. *Surface transportation requirements*, for the purposes of 10.0 only, apply to all mailable hazardous materials sent at the Standard Mail or Package Services rates. All mailable hazardous materials sent at the Standard Mail or Package Services rates must meet the requirements that apply to surface transportation.
- g. *Primary receptacle* is the container (e.g., tube, vial, bottle) that holds the hazardous material.
- h. *Secondary container* is the packaging component into which the primary receptacle(s) and any required absorbent and cushioning material is securely placed. The packaging of certain mailable hazardous materials does not require the use of a secondary container.
- i. *Outer shipping container* is the exterior packaging component into which a primary receptacle, along with any required absorbent and cushioning material, and the secondary container (if required) are securely placed. The outer shipping container bears the addressing information along with all required markings.

10.2 U.S. Department of Transportation Regulations of Hazardous Material

The U.S. Department of Transportation (DOT) regulates the surface and air carriage of hazardous materials within the United States via any means of transportation. The DOT regulations for the transport of hazardous materials are codified in Title 49, Code of Federal Regulations (49 CFR) 100–185. USPS mailing standards for hazardous materials generally adhere to 49 CFR, but also include many additional limitations and prohibitions.

10.3 USPS Standards for Hazardous Material

The USPS standards generally restrict the mailing of hazardous materials to ORM-D materials with the proper shipping name of “consumer commodity” that meet USPS quantity limitations and packaging requirements. The few non-ORM-D materials

permitted to be mailed are subject to the standards in [10.0](#). Detailed information on the mailability of specific hazardous materials is contained in Publication 52, *Hazardous, Restricted, and Perishable Mail*.

10.4 Hazard Class

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 10.4](#) generally summarizes the mailability of hazardous materials by hazard class.

601.10.4

Exhibit 10.4 DOT Hazard Classes and Mailability Summary

CLASS	HAZARD CLASS NAME AND DIVISION	TRANSPORTATION METHOD		
		Domestic Mail Air Transportation	Domestic Mail Surface Transportation	International Mail
1	Explosives Division - 1.1 Mass Explosive Hazard 1.2 Projection Hazard 1.3 Fire Hazard and/or Minor Blast/Minor Projection Hazard 1.4 Minor Blast Hazard 1.5 Very Insensitive With Mass Explosion Hazard 1.6 Extremely Insensitive With No Mass Explosion Hazard	Prohibited	Prohibited except with written permission as allowed in 10.11.2	Prohibited
2	Gases Division - 2.1 Flammable Gases 2.2 Nonflammable, Nontoxic Gases 2.3 Toxic Gases	<i>Division 2.1 and 2.3:</i> Prohibited. <i>Division 2.2:</i> Only ORM-D material per 10.12.2	<i>Divisions 2.1 and 2.2:</i> Only ORM-D material per 10.12.2 . <i>Division 2.3:</i> Prohibited	Prohibited
3	Flammable and Combustible Liquids	<i>Flammable liquids:</i> Prohibited. <i>Combustibles:</i> Only ORM-D material per 10.13.3	<i>Flammable liquids:</i> Only ORM-D material per 10.13.2 . <i>Combustibles:</i> Only ORM-D material per 10.13.3	Prohibited
4	Flammable Solids Division - 4.1 Flammable Solids 4.2 Spontaneously Combustible 4.3 Dangerous When Wet	Prohibited	Only ORM-D material per 10.14.2	Prohibited
5	Oxidizing Substances, Organic Peroxides Division - 5.1 Oxidizing Substances 5.2 Organic Peroxides	Only ORM-D material per 10.15.2	Only ORM-D material per 10.15.2	Prohibited
6	Toxic Substances and Infectious Substances Division - 6.1 Toxic Substances 6.2 Infectious Substances	<i>Division 6.1:</i> Only ORM-D material per 10.16.2 . <i>Division 6.2:</i> Only per 10.17	<i>Division 6.1:</i> Only ORM-D material per 10.16.2 . <i>Division 6.2:</i> Only per 10.17	<i>Division 6.1:</i> Prohibited. <i>Division 6.2:</i> 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 10.19.2	Only ORM-D material per 10.19.2	Prohibited
9	Miscellaneous Hazardous Materials	Only ORM-D material per 10.20	Only ORM-D material per 10.20	Prohibited, except magnetized materials per IMM 136

10.5 Mailer Responsibility for Mailing Hazardous Materials

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.

10.6 Mailability Rulings for Hazardous Materials

Generally, the acceptability for mailing chemicals and other types of hazardous materials depends on container fluid/vapor capacities, the ability of the complete mailpiece 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 Pricing and Classification Service Center (PCSC):

- 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.

10.7 Warning Labels for Hazardous Materials

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 [10.17.4](#) and dry ice under [10.20.4](#), 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 [10.8](#). Mailable hazardous material must bear DOT handling labels (e.g., orientation arrows, magnetized materials) when applicable.

10.8 Package Markings for Hazardous Materials

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

601.10.9

mailable ORM-D material is “consumer commodity.” The designation “ORM-D” or “ORM-D AIR”, as required, must be placed within a rectangle that is approximately 6.3 mm (1/4 inch) larger on each side than the designation. Mailable ORM-D materials sent as Standard Mail or Package Services must also be marked on the address side as “Surface Only” or “Surface Mail Only.”

10.9 Shipping Papers for Hazardous Materials

A shipper’s declaration for dangerous goods (shipping paper) prepared under 49 CFR 172.200 through 172.205 is required for certain types of hazardous materials when mailed. The shipping paper must be completed and signed in triplicate by the mailer. It must be affixed to the outside of the mailpiece within an envelope or similar carrier that can be easily opened and resealed to allow viewing of the document. Shipping papers are required as follows:

- a. *Air transportation requirements.* Except for nonregulated materials sent under [10.17.3](#) or [10.17.8](#) and diagnostic specimens sent under [10.17.5](#), mailpieces containing mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates must include a shipping paper.
- b. *Surface transportation requirements.* Except for nonregulated materials sent under [10.17.3](#) or [10.17.8](#) and mailable ORM-D materials, mailpieces containing mailable hazardous materials sent at the Standard Mail or Package Services rates must include a shipping paper.

10.10 Air Transportation Prohibitions for Hazardous Materials

All mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates must meet the requirements for air transportation. The following types of hazardous materials that are prohibited from carriage on air transportation must not be sent at the First-Class Mail, Priority Mail, or Express Mail rates:

- 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.

10.11 Explosives (Hazard Class 1)

10.11.1 Definition

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 10.4](#). No further explanation of the six divisions is provided in these standards because explosives are prohibited in the mail except as permitted in [10.11.2](#).

10.11.2 Mailability

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 1.4S toy propellant devices and safety fuses specifically approved by the manager of Mailing Standards (see [608.8.0](#) for address) before mailing. A mailable explosive must meet the packaging and marking requirements provided with the manager's approval. A shipping paper is required.

10.12 Gases (Hazard Class 2)

10.12.1 Definition

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 psi (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).

10.12.2 Mailability

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 [10.12.3](#) and [10.12.4](#). 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 [10.12.3](#) and [10.12.4](#).

601.10.12.3

10.12.3 Container

An other-than-metal primary receptacle containing a mailable gas may be acceptable if the water capacity of the primary receptacle is 4 fluid ounces (7.22 cubic inches) or less per mailpiece and the primary receptacle meets 49 CFR requirements. Mailable nonflammable and flammable compressed gases are acceptable in metal primary receptacles 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 as the primary receptacle if the internal pressure is from 140 to 160 psi at 130°F (55°C). A DOT 2Q container must be used as the primary receptacle if the pressure is from 161 to 180 psi at 130°F (55°C). A container with an internal pressure over 180 psi 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 must be securely packed within an outer shipping container. Each mailpiece must not exceed a total weight of 25 pounds.

10.12.4 Marking

For surface transportation, packages of mailable gases must be clearly marked on the address side with “Surface Only” or “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.

10.13 Flammable and Combustible Liquids (Hazard Class 3)**10.13.1 Definitions**

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 above 100°F (38°C).
- b. *Combustible 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).

10.13.2 Flammable Liquid Mailability

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

container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “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 container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.

10.13.3 Combustible Liquid Mailability

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 container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “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 container that is placed within a strong outer shipping container; 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 Only” or “Surface Mail Only.” For air transportation, each mailpiece must bear a shipper’s declaration for dangerous goods.
- c. For air or surface transportation, if the flashpoint is above 200°F (93°C) the material is not regulated as a hazardous material. Such nonregulated materials must be properly and securely packaged to prevent leakage under the general packaging requirements in [2.0, Packaging](#).

10.13.4 Cigarette Lighters

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:

601.10.14

- 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 PCSC 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 [10.13.4a](#) 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 PCSC 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(s)" or "Lighter(s) for Cigarette," and the marking "Surface Only" or "Surface Mail Only"; all preparation and packaging requirements in the PCSC manager's approval letter are met; and a legible photocopy of the PCSC manager's approval letter accompanies the mailing.

10.14 Flammable Solids (Hazard Class 4)**10.14.1 Definitions**

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.

10.14.2 Mailability

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 shipping container 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 Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name.

10.14.3 Matches

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 200°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 primary receptacle to prevent any shifting or movement that could cause accidental ignition by rubbing against adjoining items. The primary receptacle(s) is placed securely within an outer shipping container made of fiberboard, wood, or other equivalent material. Multiple primary receptacles may be placed in a single outer shipping container. The address side of the mailpiece must be marked "Surface Only" or "Surface Mail Only" and "Book Matches," "Strike-on-Card Matches," or "Card Matches," as appropriate. A shipping paper is not required.
- d. The gross weight of each mailpiece is not more than 25 pounds.

10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)**10.15.1 Definition**

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.

10.15.2 Mailability

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 leak-resistant secondary container that is packed within a strong outer shipping container. 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 shipping container. 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" or "Surface Mail Only" on the address side. A mailable material sent via air transportation must bear a shipper's declaration for dangerous goods.

601.10.16

10.16 Toxic Substances (Hazard Class 6, Division 6.1)**10.16.1 Definitions**

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 (LD₅₀) for acute oral toxicity of not more than 500 mg/kg or a solid with an LD₅₀ 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 LD₅₀ 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 (LC₅₀) 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 LC₅₀ for acute toxicity on inhalation of vapors and with an LC₅₀ for acute inhalation toxicity of vapors of not more than 5,000 ml/m³; 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.

10.16.2 Mailability

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 [10.16.4](#). Certain other poisonous materials are permitted to be mailed only between the authorized parties and under the conditions in [10.16.3](#).

10.16.3 Authorized Parties

A Division 6.1 toxic substance having an LD50 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 [10.16.4](#) 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 goods 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). In limited circumstances, when the mailing is initiated by a drug manufacturer or the drug manufacturer's registered agent, customers may return prescription drugs to the manufacturer or its registered agent as indicated in [11.11.4](#) and [11.11.5](#).

10.16.4 Packaging and Marking

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 a primary 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 container that is placed within a strong outer shipping container. 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 Only" or "Surface Mail Only."
- b. Other toxic substances and poisons are permitted to be sent between the authorized parties and under the conditions in [10.16.3](#) 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 leakproof (for liquids) or siftproof (for solids) secondary container; the secondary container is firmly and securely held within a strong outer shipping container 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 [11.11.6](#)). Mailable materials sent via surface transportation must be marked on the address side as "Surface Only" or "Surface Mail Only." Each mailpiece must bear a shipping paper.

10.16.5 Irritants

Irritants are prohibited in international mail and domestic mail.

10.17 Infectious Substances (Hazard Class 6, Division 6.2)

10.17.1 General

Division 6.2 materials include infectious substances, biological products, regulated medical waste, sharps medical waste, used health care products, and forensic materials. Division 6.2 materials 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 the public health; and only when such materials are properly prepared for mailing to withstand shocks, pressure changes, and other conditions related to ordinary handling in transit. Mailable Division 6.2 materials sent as international mail must meet the standards in the *International Mail Manual*. For domestic mail, mailable Division 6.2 materials must meet the applicable standards in [10.17](#). Unless otherwise noted, all mailable Division 6.2 materials must meet the mail preparation requirements for air transportation.

10.17.2 Definitions

The terms used in the standards for Division 6.2 materials are defined as follows:

- a. *Infectious substance* means a material known or reasonably expected to contain a pathogen. A pathogen is a microorganism that can cause disease in humans or animals. Examples of pathogens include bacteria, viruses, fungi, and other infectious agents. An infectious substance must be assigned to one of the following two categories:
 1. *Category A*: An infectious substance transported in a form capable of causing permanent disability or life-threatening or fatal disease in otherwise healthy humans or animals when exposure occurs. Category A infectious substances are not mailable. A Category A infectious substance is assigned the identification number UN 2814 or UN 2900, based on the known medical history or symptoms of the source patient or animal, endemic local conditions, or professional judgment concerning the individual circumstances of the source human or animal.
 2. *Category B*: An infectious substance that does not meet the criteria for inclusion in Category A. A mailpiece known or suspected to contain a Category B infectious substance must bear the proper shipping name "Biological substance, Category B" on the address side of the mailpiece and must be assigned to and marked with identification number UN 3373 or, for regulated medical waste and sharps medical waste, identification number UN 3291.
- b. *Biological product* means a virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, or analogous product or arsphenamine or derivative of arsphenamine (or any other trivalent arsenic compound) intended to prevent, treat, or cure a disease or condition of humans or animals. A biological product includes a material subject to regulation under 42 U.S.C. 262 or 21 U.S.C. 151-159. Unless otherwise excepted, mark these mailpieces with identification number UN 3373 when they contain a biological product known or reasonably expected to contain a pathogen that meets the definition of a Category B infectious substance.
- c. *Cultures* are infectious substances that result from a process by which pathogens are intentionally propagated. This definition does not include a human or animal patient specimen as defined in [10.17.2e](#).
- d. *Exempt human or animal specimen* means a human or animal sample (including, but not limited to, secretions, excretions, blood and its components, tissue and tissue fluids, and body parts) transported for routine testing not related to the diagnosis of an infectious disease. Typically, exempt human specimens are specimens for which there is a low probability that the sample is infectious, such as specimens for drug or alcohol testing; cholesterol testing; blood glucose level testing; prostate-specific antigens (PSA) testing; testing to monitor heart, kidney, or liver function; pregnancy testing; and testing for diagnosis of noninfectious diseases such as cancer biopsies. Exempt human or animal specimens are not subject to regulation as hazardous materials but must be packaged according to [10.17.9](#).

- e. *Patient specimen* means material that is collected directly from humans or animals and transported for purposes such as diagnosis and research. Patient specimens include excreta, secretions, blood and its components, tissue and tissue swabs, body parts, and specimens in transport media (such as transwabs, culture media, and blood culture bottles).
- f. *Regulated medical waste*, for USPS purposes, means a soft waste material (other than a sharp) derived from the medical treatment, diagnosis, immunization, or biomedical research of a human or animal. Soft medical waste includes items such as used rubber gloves, swabs, gauze, tongue depressors, and other similar material. Mark these mailpieces with identification number UN 3291.
- g. *Sharps medical waste*, for USPS purposes, means a medical waste object that is capable of cutting or penetrating skin or packaging material and that is contaminated with a pathogen or may become contaminated with a pathogen derived from the medical treatment, diagnosis, immunization, or biomedical research of a human or animal. Sharps include used medical waste such as needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires. Mark these mailpieces with identification number UN 3291.
- h. *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814, UN 2900, or UN 3373, as appropriate. A toxin known or suspected to contain a Category A infectious substance is not mailable. A toxin known or suspected to contain a Category B infectious substance must be marked UN 3373 and packaged under 10.17.5. Toxins from plant, animal, or bacterial sources that do not contain an infectious substance, and are not contained in an infectious substance, may be considered for classification as Division 6.1 toxic substances under [10.16](#).
- i. *Used health care product* means a medical, diagnostic, or research device or piece of equipment, or a personal care product used by consumers, medical professionals, or pharmaceutical providers that does not meet the definition of a diagnostic specimen, biological product, regulated medical waste, or sharps waste, is contaminated with potentially infectious body fluids or materials, and is not decontaminated or disinfected to remove or mitigate the infectious hazard prior to transport.

10.17.3 Nonregulated Materials

The following materials are not subject to regulation as Division 6.2 hazardous materials and are mailable when the packaging requirements in [10.17.8](#) are met:

- a. A biological product, including an experimental or investigational product or component of a product, subject to Federal approval, permit, review, or licensing requirements, such as those required by the Food and Drug Administration of the U.S. Department of Health and Human Services or the U.S. Department of Agriculture. A biological product known or suspected to

601.10.17.3

contain a Category B infectious substance must be marked UN 3373 and packaged under [10.17.4](#). A biological product known or suspected to contain a Category A infectious substance is not mailable.

- b. Blood collected for the purpose of blood transfusion or the preparation of blood products; blood products; plasma; plasma derivatives; blood components; tissues or organs intended for use in transplant operations; and human cell, tissues, and cellular and tissue-based products regulated under the Public Health Service Act (42 U.S.C. 264-272) or the Food, Drug, and Cosmetic Act (21 U.S.C. 332 et seq.).
- c. Blood, blood plasma, and blood components collected for the purpose of blood transfusion or the preparation of blood products and sent for testing as part of the collection process, except where the person collecting the blood has reason to believe it contains a Category B infectious substance, in which case the test sample must be shipped as a Category B infectious substance. Materials known or suspected to contain a Category A infectious substance are not mailable.
- d. Dried blood spots, collected by applying a drop of blood to absorbent material, or dried specimens for fecal occult blood detection. (These materials are not classified as exempt human or animal specimens.)
- e. Forensic material containing a biological material, such as tissue, body fluid, excreta, or secretions, not expected to contain a Category A or Category B infectious substance and transported on behalf of a U.S. Government agency or a state, local, or Indian tribal government agency. A forensic material known or suspected to contain a Category B infectious substance must be shipped as a Category B infectious substance. A forensic material known or suspected to contain a Category A infectious substance is not mailable.

All materials mailable under the provisions in [10.17](#) must be properly packaged. [Exhibit 10.17.3](#) lists the specific reference in [10.17](#) under which each type of mailable material must be packaged.

Exhibit 10.17.3 Packaging Standards for Division 6.2 Infectious Substances

MATERIAL BEING MAILED	PACKAGING STANDARDS		
	Nonregulated	Category A	Category B
Blood for Transfusion	10.17.8	nm	10.17.4
Biological Product	10.17.8	nm	10.17.4
Culture or Stock	10.17.8	nm	10.17.4
Patient Specimen	n/a	nm	10.17.4
Exempt Human or Animal Specimen	10.17.9	n/a	n/a
Forensic Material	10.17.8	nm	10.17.4
Regulated Medical Waste	10.17.5	nm	10.17.5
Sharps Waste	10.17.5	nm	10.17.5
Toxin*	10.16.4	nm	10.17.4
Treated Medical Waste	10.17.8	n/a	n/a
Used Health Care Product	10.17.6	nm	10.17.6

nm = Not mailable.

n/a = Not applicable.

* *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classified as Division 6.2; described as an infectious substance; and assigned to UN 2814, UN 2900, or UN 3373, as appropriate. A Division 6.1 toxin that can qualify as an ORM-D material is permitted when packaged under 10.16.3 or 10.16.4.

10.17.4 Packaging Category B Infectious Substances

A material that is classified as a Category B infectious substance and that meets the definition in 10.17.2a2 must be triple-packaged, meeting the packaging requirements in 49 CFR 173.199, and sent as First-Class Mail, Priority Mail, or Express Mail. Each primary receptacle containing a liquid must be leakproof and surrounded by absorbent material sufficient to protect the primary receptacle and absorb the total amount of liquid should the primary receptacle leak or break. Each primary receptacle containing a solid must be siftproof. Secondary containers for liquids must be leakproof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 1 liter (34 ounces) of a liquid specimen or 4 kg (8.8 pounds) of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 4 liters (1 gallon) for liquids or 4 kg (8.8 pounds) for solids may be enclosed in a single secondary container. In addition:

- a. The secondary container must be marked with the international biohazard symbol shown in Exhibit 10.17.5c2.
- b. The primary receptacle or secondary packaging must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 95 kPa (0.95 bar, 14 psi) in the range of -40° C to 55° C (-40° F to 130° F).

601.10.17.5

- c. All mailpieces sent under 10.17.5 must be marked on the address side with the shipping name "Biological substance, Category B" and "UN 3373" as outlined in 49 CFR 173.199 (a)(5). Regulated medical waste and sharps medical waste as defined in [10.17.2f](#) and [10.17.2g](#) must be marked UN 3291. See [10.17.5](#).
- d. Orientation arrows are not required on these mailpieces but may be used.
- e. The outer packaging must show the name and telephone number of a person who is knowledgeable about the material shipped and has comprehensive emergency response and incident mitigation information, or of someone who has immediate access to the person with such knowledge and information.

10.17.5 Sharps Waste and Other Mailable Regulated Medical Waste

Regulated medical waste and sharps medical waste known or suspected to contain a Category A infectious substance is not mailable. Regulated medical waste and sharps medical waste as defined in [10.17.2f](#) and [10.17.2g](#), and containing materials classified as Category B infectious substances, must be marked UN 3291 and are permitted for mailing only using merchandise return service (see [507.10.0](#)) with First-Class Mail or Priority Mail service, subject to the following requirements:

- a. *Authorization.* Each vendor of a complete regulated medical waste or sharps waste mailing container system (including all component parts required to safely mail such waste to a storage or disposal facility) must obtain authorization from the USPS prior to mailing. Before applying for authorization, each type of mailing container system must be tested and certified under the standards in [10.17.5d](#) by an independent testing facility. The vendor in whose name the authorization is being sought must submit a written request to the manager, Mailing Standards, USPS Headquarters (see [608.8.0, USPS Contact Information](#), for address). The request for authorization must contain the following:
 - 1. An irrevocable \$50,000 surety bond or letter of credit as proof of sufficient financial responsibility to cover disposal costs if the vendor ceases doing business before all its waste container systems are disposed of or to cover cleanup costs if spills occur while the containers are in USPS possession. The surety bond or letter of credit must be issued in the name of the vendor seeking the authorization and must name the USPS as the beneficiary or obligee. Vendors that market their containers to distributors are responsible for disposal and cleanup costs attributed to those containers. In addition, vendors must provide a list of distributors, including firm names, addresses, and telephone numbers, to the Postal Service on request.
 - 2. Address of the headquarters or general business office of the vendor seeking the authorization.
 - 3. Name, address, and phone number of each storage and disposal site.
 - 4. List of all types of mailing container systems to be covered by the request, a complete sample of each mailing container system, and proof of package testing certifications performed by the independent testing facility that subjected the packaging materials to the testing requirements in [10.17.5d](#).

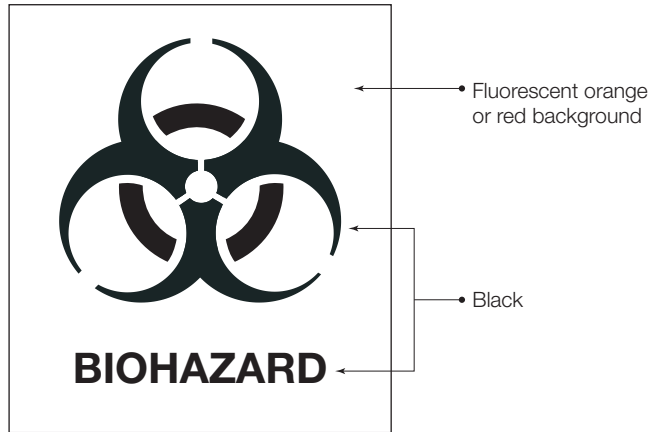
5. Copy of the proposed waste shipping paper to be used with each mailing container system.
 6. 24-hour toll free telephone number for emergencies.
 7. List of the types of waste to be mailed for disposal in each mailing container system.
 8. Copy of the merchandise return service label to be used with each mailing container system and verification that the merchandise return service permit fee and accounting fee have been paid.
 9. Address of the post office or postage due unit where the containers are delivered.
- b. *Packaging.* Regulated medical waste and sharps medical waste that also meets the definition of a Category A infectious substance is not mailable. A medical waste material treated by steam sterilization, chemical disinfections, or other appropriate method so that it no longer contains a Category A or Category B infectious substance must be packaged under [10.17.8](#). The packaging for regulated medical waste and sharps medical waste containing or suspected of containing a Category B infectious substance is subject to these standards:
1. Sharps medical waste and regulated medical waste meeting the definitions in [10.17.2e](#) and [10.17.2g](#) must be collected in a rigid, securely sealed, and leakproof primary receptacle. For sharps waste, the primary receptacle must also be puncture-resistant and may not have a maximum capacity that exceeds 3 gallons in volume. For regulated medical waste, the primary receptacle may not have a maximum capacity that exceeds 5 gallons in volume. Each primary receptacle may not contain more than 50 ml (1.66 ounces) of residual waste liquid. Each primary receptacle must display the international biohazard symbol shown in [Exhibit 10.17.5c2](#). Package testing results must show that the contents did not penetrate through the primary container during package testing and that the primary container can maintain its integrity at temperatures as low as 0°F and as high as 120°F.
 2. The primary receptacle must be packaged within a watertight secondary container or containment system. The secondary container may consist of more than one component. If one of the components is a plastic bag, the bag must be at least 4 mil in thickness and must be used in conjunction with a fiberboard box. A plastic bag by itself does not meet the requirement for a secondary container. Several primary receptacles may be enclosed in a secondary container. The primary receptacle(s) must fit securely and snugly within the secondary container to prevent breakage during ordinary processing.
 3. The secondary container must be enclosed in a strong outer shipping container constructed of 200-pound grade corrugated fiberboard. The joints and flaps of the outer shipping container must be securely taped, glued, or stitched to maintain the integrity of the container. When tape or glue is used to secure an outer shipping container, the material must be

601.10.17.5

- water-resistant. Fiberboard boxes with interlock bottom flaps (i.e., easy-fold) are not permitted as outer shipping containers unless reinforced with water-resistant tape. The secondary container must fit securely and snugly within the outer shipping container to prevent breakage during ordinary processing.
4. There must be enough material within the primary receptacle 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 25 pounds. The container's maximum allowable weight must be printed on the outside of the box and on the assembly and closure instructions included with each mailpiece. The mailpiece must be tested at the maximum allowable weight identified by the vendor.
 6. In each mailing container system, the authorized vendor must include a step-by-step instruction sheet that clearly details the proper sequence and method of container system assembly prior to mailing to prevent package failure during transport due to improper assembly. The instruction sheet must also include a customer service telephone number, or provide specific information on where such a telephone number is located elsewhere on the container system, for third-party end users to contact if they have assembly questions or find a component part is missing.
- c. *Mailpiece Labeling, Marking, and Documentation.* Regulated medical waste and sharps waste must meet the following requirements:
1. Each primary receptacle and outer shipping container must bear a label, which cannot be detached intact, showing: (a) the company name of the vendor to which the mailing authorization is issued; (b) the USPS Authorization Number, and; (c) the container ID number (or unique model number) signifying that the packaging material is certified and that the vendor obtained the authorization required by [10.17.5a](#). Place the label on the top or on a side of the container.

2. The primary receptacle(s) and the outer shipping container must bear the international biohazard symbol in black with either a fluorescent orange or fluorescent red background as shown in [Exhibit 10.17.5c2](#). The symbol on the outer shipping container must be at least 3 inches high and 4 inches wide.

Exhibit 10.17.5c2 International Biohazard Symbol



3. Each mailpiece must have a four-part waste shipping paper. The shipping paper must be affixed to the outside of the mailpiece in an envelope or similar carrier that can be easily opened and resealed to allow review of the document. The shipping paper must comply with all applicable requirements imposed by the laws of the state from which the container system is mailed. At a minimum, the information in [Exhibit 10.17.5c3](#) must be on the shipping paper.

601.10.17.5

Exhibit 10.17.5c3 Shipping Paper for Regulated Medical Waste and Sharps Waste Containers

SECTION	INFORMATION REQUIRED
1. Generator (Mailer)	<ul style="list-style-type: none"> a. Name. b. Complete address (not a Post Office box). c. Telephone number. d. Description of contents of mailing container. "Regulated Medical Waste" or "Regulated Medical Waste-Sharps" is required as appropriate. e. Date container was mailed. f. State permit number of approved facility in which contents are to be disposed of.
2. Destination Facility (Disposal Site)	Complete address (not a Post Office box)
3. Generator's (Mailer's) Certification	<p>The following certification statement must be printed on the shipping paper:</p> <p>"I certify that this container has been approved for the mailing of [insert either "regulated medical waste" or "sharps waste," as appropriate], 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 Service 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 national governmental regulations."</p> <p>This statement must be followed by printed or typewritten name of generator (mailer), signature of generator, and date signed.</p>
4. Destination Facility (Storage or Disposal Site)	<p>The following certification statement of receipt, treatment, and disposal must be printed on the shipping paper:</p> <p>"I certify that the contents of this container have been received, treated, and disposed of in accordance with all local, state, and federal regulations."</p> <p>This statement must be followed by printed or typewritten name of an authorized recipient at destination facility, signature of authorized recipient, and date signed.</p>
5. Transporter Intermediate Handler Other Than the Postal Service (If Different From Destination Facility)	<ul style="list-style-type: none"> a. Name. b. Complete address (not a Post Office box). c. Printed or typewritten name of transporter or intermediate handler. d. Signature of transporter or intermediate handler and date signed.
6. Serialized Waste Shipping Papers	Each waste shipping paper or mail disposal service shipping record must be serialized using a unique numbering system for identification purposes.
7. Comment Area	Each shipping paper must contain an area designated for entering comments or noting discrepancies.
8. Completion and Distribution of Waste Shipping Paper	<p>Each shipping paper must contain instructions for properly completing the four-part form.</p> <p>Copies of the form must be distributed as follows:</p> <ul style="list-style-type: none"> 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	<p>Each shipping paper must bear the following statement with appropriate information:</p> <p>"IN CASE OF EMERGENCY, OR THE DISCOVERY OF DAMAGE OR LEAKAGE, CALL 1-800-###-####."</p>

4. The outer shipping container must bear a properly prepared merchandise return service label (see [507.10.0](#)). The merchandise return service permit must be held in the same name as that of the authorized medical waste vendor.
 5. The outer shipping container must be marked on two opposite side walls with the package orientation marking in 49 CFR 173.312 to identify the proper upright position of the mailpiece during handling.
 6. Mailpieces containing regulated medical waste or sharps waste must be marked on the address side with the correct UN number and proper shipping name (e.g., “Regulated Medical Waste, UN 3291” or “Regulated Medical Waste—Sharps, UN 3291”).
 7. Vendors must retrieve mailpieces held at processing facilities due to improper labeling such as no return address or due to improperly completed shipping papers.
- d. *Package Testing.* Vendors must submit to the manager, Mailing Standards (see [608.8.0](#) for address), package testing results from an independent testing facility for each package for which the vendor is requesting authorization. In addition, vendors must submit package testing results from an independent testing facility when the design of a container system changes or every 24 months, whichever occurs first. The test results must show that if every mailpiece prepared for mailing were subject to the environmental and test conditions in 49 CFR and the additional test requirements in [10.17.5e](#), no contents would be released into the environment and the effectiveness of the packaging would not be significantly reduced. The Postal Service may require proof of accreditation or other documentation to support the credentials of an independent testing facility.
- e. *Testing Criteria.* Each mailpiece must pass each of the tests described below:
1. *Leak-proof test.* The test must be conducted on one primary receptacle with the lid in place, without the secondary and outer packaging. The test duration must be at least 5 minutes and must be conducted at 20 kPa (3 psi). The pass/fail criterion is: no air leakage from anywhere other than the closure of the primary receptacle. Air leakage at the closure is not considered a failure if the primary receptacle passes the test for watertightness as determined by placing 50 ml of deionized water into the primary receptacle, securing the closure, and then turning the container on its side and observing for any evidence of leakage. Any evidence of water leaking from the primary receptacle is a failure.
 2. *Stacking test.* One mailpiece must withstand the test in 49 CFR 178.606. The dynamic compression test must be conducted on the empty, unsealed mailpiece assembled for mailing, without the primary receptacle(s). The test mass is the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions. A compensation factor of 1.5 must be used to compute the test load, based on the vendor-identified weight.

601.10.17.5

The pass/fail criteria are: no buckling of the sidewalls sufficient to cause damage to the contents in the primary receptacle, and in no case does the deflection exceed 1 inch.

3. *Vibration test.* One mailpiece filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.608. The test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions. The test sample is prepared as it would be for mailing. The pass/fail criterion is: no rupture, cracking, or splitting of any primary receptacle.
4. *Wet drop test.* Five mailpieces filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609e. Each test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. Each mailpiece is prepared as it would be for mailing and subjected to a water spray as described in the test. A separate, untested mailpiece is used for each drop orientation: top, longest side, shortest side, and corner. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
5. *Cold drop test.* Five mailpieces filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609f. Each test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. Each mailpiece is prepared as it would be for mailing and chilled as described in the test. A separate, untested mailpiece is used for each drop orientation: top, longest side, shortest side, and corner. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
6. *Impact test.* One mailpiece filled with sharps or other regulated medical waste must withstand the test in 49 CFR 178.609h. The test mailpiece is filled with sharps or other regulated medical waste to the vendor-identified maximum weight, not to exceed 25 pounds, as indicated on the outer shipping container and on the assembly and closing instructions included with each mailpiece. The mailpiece is prepared as it would be for mailing. The pass/fail criteria are: no rupture, cracking, or splitting of any primary receptacle, and no contents may penetrate into or through the body or lid of any primary receptacle.
7. *Puncture-resistant test.* Package testing results must show that during all of the previous tests, the contents did not penetrate through the primary receptacle.

8. *Temperature test.* Package testing results must show that each primary receptacle maintained its integrity when exposed to temperatures as low as 0°F and as high as 120°F.
 9. *Absorbency test.* Package testing results must show that the primary receptacle(s) contain enough absorbent material to absorb three times the total liquid allowed within the primary receptacle in case of leakage. Absorbency is determined by pouring 150 ml of deionized water into the primary receptacle(s), then turning the receptacle(s) upside down and observing for any evidence of free liquid not absorbed on contact. Any evidence of free liquid is a failure.
 10. *Watertight test.* Package testing results must show that no leakage occurred when 50 ml of deionized water was placed into the secondary containment system and the entire system turned upside down for 5 minutes.
- f. *Suspension of Authorization.* The Postal Service may suspend a vendor's authorization based on information that a mailpiece no longer meets the standards for mailing sharps medical waste and regulated medical waste containers, or that the mailpiece poses an unreasonable safety risk to Postal Service employees or the public. The suspension can be made immediately, making the mailpiece nonmailable immediately. The vendor may contest a decision to suspend authorization by writing to the manager, Mailing Standards (see [608.8.0](#) for address), within 7 days from the date of the letter of suspension. The appeal should provide evidence demonstrating why the decision should be reconsidered. Any order suspending authorization remains in effect during an appeal or other challenge. When a vendor is notified that its authorization to mail sharps or other regulated medical waste containers has been suspended, the vendor must immediately:
1. Recall all identified containers.
 2. Notify all customers that they cannot mail the identified containers.
 3. Suspend sales and distribution of all identified containers.
 4. Collect the identified containers from distributors, consumers, and the Postal Service without using the mail and in accordance with all federal and state regulations.

10.17.6 Packaging Used Health Care Products

A used health care product known or reasonably suspected to contain a Category A material is not mailable. A used health care product not suspected to contain an infectious material, or that is known or suspected to contain a Category B infectious substance, and is being returned to the manufacturer or manufacturer's designee is mailable as First-Class Mail, Priority Mail, or Express Mail subject to the following packaging requirements:

- a. Each used health care product must be drained of liquid to the extent possible and placed in a watertight primary receptacle designed and constructed to ensure that it remains intact under normal conditions of transport. For a used health care product capable of cutting or penetrating skin or packaging material, the primary receptacle must be capable of retaining the product

601.10.17.7

without puncture of the packaging under normal conditions of transport. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.5c2](#).

- b. Each primary receptacle must be placed inside a watertight secondary container designed and constructed to ensure that it remains intact under normal conditions of transport. The secondary container must also be marked with the international biohazard symbol as shown in [Exhibit 10.17.5c2](#).
- c. The secondary container must be placed inside an outer shipping container with sufficient cushioning material to prevent movement between the secondary container and the outer shipping container. An itemized list of the contents of the primary receptacle and information concerning possible contamination with a Division 6.2 material, including its possible location on the product, must be placed between the secondary container and the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

10.17.7 Packaging Forensic Material

Forensic material containing a biological material, such as tissue, body fluid, excreta, or secreta, and sent on behalf of a U.S. Government agency or a state, local, or Indian tribal government agency must be packaged under [10.17.8](#) when it is not known or suspected to contain a Category A or Category B infectious substance. Forensic material known or suspected to contain a Category A infectious substance is not mailable. Forensic material known or suspected to contain a Category B infectious substance as identified in [10.17.4](#) is mailable as First-Class Mail, Priority Mail, or Express Mail when triple-packaged in a primary receptacle, secondary container, and a rigid outer shipping container as follows:

- a. The forensic material must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary container from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.5c2](#).
- b. The primary receptacle and the absorbent and cushioning material must be enclosed in a watertight and securely sealed secondary container. The secondary container must also display the international biohazard symbol as shown in [Exhibit 10.17.5c2](#).
- c. The secondary container must be firmly and snugly packed within a strong outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required.

10.17.8 Packaging Nonregulated Materials

Nonregulated materials as defined in [10.17.3](#) are not subject to regulation as hazardous materials but must be properly packaged when presented for mailing. Regulated medical waste, sharps medical waste, and used health care products must be packaged and mailed under [10.17.5](#) and [10.17.6](#). Exempt human and animal specimens must be packaged under [10.17.9](#). Nonregulated materials are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services mail.

Such materials must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary receptacle from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. Either the primary receptacle or the inner packaging must be marked with the international biohazard symbol shown in [Exhibit 10.17.5c2](#). The primary receptacle and the absorbent and cushioning material must be snugly enclosed in a rigid outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required. Nonregulated material specimens and biological products are subject to the following packaging standards:

- a. *Liquid Patient Specimens and Biological Products*. Mailers must package a liquid nonregulated patient specimen, a forensic specimen, or a biological product (such as polio vaccine) as follows:
 1. *Not exceeding 50 ml*. A patient specimen or biological product consisting of 50 ml or less per mailpiece must be packaged in a securely sealed primary receptacle. Two or more primary receptacles whose combined volume does not exceed 50 ml may be enclosed within a single mailpiece. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5c2](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required.
 2. *Exceeding 50 ml*. A liquid patient specimen, forensic material, or biological product that exceeds 50 ml must be packaged in a securely sealed primary receptacle. A single primary receptacle must not contain more than 500 ml of specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml may be enclosed in a single secondary container. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container with a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5c2](#). The secondary container must be securely and snugly

601.10.17.9

enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required.

- b. *Solid (or Dry) Specimen.* A solid or dry specimen, such as a saliva swab, blood spot, fecal smear, culture or stock, or forensic material, must be completely dried before packaging in a mailing container or envelope. Cushioning material to withstand shock and pressure changes is required only if the dry specimen is placed in a breakable primary receptacle. When required, the cushioning material must surround the primary receptacle. The primary receptacle (and cushioning material, if required) must be enclosed in a secondary container with a siftproof barrier that can prevent failure of the secondary container if the primary receptacle breaks during shipment. The secondary container must be securely sealed, and it may serve as the outer shipping container if it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5c2](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary receptacle. A shipping paper and a content marking on the outer shipping container are not required.

10.17.9 Packaging Exempt Human or Animal Specimens

Exempt human or animal specimens as defined in [10.17.2d](#) are not subject to regulation as hazardous materials but when presented for mailing must be triple-packaged in leakproof (for liquids) or siftproof (for solids) primary receptacles. Sufficient cushioning and absorbent materials must surround each primary receptacle containing liquid. Secondary containers for liquids must be leakproof. Secondary containers for solids must be siftproof. The primary and secondary packaging must be enclosed in a rigid outer shipping container. A single primary receptacle must not contain more than 500 ml of a liquid specimen or 500 grams of a solid specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml (for liquids) or 500 grams (for solids) may be enclosed in a single secondary container. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol shown in [Exhibit 10.17.5c2](#). The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. A shipping paper is not required. The outer shipping container must be marked on the address side with the words “Exempt human specimen” or “Exempt animal specimen,” as appropriate. In addition, at least one surface of the outer packaging must have a minimum dimension of 3.9 inches x 3.9 inches (100 mm x 100 mm). Exempt human and animal specimens are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services mail.

10.18 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,

Hazardous, Restricted, or Perishable Mail. Radioactive materials are prohibited in domestic mail via air transportation. For international mail, the standards in IMM 135 apply.

10.19 Corrosives (Hazard Class 8)

10.19.1 Definition

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.

10.19.2 Mailability

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 containers. The secondary container must be packed within a strong outer shipping container 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 container must be securely sealed compatible siftproof containers packed in strong outer shipping container. The total weight of a mailable solid corrosive cannot exceed 25 pounds per mailpiece.

10.19.3 Marking

For surface transportation, the mailpiece must be plainly and durably marked on the address side with "Surface Only" or "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.

10.19.4 Nonspillable Wet Electric Storage Batteries

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, surrounded with sufficient cushioning material, and securely packaged in a strong fiberboard box that serves as the outer shipping container.
- b. The outer shipping container must be marked "NONSPILLABLE BATTERY, UN2800" on the address side.

601.10.20

- 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 25 pounds.

10.20 Miscellaneous Hazardous Materials (Hazard Class 9)

10.20.1 Definition

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, elevated temperature substances, environmentally hazardous substances, life-saving appliances, and asbestos.

10.20.2 Mailability

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.

10.20.3 Marking

For surface transportation, the mailpiece must be plainly and durably marked on the address side with "Surface Only" or "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.

10.20.4 Dry Ice

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 Requirements. 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 Requirements. 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 Only" or "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 are not required for the dry ice.

10.21 Other Regulated Materials—Magnetized Materials

A magnetized material is not classified within any of the nine hazard classes. Such material is regulated as a hazardous material only if offered for carriage on air transportation and when it has a magnetic field strength capable of causing the deviation of aircraft instruments. Regulated magnetized materials are mailable subject to the following 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 hazardous 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, *Hazardous, Restricted, and Perishable Mail*. 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.

11.0 Other Restricted and Nonmailable Matter**11.1 Pistols, Revolvers, and Other Concealable Firearms****11.1.1 Definitions**

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 that 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* include, but are not limited to, short-barreled shotguns and short-barreled rifles.

601.11.1.2

- 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 that is no longer manufactured in the United States and that is not readily available in the ordinary channels of commercial trade.

11.1.2 Handguns

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 [11.1.3](#) and [11.1.5](#) after the filing of an affidavit or statement required by [11.1.4](#) and [11.1.6](#).

11.1.3 Authorized Persons

Subject to [11.1.4](#), 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 [11.1.3c.](#) through [11.1.3e.](#)

11.1.4 Affidavit of Addressee

Any person proposing to mail a handgun under [11.1.3](#) 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 [11.1.3a.](#) through [11.1.3g](#), 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 [11.1.3c.](#) through [11.1.3e](#), *Authorized Persons*.

11.1.5 Manufacturers and Dealers

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.

11.1.6 Certificate of Manufacturers and Dealers

A licensed manufacturer or dealer need not file the affidavit under [11.1.4](#), 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.

11.1.7 FBI Crime Detection Bureaus

Handguns may be mailed without regard to [11.1.3](#) through [11.1.6](#) 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 [11.1.3a.](#) through [11.1.3g](#), or to a licensed manufacturer or dealer of firearms or to a federal agency.

11.2 Antique Firearms

Antique firearms sent as curios or museum pieces may be accepted for mailing without regard to [11.1.3](#) through [11.1.6](#).

601.11.3

11.3 Rifles and Shotguns

Although unloaded rifles and shotguns not precluded by [11.1.1e](#) and [11.1.2](#) 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 [11.1.1e](#).

11.4 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.

11.5 Knives and Sharp Instruments**11.5.1 Mailability**

Knives (including sharp-pointed instruments such as stiletos 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 [11.5.1a](#).

11.5.2 Addressee Identification

Before delivering a shipment (or parcel) that contains an article or articles described in [11.5.1](#), a USPS employee may require that the recipient identify himself or herself as in one of the categories in [11.5.1a](#).

11.5.3 Wrapping

Sharp-pointed or sharp-edged instruments such as knives, tools, ice picks, and 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.

11.6 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.

11.7 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.

11.8 Matter Emitting Obnoxious Odor

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

11.9 Liquids and Powders**11.9.1 Liquids and Semisolids**

Liquids and semisolids that may liquefy under normal conditions and are otherwise mailable must be adequately prepared for mailing under [1.0](#) through [8.0](#).

11.9.2 Powders

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.

11.10 Motor Vehicle Master Keys and Locksmithing Devices**11.10.1 Motor Vehicle Master Key—Definition**

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).

11.10.2 Nonmailable

Any motor vehicle master key, as defined in [11.10.1](#), 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.

11.10.3 Marking

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

11.10.4 Locksmithing Device—Definition

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 [11.10.4a](#)) 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.

601.11.10.5

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

11.10.5 Nonmailable

Any locksmithing device, as defined in [11.10.4](#), is nonmailable, unless sent to any of the following:

- a. Lock manufacturer or distributor.
- b. Bona fide locksmith.
- c. Bona fide reposessor.
- d. Motor vehicle manufacturer or dealer.
- e. Bona fide automotive repair shops or businesses.

11.11 Drugs**11.11.1 Over-the-Counter Drugs**

Over-the-counter drugs are medicines that can be obtained without a prescription. Over-the-counter drugs may be mailed when all applicable federal, state, and local laws, such as the Poison Prevention Packaging Act of 1970 and the Consumer Product Safety Commission requirements, are followed.

11.11.2 Prescription Drugs

Prescription drugs are licensed medicines that require a written order by a medical doctor or pharmacist before they can be obtained. Prescription drugs, including those that contain controlled substances, may be mailed by drug manufacturers or their registered agents, pharmacies, or other authorized dispensers as permitted by 21 CFR 1307.12 or in compliance with any regulation of the Food and Drug Administration or other applicable law.

11.11.3 Controlled Substances

Controlled substances are any anabolic steroid, narcotic, hallucinogenic, stimulant, or depressant drug in Schedules I through V of the Controlled Substances Act, 21 USC 801 and 21 CFR 1300. Controlled Substances may be mailed by drug manufacturers or their agents, pharmacies, or other authorized dispensers when distribution is lawful under 21 USC 801 and 21 CFR 1300 and if the mailer or the addressee meets one of the following conditions:

- a. The mailer or the addressee is registered with the Drug Enforcement Administration (DEA).
- b. The mailer or the addressee is exempt from DEA registration in performing official duties such as military, civil defense, and law enforcement personnel.

11.11.4 Packaging and Markings

Securely package all mailable drugs so that the contents cannot become damaged or dislodged during mailing. Follow the general packaging instructions in [601.1.0](#) through [601.8.0](#). Do not identify the nature of the contents on the outside of the mailpiece.

11.11.5 Return of Prescription Drugs

Mailers may use merchandise return service to return prescription drugs for purposes of drug recalls; voluntary manufacturer withdrawals; and dispensing errors such as incorrect drug, dosage, or strength, as permitted by 21 CFR 1307.12 or other applicable law. The mailpiece must be addressed to the manufacturer or its registered agent. Manufacturers or their registered agents must furnish mailing containers to their customers for the purpose of mailing back the identified drugs. Manufacturers or their registered agents must use merchandise return service (see [507.10.0](#)) with First-Class Mail or Priority Mail for these mailpieces. Manufacturers or their agents continue to be responsible for maintaining records in compliance with any regulation of the Drug Enforcement Administration and/or the Food and Drug Administration.

11.11.6 Mailing Standards

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.

11.12 Drug Paraphernalia**11.12.1 Definition and Examples**

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

601.11.12.2

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.

11.12.2 Determination

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.

11.12.3 Exceptions

The standards in [11.12.1](#) and [11.12.2](#) apply neither to any person authorized by local, state, or federal law to manufacture, possess, or distribute items described in [11.12.1](#) and [11.12.2](#); 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.

11.13 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).

11.14 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 [10.0, Hazardous Materials](#).

11.15 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.

11.16 Compliance Certificate

A mailer who presents matter that is generally permitted in the mail under [11.13](#), [11.14](#), and [11.15](#) 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.

11.17 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 [10.0, Hazardous Materials](#).

11.18 Odd-Shaped Items in Paper Envelopes

Pens, pencils, key rings, bottle caps, and other similar odd-shaped items are not permitted in letter-size or flat-size paper envelopes unless they are wrapped within the other contents of the envelope to streamline the shape of the mailpiece and prevent damage during postal processing. If an odd-shaped item is not properly wrapped, it could burst through the envelope and cause injury to employees and damage to USPS processing equipment. Odd-shaped items that are properly wrapped within paper envelopes and sent at the First-Class Mail or Standard Mail letter rates may be subject to the nonmachinable surcharge under [133.1.10](#) or [233.4.3](#), or the nonmachinable rates under [243.5.5](#). Certain types of odd-shaped items, when properly wrapped, are permitted as automation rate letter-size mail subject to the standards in [201.3.0](#). Flat-size automation rate mail is subject to the uniform thickness requirement in [301.3.0](#).

11.19 Abortive and Contraceptive Devices

11.19.1 Abortion Devices

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

11.19.2 Contraceptives

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).

11.20 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

601.12.1

distribution systems; whether the volume of material may lead to security problems; and whether processing the material may create safety hazards for USPS employees.

12.0 Written, Printed, and Graphic Matter Generally

12.1 **Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)**


12.1.1 **General**

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 [12.1.2](#) through [12.1.5](#) in *Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)*. 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).

12.1.2 **Required Disclaimer**

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 12.1.2](#)). 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."

Exhibit 12.1.2 Solicitation Disclaimer

ACCOUNTS INCORPORATED			
Qty.	Listing Category	Amount	IMPORTANT: This form must be returned to ensure your correct directory listing. Please correct listing and ZIP Code if necessary.
1	Retail	\$50.00	
<input type="checkbox"/> Check enclosed		<input type="checkbox"/> Bill me later	
ACCOUNTS INCORPORATED PO BOX 1000 ANYTOWN WA 98765-4321		 ABC COMPANY 1234 MAIN ST ANYTOWN WA 98765-4321	
Detach and return this portion with your payment. Retain this portion as your receipt.			
Qty.	Listing Category	Amount	Business listings to appear in the 2005 Accounts Incorporated Directory. Amount: \$50 for each listing.
1	Retail	\$50.00	
<p>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.</p>			

12.1.3 Intelligibility

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.

12.1.4 Separable Pages

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 12.1.2 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 12.1.2.

12.1.5 Definitions

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.

12.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)

12.2.1 USPS Endorsement

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.

12.2.2 Nonmailable by Government Misrepresentation

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

601.12.2.3

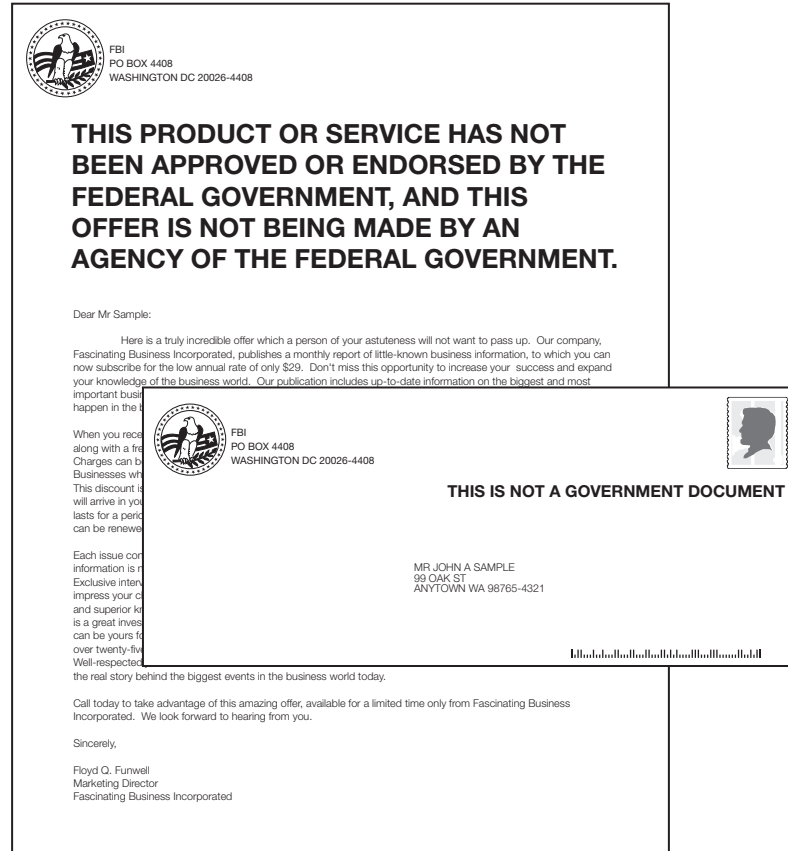
- a. Matter that contains a solicitation for products, services, information, or funds that implies any federal government connection, approval, or endorsement through the use of a seal, insignia, reference to the Postmaster General, citation to a federal statute, name of a federal agency, department, 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 [12.2.3](#). A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with [12.2.3](#) 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.

12.2.3 Permitted Solicitations

A solicitation described in [12.2.2a](#) may be mailable if it meets at least one of these conditions (see [Exhibit 12.2.3b](#)):

- 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.

Exhibit 12.2.3b Disclaimers for Solicitations Implying Federal Connection



- c. The solicitation displays the notice required by 12.2.3c1 on the envelope or outside cover or wrapper in which the solicitation is mailed, and one of the two notices required by 12.2.3c2 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.

601.12.3

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.

12.3 Lottery Matter (18 USC 1302)

12.3.1 Definition

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.

12.3.2 Unlawful Mail Matter

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.

12.3.3 Fishing Contests, Indian Gaming Regulatory Act, Lotteries

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. Mailings, to addresses within a state, of tickets or other material on a lottery conducted by that state under its laws (18 USC 1307).
- c. Any gaming conducted by an Indian tribe under the Indian Gaming Regulatory Act (25 USC 2720).
- d. An advertisement, list of prizes, or other information on a lottery not prohibited by the state where it is conducted.

12.4 Advertising Matter

12.4.1 Restrictions

Any advertising, promotional, or sales matter that solicits or induces the mailing of any article described in 8.0, 9.0, or 10.0 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 8.0, 9.0, or 10.0, is mailable if it contains packaging instructions and any other mailing limitations under 8.0 through 12.0, 508.8.0, *Pandering Advertisements*, and 508.9.0, *Sexually Oriented Advertisements*, (18 USC 1716).

12.4.2 Master Keys

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.

12.5 Other Nonmailable Matter

12.5.1 Fictitious Name

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).

12.5.2 Foreign Origin

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).

12.5.3 Foreign Destination

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

12.5.4 Lewd or Filthy Matter

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).

12.5.5 Matter Inciting Violence

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).

601.12.5.6

12.5.6 Other Matter

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).

12.5.7 Animal Fighting Matter

Written, printed, or graphic matter (e.g., advertisements) 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 the fight is conducted) is nonmailable under 7 USC 2156. Violators can be subject to the criminal penalties in 7 USC 2156. For this standard:

- a. *Animal* means any live bird, or any live dog or other mammal, except man.
- b. *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.
- c. *State* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession.

12.5.8 Private Identification Without Disclaimer

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 in [12.5.8a](#) and [12.5.8c](#);
- 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.

12.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))

12.6.1 Definition

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

12.6.2 Mailable Matter

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.

12.6.3 Nonmailable Matter

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 [12.6.2, Mailable Matter](#), or [12.6.3, Nonmailable Matter](#).

12.7 Skill Contests (39 USC 3001(K)(3)(B))

12.7.1 Definition

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.

601.12.7.2

12.7.2 Mailable Matter

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.

12.8 Facsimile Check (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.

12.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))**12.9.1 Mailable Matter**

Matter described in [12.6](#), [12.7](#), and [12.8](#) 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.

12.9.2 Notices and Disclaimers

Any notice or disclaimer required under [12.6](#), [12.7](#), and [12.8](#) shall be clearly and conspicuously displayed. Disclaimers required by [12.6.2a](#) and [12.6.2b](#) must be more conspicuously displayed than any other disclaimer.

12.10 Removal of Names from Mailing Lists (39 USC § 3001(L))**12.10.1 Lists**

In general, any person who uses the mails for any mailing falling under [12.2](#), [12.6](#), [12.7](#), and [12.8](#) 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.

12.10.2 Special Requirements for Sweepstakes and Skill Contests

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.

12.11 Unauthorized Decisions by Postmasters

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.

12.12 Refusal Due to Improper Preparation

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

602 Addressing

Overview

- [1.0 Elements of Addressing](#)
- [2.0 Restrictions](#)
- [3.0 Use of Alternative Addressing](#)
- [4.0 Detached Address Labels \(DALs\)](#)

1.0 Elements of Addressing

1.1 Clear Space

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

1.2 Delivery Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage.

1.3 Address Elements

All mail not bearing a simplified address under [3.0, Use of Alternative Addressing](#), 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 mailbox designator ("PMB" or alternative "#") and number if the mailpiece is addressed to a commercial mail receiving agency (CMRA) address.
- 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 (or state abbreviation). The city is any acceptable mailing name for the 5-digit ZIP Code serving the intended recipient as shown in the USPS City State Product.
- e. ZIP Code (5-digit or ZIP + 4) where required:
 1. ZIP Codes are required on Express Mail, Presorted and automation rate First-Class Mail, Periodicals mail, Standard Mail, Package Services mail (except single-piece rate Parcel Post), all mail sent to military addresses within the United States and to APO and FPO addresses, all official mail (penalty mail), all business reply mail, and all merchandise return service mail.
 2. Unless required above, ZIP Codes may be omitted from single-piece rate First-Class Mail (including Priority Mail), single-piece rate Parcel Post, and pieces bearing a simplified address.

1.4 Complete Addresses

1.4.1 Complete Address Definition

A complete address has all the address elements necessary to allow an exact match with the current USPS ZIP+4 Product 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.

1.4.2 Complete Address Elements

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 Product 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 Product 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 Product. Contact the National Customer Support Center (see [509.1.0](#)) for more information about the City State Product.
- 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 Product, the unique ZIP+4 code must be used in the delivery address.

1.5 Return Addresses

1.5.1 Purpose for Return Address

The return address tells the USPS where the sender of a mailpiece wants it returned if the piece cannot be delivered.

1.5.2 Return Address Elements

The return address contains elements corresponding to those for the delivery address. A return address is required in specific circumstances (see [1.5.3](#)). 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. ZIP Codes (5-digit or ZIP+4) are required in the return address of all mail on which postage is paid with precanceled stamps or company permit imprint, and in the sender's return address on Periodicals mail when “Address Service Requested” is specified. Official mail (penalty mail) also requires a ZIP Code in the return address.

1.5.3 Required Use of Return Addresses

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.

1.5.4 Postmark

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

1.6 Ancillary Services

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.

1.7 Attachment of Different Class

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.

1.8 ZIP Codes**1.8.1 Purpose of ZIP Code**

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.

1.8.2 ZIP+4 - A Complete ZIP Code

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.

1.8.3 Numeric Delivery Point Barcode

A numeric equivalent of a delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.2.4](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

1.9 Additional Addressing Standards by Class

Basic addressing standards for First-Class Mail, Express Mail, Standard Mail, and Package Services are in the Rates and Eligibility section for each class of mail. Additional standards for Periodicals are in [707.3.2, Addressing](#). 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 Restrictions

2.1 Dual Address

Mail with a dual address (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*).

2.2 More Than One Post Office

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

2.3 Mail Addressed to CMRAs

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.

3.0 Use of Alternative Addressing

3.1 General Information

3.1.1 Use

Alternative addressing formats may be used as described in [3.2](#) through [3.4](#) in *Use of Alternative Addressing*.

3.1.2 Prohibited Use

Alternative addressing formats may not be used on:

- a. Express Mail pieces.
- b. Mail with any extra service under [503](#).
- c. Mail with any ancillary service endorsement under [507.1.1](#) through [507.1.8](#).
- d. Periodicals intended to count as subscriber or requester copies to meet the applicable circulation standards.
- e. Mail addressed to an overseas military post office under [703.2.2](#).

3.1.3 Treatment

Mail with an occupant or an exceptional address format is delivered as addressed and is not forwarded. Such mail is treated as undeliverable only when the address is incorrect or incomplete or when the mail cannot be delivered for another reason related solely to the address (e.g., a vacant building), as shown in [Exhibit 1.4.1, USPS Endorsements for Mail Undeliverable as Addressed](#). Periodicals publishers are notified when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons. Mail with a simplified address format is distributed to all deliveries on a route or to post office boxholders. Undeliverable mail with any alternative addressing format is disposed of as waste under [507.1.9.1](#).

3.2 Simplified Address

3.2.1 Use—Rural and Highway Contract Routes, P.O. Boxholders

The simplified address format (“Postal Customer”) may be used on mail only when complete distribution (except as provided for congressional mail under [703.6.0](#)) is made to each family or boxholder on a rural or highway contract route at any post office and/or to all post office boxholders at a post office without city carrier service. A more specific address such as “Rural Route Boxholder” for mail intended to all boxholders on a rural route, followed by the name of the post office and state, may be used. The word “Local,” instead of the post office and state name, is optional.

3.2.2 Use—City Routes, P.O. Boxholders

When distribution is to be made to each active possible delivery on city carrier routes or to each post office boxholder at a post office with city carrier service, the addressee’s name; mailing address; and city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government (including mail with the congressional frank prepared under [703.6.0](#)); 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

602.3.2.3

listed in [608.2.0](#). The requirement for distribution to each stop or post office boxholder may be modified for congressional mail under [703.6.0](#). The following also applies:

- 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.

3.2.3 Mail Preparation

All pieces must be prepared in carrier route or 5-digit carrier route containers; 3-digit carrier route or carrier routes containers are not allowed. All flat-size pieces must be prepared in carrier route or 5-digit carrier route sacks. All pieces for the same carrier route must be tied in bundles of 50, so far as practicable, and each bundle must bear a facing slip showing desired distribution (e.g., 5-digit ZIP Code and route number). If the pieces are tied in quantities other than 50 each, the actual number must be shown on the facing slip. Delivery statistics for routes may be obtained as described in [509.1.0](#). Pieces in such mailings also must meet the following standards:

- a. All pieces must be in the same processing category.
- b. Pieces must be marked according to [102](#), [202](#), [302](#), or [402](#).
- c. Letter-size pieces must be prepared in trays, and flat-size pieces must be prepared in sacks under [707.23.0](#), *Preparing Carrier Route Rate Periodicals*, or, for Carrier Route Standard Mail, see [245.6.0](#) for letters, [345.6.0](#) for flats, or [445.7.0](#) for parcels.
- d. If selective distribution is desired, enough pieces must be presented to cover the route or routes selected.

3.2.4 Postage

Postage must be paid with permit imprint, meter indicia, precanceled stamps, or other authorized methods not requiring cancellation, according to the standards for the class of mail.

3.2.5 Address Designation

Only the address designations in [3.2.1](#) or [3.2.2](#) may be used. Other designations (e.g., "Food Buyer," "Voter") are not permitted.

3.3 Occupant Address

3.3.1 Use of Occupant Address

The occupant address format (“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

3.4 Exceptional Address

3.4.1 Use of Exceptional Address

The exceptional address format (“Jane Doe or Current Resident” or “Jane Doe or Current Occupant”) may be used on any mail except mail types listed in 3.1.2. 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”).

3.4.2 Placement

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.

4.0 Detached Address Labels (DALs)

4.1 DAL Use

4.1.1 Definition

For these standards, *item(s)* refers inclusively to the types of mail described in 4.1.2 through 4.1.4.

4.1.2 Periodicals or Standard Mail Flats Saturation Mailings

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.

4.1.3 Standard Mail Merchandise Samples

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.

4.1.4 Bound Printed Matter

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 [705.8.0](#), except that for flat-size mail, separate 5-digit pallets of carrier route and Presorted rate mail are not required. The destination delivery unit (DDU) is determined using the Drop Shipment Product under the provisions for the DDU rate in [366.3.0](#) through [366.6.0](#) or [466.3.0](#) through [466.6.0](#). 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 [4.3](#), 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 [366.3.0](#) through [366.6.0](#) or [466.3.0](#) through [466.6.0](#). DALs must be bundled under [4.3](#) and presented to the destination delivery unit with the accompanying items to be distributed with the DALs.

4.1.5 Alternative Addressing Format

The addresses on DALs may be prepared using an alternative addressing format under [3.0](#), subject to the applicable eligibility, volume, density, and preparation standards.

4.1.6 Documentation

When requested by the USPS, DAL mailers must provide documentation to establish that the applicable distribution standards in [4.1.2](#) through [4.1.4](#) are met.

4.1.7 Extra Services

Items mailed with DALs may not be combined with any extra service.

4.2 Label Preparation

4.2.1 Label Construction

[\[6-7-07\]](#) 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).

- b. Between 5 and 9 inches long (parallel to the address).
- c. At least 0.007 inch thick, except under [4.2.5b](#).

4.2.2 Addressing

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.

4.2.3 Ratio

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

4.2.4 Required Information

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.

4.2.5 Other Information

[6-7-07] In addition to the information described in [4.2.2](#) and [4.2.4](#) and an indicium of postage payment, only the following may appear on the front of a DAL:

- a. Official pictures and data circulated by the National Center for Missing and Exploited Children.
- b. Advertising, under the following conditions:
 - 1. The DALs must be automation-compatible under [201.3.0](#) and have a correct delivery point barcode or an Intelligent Mail barcode with an 11-digit routing code (see [708.4.0](#)).
 - 2. The advertising must not obstruct or overlap any of the required elements that are placed on the front of a DAL.
 - 3. The advertising must be to the left of the delivery address and must be placed to maintain required clear spaces around the address and postage payment (see [202](#) and [1.0](#)).

4.3 Mail Preparation

4.3.1 Notice to Delivery Office

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.

602.4.3.2

- 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 bundle.
- g. Number of items per carton or bundle.
- h. Expected delivery period (range of dates).
- i. Requested action for excess or undeliverable DALs or items (see [4.4](#)).

4.3.2 Basic Standards for DALs

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 [4.3.5](#) unless a mailing identification number is used (see [4.3.1](#)). Multiple containers of DALs must be numbered sequentially (“1 of __,” “2 of __,” etc.).

4.3.3 Basic Standards for Items Distributed With DALs

The items to be distributed with the DALs must be placed in cartons or prepared in bundles 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 [4.3.5](#) must be affixed to each carton, sacked bundle, or pallet unless a mailing identification number is used (see [4.3.1](#)). 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.

4.3.4 Combined Cartons

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 bundled and labeled under [4.3.2](#) 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 [4.3.5](#) and marked “DALs ENCLOSED” in letters not less than 1/2 inch high.

4.3.5 Container Labels

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 bundle to provide the following information (unless a mailing identification number is used under 4.3.1):

- 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.

4.3.6 Use of Equipment

Cartons, bundles 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.

4.4 Disposition of Excess or Undeliverable Material

4.4.1 Excess Material

The letter required under 4.3.1 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 4.5.
- 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.

4.4.2 Undeliverable DAL

[6-7-07] Ancillary service endorsements are not permitted. A DAL that is undeliverable as addressed is handled under 507.1.1 through 507.1.9 for the applicable class of mail. The accompanying item is treated as specified by the mailer under 4.4.1.

4.5 Postage

4.5.1 Rates

DAL mailings are not eligible for any automation rate, but they may qualify for a carrier route rate, subject to the applicable standards. For DALs used with Standard Mail ECR flats and ECR parcel mailings, mailers must pay a surcharge for each DAL. See [343.1.0](#) and [443.1.0](#).

4.5.2 Postage Computation and Payment

Postage is computed based on the weight of the entire mailpiece (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.
- c. The DAL surcharge (see [343.1.0](#) and [443.1.0](#)) applies to each DAL used in a Standard Mail ECR flats or parcel mailing.

4.5.3 Returns

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.

4.5.4 Additional Items

Postage for additional material (DALs or items) mailed to the USPS under [4.4.1d](#) 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 [4.5.2](#).

604 Postage Payment Methods

Overview

- 1.0 Stamps
- 2.0 Stamped Stationery
- 3.0 Precanceled Stamps
- 4.0 Postage Meters and PC Postage Products (“Postage Evidencing Systems”)
- 5.0 Permit Imprint (Indicia)
- 6.0 Payment of Postage
- 7.0 Computing Postage
- 8.0 Insufficient or Omitted Postage
- 9.0 Refunds and Exchanges
- 10.0 Revenue Deficiency

1.0 Stamps

1.1 Postage Stamp Denominations

Postage stamps are available in the following denominations:

TYPE AND FORMAT		DENOMINATION
Regular Postage	Panes of up to 100	\$0.01, .02, .03, .04, .05, .09, .10, .17, .20, .23, .24, .26, .39, .40, .41, .48, .50, .57, .58, .60, .70, .75, .80, .83, .84 \$1, \$2, \$4.05, \$4.60, \$5, \$14.40, \$16.25
	Booklets	\$0.26 (\$2.60 booklet) \$0.341 (\$4.10 and \$8.20 booklets)
	Coils of 100	\$0.26, .41
	Coils of 500	\$0.01, .03, .05, .10
	Coils of 3,000	\$0.01, .03, .05, .20, .34, .37, .39, .41
	Coils of 10,000	\$0.01, .02, .03, .05, .10, .34, .39, .41
	Precanceled Presorted Rate Postage – First-Class Mail and Standard Mail	Coils of 500, 3,000, and 10,000
Commemorative	Panes of up to 50	\$0.41 and other denominations
	20-Stamp Booklets	\$0.41 (\$8.20 booklets)
Semipostal	Breast Cancer Research Panes of up to 20	Purchase price of \$0.55; postage value equivalent to First-Class Mail nonautomation single-piece rate (\$0.41); remainder is contribution to fund breast cancer research.
Forever Stamp	20-Stamp Booklets	\$0.41 (\$8.20 booklets)
	18-Stamp Sheetlets	\$0.41 (\$7.38 sheetlets)

1.2 Postage Stamps Valid for Use

All postage stamps issued by the United States since 1860, unless listed in 1.3, 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

604.1.3

postage and fees for extra 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 3.0. 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 extra service requested. All nondenominated postage and makeup rate stamps, including official mail stamps, are valid at the original rates of issue.

1.3 Postage Stamps Invalid for Use

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.

1.4 Imitations of Stamps

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.

1.5 Imitations of Markings

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 1.5](#)).

Exhibit 1.5 Prohibited Imitations



1.6 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 [608.8.0](#) for address).

1.7 Position of Stamp on Mailpiece

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.

1.8 Reuse of Stamps

Reuse of stamps with intent to cause loss to the government or the USPS is punishable by fine and imprisonment.

1.9 Perforating Stamps

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.

1.10 Additional Standards for Forever Stamps

Forever stamps are sold for the price of the current First-Class Mail single-piece 1-ounce letter rate in [133.1.4](#). The postage value of each forever stamp is the current First-Class Mail single-piece 1-ounce letter rate. Forever stamps may be used only on single-piece rate mail.

1.11 Additional Standards for Semipostal Stamps

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 reasonable USPS costs, as determined by the USPS, is contributed to a specific cause. Semipostal stamps are offered for sale for a limited time as provided by law or by the USPS.
- b. The following semipostal stamp is available: 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 reasonable USPS costs) raised in connection with the Breast Cancer Research semipostal stamp are transferred to the Department of Defense and the National Institutes of Health.
- c. The postage value of each semipostal stamp is the First-Class Mail nonautomation single-piece first-ounce letter rate in [133.1.4, Rates for Letters and Cards](#), 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 nonmachinable surcharge, or pieces for which extra 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. The purchase price is listed in [1.1](#).

1.12 Paying for Stamps

Payment 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

604.1.13

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.

1.13 Seals and Stickers

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.

2.0 Stamped Stationery

2.1 Plain Stamped Envelope

2.1.1 Fee

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	Each	500
Size 6-3/4	\$0.09	\$14.50
Size 10	0.09	16.50

2.1.2 Availability

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.

2.1.3 Envelope Dimensions

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.

2.1.4 Window Sizes

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.

2.1.5 Imprinting

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.

2.2 Personalized Stamped Envelopes

2.2.1 Fee

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	50	500
Size 6-3/4	\$4.25	\$20.00
Size 10	4.25	23.00

2.2.2 Availability

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 [608.8.0](#) for address).

2.2.3 Printing Specifications

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 [2.2.4](#) through [2.2.6](#). 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.

2.2.4 Printed Return Address Standards

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

604.2.2.5

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.

2.2.5 Printed Return Address Options

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).

2.2.6 Optional Information

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 [507.1.1](#) through [507.1.9](#) 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 [507.1.8, *Returning Mail*](#), and [507.3.0, *Address Correction Services*](#), 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.

2.2.7 Rejected Envelopes

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 [608.8.0](#) 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 [608.8.0](#) 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.

2.3 Other Stationery

2.3.1 Stamped Cards

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).

2.3.2 Fee for Stamped Cards

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

2.3.3 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 1.0.

3.0 Precanceled Stamps

3.1 General Information

3.1.1 Definition

[7-5-07] Precanceling is the cancellation of adhesive postage, stamped envelopes, or stamped cards before mailing. Precanceling may be done by the mailer under a postal permit, or mailers may purchase precanceled stamps bearing a rate category from the USPS.

3.1.2 Use of Precanceled Stamps

Precanceled postage is an optional postage payment method for mailings at Presorted and automation First-Class Mail rates and at all Standard Mail rates.

3.1.3 Prohibited Use of Precanceled Stamps

Precanceled postage stamps may not be used on any reusable mailing containers, such as boxes, cases, or bags.

3.1.4 Documentation

Unless excepted by standard, a precanceled stamp mailing must be accompanied by documentation subject to the standards for documentation for each class of mail if the mailing contains nonidentical-weight pieces or pieces without the full postage at the applicable rate.

3.1.5 Amount of Postage

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. Refunds for overpayment must meet the standards in [9.0, Refunds and Exchanges](#).

3.1.6 Depositing Precanceled Stamp Mailings

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.

3.1.7 Combining Precanceled Stamps With Other Postage Payment Methods

Precanceled mail may be combined in a mailing with mail paid with other means only if authorized by the USPS.

3.1.8 Return Address

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.

3.1.9 Markings and Endorsements

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.

3.2 Permit to Use Precanceled Stamps**3.2.1 Authorization to Use Precanceled Stamps**

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.

3.2.2 Revocation of Precanceled Stamp Permit

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.

3.3 Precancellation of Stamps by USPS

[7-5-07] Precanceled stamps are preprinted with a rate category as the precancelation method. 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.

3.4 Precancellation of Stamps by Mailer

3.4.1 Definition of Stamps Precanceled by Mailer

A mailer meeting the standards in 3.4 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.

3.4.2 Authorization to Precancel Stamps

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. The application and format samples must be submitted to the postmaster of the office where the precanceled mailings are to be deposited for approval by the district Business Mail Entry manager. If the application and samples are approved, the applicant receives written notice of approval from the postmaster and a unique permit number assigned by the postmaster.

3.4.3 Authorization Conditions

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.

3.4.4 Denial of Authorization to Precancel Stamps

If the application and format samples are not approved by the district Business Mail Entry manager, the applicant receives written notice from the postmaster stating the reasons for the denial and the applicant’s appeal rights. The applicant may file a written appeal with the Pricing and Classification Service Center (PCSC). (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).)

3.4.5 Revocation of Authorization to Precancel Stamps

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 PCSC. (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).) The PCSC issues the final agency decision.

3.4.6 Design and Content of Mailer’s Postmark

The mailer’s precancel postmark must contain specific elements:

604.3.4.7

- 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.)

3.4.7 Rate Marking

The precancel postmark may include the words or authorized abbreviations of the rate marking required for the rate claimed. Alternatively, if authorized under [3.4.2](#), 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”).

3.4.8 Cancellation of Stamps

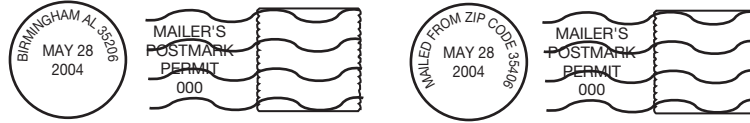
Black ink must be used for cancellation. It must provide enough indelibility and contrast to prevent reuse of the stamps. The precancel permit number must not be obscured by the cancellation.

3.4.9 Required Format

A mailer must use one of the Format A designs in [Exhibit 3.4.9](#). 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 [3.4.7](#).

Exhibit 3.4.9 Format for Mailer's Precancel Postmarks

Format A



Format B



3.5 Stamp Collectors

Subject to USPS policy in [608.4.0](#), 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.

3.6 Using High Value Stamps

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.

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

4.1 Basic Information

4.1.1 Definitions

Postage meters and PC Postage products are collectively identified as "postage evidencing systems." A postage evidencing system is a device or system of components a customer uses to print evidence that postage required for mailing has been paid. Postage evidencing systems print indicia, such as meter imprints or information-based indicia (IBI), to indicate postage payment. Mailers print indicia directly on a mailpiece or on a label that is affixed to a mailpiece. Mailers must place indicia in the upper-right corner of the mailpiece or label, according to [4.3.3](#).

4.1.2 Product Categories

Product categories include postage meters and PC Postage products. Additional information on product categories and authorized providers is available online at www.usps.com/postagesolutions. The primary characteristics of postage meters and PC Postage products are described below.

- a. Postage meters are devices that allow download, storage, and accounting of postage in the device. Meters print indicia that may be IBI or non-IBI, to indicate postage payment. IBI are digitally generated indicia that include a two-dimensional barcode. Postage meters are available only through authorized providers. Meters may only be leased or rented and may not be sold or resold. Some components of metering systems may be purchased as authorized by the USPS.
- b. PC Postage products are software-based solutions for managing postage accounts. Mailers purchase postage using a computer and print indicia using desktop or label printers. PC Postage products print IBI indicating postage payment and may print directly onto mailpieces, shipping labels, and USPS-approved customized labels. PC Postage products are offered by commercial providers approved by the USPS. PC Postage products are typically offered by providers through subscription service agreements. Some components of PC Postage systems may be purchased as authorized by the USPS.
- c. PC Postage technology also enables authorized postage payment for Internet-based services operated by authorized private vendors as well as Click-N-Ship, a shipping label option available at www.usps.com.

4.1.3 Authorized Meter Providers

[3-21-07] The following providers are authorized:

DATA-PAC MAILING SYSTEMS CORP
1217 BAY RD
WEBSTER NY 14580-1958
800-355-1755
www.data-pac.com

FRANCOTYP-POSTALIA INC
140 N MITCHELL CT STE 200
ADDISON IL 60101-5629
800-341-6052
www.fpusa.net

HASLER INC
19 FOREST PKY
SHELTON CT 06484-6140
800-243-6275
www.haslerinc.com

NEOPOST INC
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

4.1.4 Authorized PC Postage Providers

The following providers are authorized:

ENDICIA.COM (PSI SYSTEMS INC)
247 HIGH ST
PALO ALTO CA 94301-1099
800-576-3279 x140
www.endicia.com

PITNEY BOWES INC
1 ELMCROFT RD
STAMFORD CT 06926-0700
800-322-8000
www.pitneybowes.com

STAMPS.COM
12959 CORAL TREE PLACE
LOS ANGELES CA 90066-7020
888-434-0055
www.stamps.com

4.1.5 Authorized Classes of Mail

Mailers may use postage evidencing systems to affix or imprint indicia on any class of mail except Periodicals.

4.2 Authorization to Use Postage Evidencing Systems

4.2.1 Customer Agreement

Customers must enter into an agreement with the USPS for authorization to use postage evidencing systems. By entering into the agreement, the customer accepts responsibility for control and use of the system and agrees to abide by all rules and regulations governing its use. The following conditions apply to these agreements.

- a. Customers enter into an agreement with the USPS (e.g., via electronic click-through or contract signature) in conjunction with executing a separate agreement with the provider for rental, lease, or use of a postage evidencing system. Actual implementation of the agreement with the USPS varies by

604.4.2.2

product category and provider and is typically facilitated by the provider on behalf of the USPS. Postage evidencing systems are rented or leased. They may not be purchased, sold, or resold.

- b. A meter lease or rental agreement with an authorized provider is required for postage meter use. Registration with an authorized provider is required for PC Postage system use.
- c. The customer must provide updated address information to the provider in the event of relocation.
- d. Postage meter manufacturers must conduct inspection of certain meters on a scheduled basis. The customer agrees to make the meter available for provider inspection or USPS examination when required.
- e. The customer agrees to promptly report a defective meter, or loss or theft of a meter, to the provider.

4.2.2 Authorized Possession

Only authorized customers may possess or use postage evidencing systems. Customers must surrender postage evidencing systems to the provider or its agent upon termination of the lease or rental agreement or device malfunction.

4.2.3 Use Outside the United States

The manager of Postage Technology Management must give specific approval to the provider before a provider may place a postage evidencing system for use outside the customs territory of the United States.

4.2.4 Denial of Use

USPS may deny use of a postage evidencing system in the event of failure to comply with rules and regulations. The customer must make the postage evidencing system and transaction records available and surrender the system to the provider, the USPS, or its agent when notified to do so.

4.2.5 Appeal Process

Appeals regarding standards in this section or regarding decisions on the basis of noncompliance must be made in writing to the manager, Postage Technology Management (see [608.8.1](#) for address).

4.3 Postage Payment**4.3.1 Paying for Postage**

The value of the indicia on each mailpiece must be the exact amount due for the applicable rate category and associated criteria such as weight, shape, and zone or another amount permitted by mailing standards to qualify for worksharing or volume discounts. Payment options vary by provider and product category. Contact provider for authorized USPS payment options.

4.3.2 Legibility of Postage

Postage indicia must be legible (readable by USPS personnel and mail processing equipment). Illegible or unreadable (unscannable) indicia are not acceptable as payment of postage. Reflectance measurements of the indicia and the background material must meet the standards in [708.4.0](#).

4.3.3 Placement of Postage

Mailers must print or apply indicia in the upper-right corner of the envelope or address label. Mailers must meet the following additional standards when placing indicia on mailpieces.

- a. Position indicia at least 1/4 inch from the right edge of the mailpiece and 1/4 inch from the top edge of the mailpiece.
- b. Position indicia within the required boundaries. The boundaries of indicia 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.
- c. Maintain the required 1/2-inch clear zone to the left of and below all elements of the indicium, within which nothing must be printed or placed, except as follows:
 1. Indicia containing images obtained from a USPS-approved licensed vendor of customized PC Postage.
 2. For letterpress indicia only, advertising material may be printed with the indicia within space limitations. These advertising messages and slogans are known as “ad plates.” Customers must obtain the ad plates from their authorized postage meter provider. Ad plate messages must be distinguished by the inclusion of the name of the mailer or words such as “Mailer’s Message.”
- d. For postage evidencing systems that print digital indicia, an approved indicium must include within its boundaries only postal markings and text required or recommended by the USPS, except that the indicium may identify the provider. Other material may be printed only outside the boundaries of the clear zone identified in [4.3.3c](#).
- e. Any additional material printed by a postage evidencing system under [4.3.3c](#) and [4.3.3d](#) must comply with the following requirements:
 1. The material must be consistent with the Postal Service’s intent to maintain neutrality on religious, social, political, legal, moral, or other public issues.
 2. The material must not be obscene, deceptive, or defamatory of any person, entity, or group and must not advocate unlawful action.
 3. The material must not emulate any form of valid postage, government, or other official indicia or payment of postage.
 4. The material must not harm the public image, reputation, or goodwill of the Postal Service and must not be otherwise derogatory or detrimental to the Postal Service’s interest.
- f. Do not allow the indicia to infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone.
- g. Orient indicia with the longest dimension parallel to the address.
- h. When a FIM is printed with the indicia, position the FIM according to standards in [708.9.0](#).

604.4.3.4

- i. When placing 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.

4.3.4 Postal Markings

Indicia are comprised of human-readable information. Information-based indicia (IBI) also contain machine-readable information that identifies the postage evidencing system, postage payment information, and mail service requested. There are particular data sets associated with different types of indicia, depending on the product and the type of mailing. Indicia may include postal markings related to the class of mail and presort level and an ancillary service endorsement. All words must be legible and in bold capital letters at least 1/4 inch high or 18-point type. See [202.3.0](#) for standards on markings and [202.4.0](#) for placing ancillary service endorsements on letter-size mailpieces. See [302.2.0](#) and [302.3.0](#) for corresponding standards for flat-size mailpieces; see [402.2.0](#) and [402.3.0](#) for parcels.

4.3.5 Refund Procedures

Refund procedures for unused printed postage, postage purchased but not printed, and postage lost due to postage evidencing system failure varies by product category. See [9.0](#) for refund procedures.

4.4 Special Indicia

4.4.1 Date and Postage Corrections

Mailers may print a date correction or additional postage indicium directly on the mailpiece or on a USPS-approved label under the following conditions.

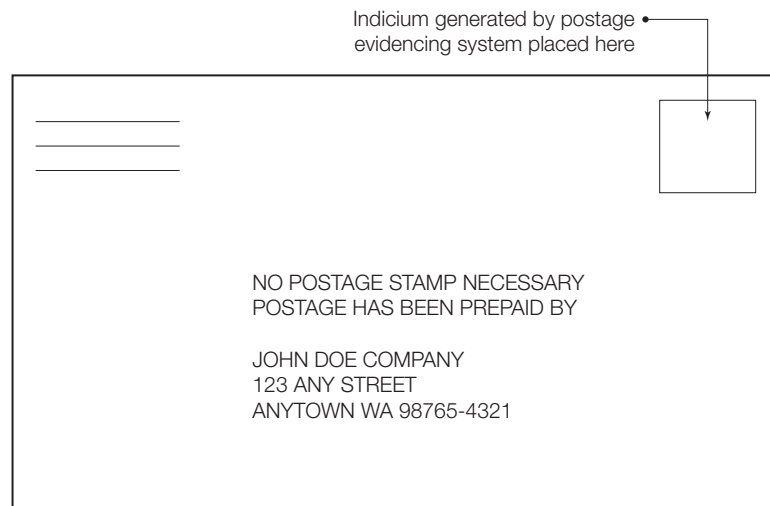
- a. A date correction indicium is required for any mailpiece not deposited by the date of mailing in the indicium. Only one date correction indicium is permitted on a mailpiece. For all postage evidencing systems except PC Postage systems, a date correction must show the actual date of deposit and zero postage value ("0.00"). Place the date correction as follows:
 1. On letter-size mail, place the date correction on the nonaddress side in the upper right corner or on the address side in the lower left corner.
 2. On flat-size mail or parcels, place the date correction next to the original indicium, except when applied by an ink jet printer on barcoded flats.
- b. Indicia for additional postage on shortpaid mailpieces must equal the total amount of required postage.

4.4.2 Reply Postage

Mailers may use indicia generated by any postage evidencing system to prepay reply postage on Express Mail, on Priority Mail when the rate is the same for all zones, on First-Class Mail, and on single-piece rate Media Mail and Library Mail under the following conditions.

- a. The postage amount must be sufficient to prepay the full postage due.
- b. Print indicia directly on the mailpiece or on a label, and place indicia under [4.3.3](#).
- c. Indicia used to prepay reply postage must not show the date.

- d. Pre-address the mailpiece for return to the authorized user only.
- e. Print the words “NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY” directly above the address.
- f. Mailers may use FIM A on barcoded letter-size First-Class Mail reply mail except when using PC Postage.
- g. When using PC Postage, mailers must use FIM D for prepaid reply mail when the indicium is printed directly on the mailpiece.
- h. The address side must appear as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.



4.5 Mailings

4.5.1 Mailing Date Format

The mailing date in meter indicia must meet the format standards in this section. The year must be represented by all four digits or by the last two digits. Mailers may print the indicia directly onto mailpieces or onto separate labels or tape affixed to mailpieces. The mailing date format used in the indicia is also subject to the following conditions.

- a. Complete Date. Mailers must use a complete date for the following:
 - 1. All First-Class Mail, Priority Mail, and Express Mail pieces.
 - 2. All mailpieces with Insured Mail, COD, or Special Handling service.
 - 3. All mailpieces prepared with the indicia printed on nonadhesive paper (e.g., computer printer paper) and affixed to the mailpiece or used as part of an insert in a window envelope.
- b. Month and Year. Mailers may use a complete date or a mailing date consisting solely of the month and year in the indicia only for Standard Mail and Package Services pieces.

604.4.5.2

- c. No Date. Mailers must use indicia with no mailing date for prepaid metered reply postage. As an option, mailers may use indicia with no mailing date for Standard Mail and Package Services pieces not subject to [4.5.2a](#).

4.5.2 Mailing Date Accuracy and Mailing Periods

The date or period when mailers may deposit or present metered mail for mailing is controlled by the mailing date in the indicia under the following conditions.

- a. Complete Date. Mailpieces bearing a complete date in the indicia must be deposited or presented on that date, except that pieces entered after the day's last scheduled collection from the post office or collection box may bear the actual date of entry or the date of the next scheduled collection from the post office or collection box. When authorized by USPS, presort mail accepted after midnight may bear the previous day's date. If the mailer knows that the mail is not to be deposited or presented on the date in the indicia, the mailer must use a date correction indicium under [4.4.1](#).
- b. Month and Year. Mailpieces bearing only the month and year in the indicia may be deposited or presented for mailing on any day during the month shown in the indicia and through the third day of the following month.
- c. No Date. Mailpieces bearing no date in the indicia may be deposited or presented for mailing on any date.

4.5.3 Deposit of Mail

Mailers must deposit or enter mailpieces with metered or PC Postage indicia according to the following conditions.

- a. Mailers may deposit Express Mail, Priority Mail, single-piece rate First-Class Mail, single-piece rate Media Mail, and single-piece rate Library Mail items with metered or PC Postage indicia at any postal facility, preferably within the area of the customer's local post office.
- b. Mailers must deposit all mail not specified in [4.5.3a](#) as follows:
 - 1. At a postal facility within the ZIP Code shown in the indicia.
 - 2. For Presort rate mail, at the authorized mailing office if not at a facility within the ZIP Code shown in the indicia.
- c. Mailers also may dropship metered mail according to standards in [705.18.0](#).

4.6 Authorization to Produce and Distribute Postage Evidencing Systems

Title 39, Code of Federal Regulations, part 501, contains information concerning authorization to produce and distribute postage evidencing systems. Additional information may be obtained from the manager, Postage Technology Management (see [608.8.1](#) for address).

5.0 Permit Imprint (Indicia)

5.1 General Standards

5.1.1 Definition

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees for First-Class Mail, Standard Mail, and Package Services. This method is not available for Periodicals or Express Mail and must not be used to pay postage on any mailpiece that is designed for reply purposes (except for permit reply mail under [507.9.0](#)).

5.1.2 Minimum Volume

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.

5.1.3 Use of Permit Imprint

Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. 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.

5.1.4 Permit and Fees

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.

5.1.5 Application Fee

Application fee: \$175.00.

5.1.6 Payment of Permit Imprint Postage

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 on or on deposit

604.5.1.7

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.

5.1.7 Preparation of Mailing

All pieces in a permit imprint mailing must be faced (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.

5.1.8 Weight Standards for Permit Imprint Mailing

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the USPS.

5.1.9 Combining Permit Imprint Mailings With Other Payment Methods

Mailpieces paid with permit imprint may be combined in the same mailing with pieces paid with other methods only if authorized by the USPS.

5.1.10 Presenting Mailings to be Weighed

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.

5.1.11 Depositing Permit Imprint Mailings

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.

5.2 Suspension and Revocation**5.2.1 Suspension of Authorization**

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 in a timely manner (as specified in [604.5.3.9](#)) to the USPS about the use of its company permit.

5.2.2 Revocation of Permit

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.

5.3 Indicia Design, Placement, and Content**5.3.1 Production**

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.

5.3.2 Permit Imprint Indicia Content and Format

The content and format of a permit imprint indicia must meet the standards below. No other formats may be used.

5.3.3 Indicia Legibility and Color

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.

5.3.4 Indicia Placement on Mailpiece

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.

5.3.5 Marking Expedited Handling on Standard Mail

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.

5.3.6 First-Class Mail and Priority Mail Format

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. If the Electronic Verification System (eVS) is used under [705.2.9](#), the marking "eVS" (or the alternative "e-VS" or "E-VS") must appear directly below the 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.

5.3.7 Standard Mail and Package Services Format

A Standard Mail or Package Services permit imprint indicia must contain the same information required in [5.3.6](#) for a First-Class Mail indicia, except "First-Class Mail" or "Priority Mail" (or "Priority") must be omitted. If eVS is used under [705.2.9](#), the

604.5.3.8

marking “eVS” (or alternative “e-VS” or “E-VS”) must appear directly below the permit number. 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.

5.3.8 Indicating Extra Services

Permit imprint mail with extra 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 [5.3.9](#).

5.3.9 Use of a Company Permit Imprint

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. If a company permit imprint is used for eVS under [705.2.9](#), the marking “eVS” (or alternative “eVS” or “E-VS”) is placed directly below the name on a separate line. As an option for eVS mail only, “Permit No.” and the permit number used exclusively for eVS may appear on a separate line between the company name and the marking “eVS.” The following standards apply:

- a. For 1 year from the date of mailing, the permit holder or its agent must keep records for each mailing paid with a company permit imprint and make 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 must bear 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 [5.3.9a](#) (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 [5.3.9a](#) 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 [5.3.9a](#) may be obtained.

5.3.10 Indicia Formats

Unless prepared under the option in [5.3.11](#), permit imprint indicia for ordinary mail and official mail must be prepared in one of the formats exemplified in [Exhibit 5.3.10](#), 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.

604.5.3.10

Exhibit 5.3.10 Indicia Formats for Official Mail and Other Classes

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
--	---	--

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

Standard Mail Official Mail:

PRSRT STD POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	PRESORTED STANDARD AUTO CR POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999	PRSRT STD AUTO POSTAGE & FEES PAID AGENCY NAME PERMIT NO. G-999
---	---	---


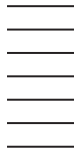

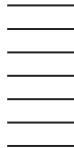
Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

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
--	--	---


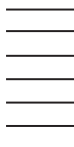

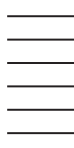
Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

First-Class Mail:

	 <p>FIRST-CLASS MAIL U.S. POSTAGE PAID \$0.41 PERMIT NO. 1</p>	<p>FIRST-CLASS MAIL U.S. POSTAGE PAID MAILED FROM ZIP CODE 10001 PERMIT NO. 1</p>	<p>FIRST-CLASS MAIL AUTO U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1</p>
	 <p>FIRST-CLASS MAIL U.S. POSTAGE PAID 1 OZ. PERMIT NO. 1</p>	<p>PRESORTED FIRST-CLASS MAIL U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1</p>	<p>PRIORITY MAIL U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1</p>

Note: These are examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

Standard Mail:

	 <p>PRSRT STD ECRWSS U.S. POSTAGE PAID PERMIT NO. 1</p>	<p>PRESORTED STANDARD AUTO CR U.S. POSTAGE PAID JOHN DOE COMPANY</p>	<p>PRSRT STD AUTO U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1</p>
(Presorted rate)			
	 <p>NONPROFIT ORG. U.S. POSTAGE PAID PERMIT NO. 1</p>	<p>NONPROFIT ORGANIZATION AUTO CR U.S. POSTAGE PAID WASHINGTON, DC PERMIT NO. 1</p>	<p>NONPROFIT U.S. POSTAGE PAID HAPPY HEART SOCIETY</p>

(Nonprofit-authorized organizations)

<p>U.S. POSTAGE PAID JOHN DOE COMPANY</p>	PRESORTED STANDARD	<p>U.S. POSTAGE PAID NEW YORK, NY PERMIT NO. 1 ZIP CODE 10001</p>
--	---------------------------	---

PRESORTED STANDARD

(Class omitted from indicia - see note below)

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

604.5.3.11

Package Services

Parcel Post/Parcel Select:

PARCEL POST
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PARCEL SELECT
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Bound Printed Matter:

BOUND PRINTED MATTER
CAR-RT SORT
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

PRESORTED BOUND
PRINTED MATTER
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Media Mail:

PRESORTED
MEDIA MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

Library Mail:

LIBRARY MAIL
U.S. POSTAGE PAID
NEW YORK, NY
PERMIT NO. 1

5.3.11 Optional Indicia Format

Permit imprint indicia may be prepared in a format other than the basic format described in [5.3.10](#), 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 [5.3.6](#) through [5.3.9](#) and [Exhibit 5.3.10](#).
- b. Unless printed directly on an address label, the indicia content 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 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.

- c. No printing appears in the indicia other than that required or allowed under [5.3.6](#) through [5.3.9](#).
- 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 [5.3.11b](#), 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 [5.0](#) are met.

6.0 Payment of Postage

6.1 Basic Standards

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 [507.8.0](#)) and metered reply mail (see [4.4.2](#)) handled as business reply mail.
- b. Merchandise return service (see [507.10.0](#)).
- c. Certain mail sent by members of the Armed Forces (see [703.4.0](#)).
- d. Certain matter by or for the blind or handicapped (see [703.5.0](#)).
- e. Official mail (see [703.6.0](#) and [703.7.0](#)).
- f. Keys and identification devices returned to owners (see [123.1.7](#) and [133.1.7](#)).

6.2 Unpaid Mailable Matter for Private Delivery

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

604.6.3

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.

6.3 Payment for Postage Due Mail

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 8.1.1. 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.

6.4 Advance Deposit Account

Mailers may choose to establish an advance deposit account(s) from which postage, per piece charges, and other fees are deducted. For certain extra services, an advance deposit account is required. Mailers may use a single advance deposit account to pay postage due charges for more than one extra service (e.g., business reply mail, merchandise return service, and bulk parcel return service).

6.5 Annual Accounting Fee for Extra Services

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 extra 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.

7.0 Computing Postage**7.1 General Standards****7.1.1 Determining Single-Piece Weight for Retail and Discount Mail**

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.

7.1.2 Expression of Numerical Values

For these standards, express:

- a. Piece counts in whole numbers.
- b. Weights in decimal pounds (e.g., 1.1250 pounds) rounded as shown below.

- c. Postage in decimal dollars (e.g., \$0.1625) 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.

7.1.3 Rounding Numerical Values

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).

8.0 Insufficient or Omitted Postage

8.1 Insufficient Postage

8.1.1 Definition

Mail of any class, including mail indicating extra 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.

8.1.2 Undeliverable and Refused Mail

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.*

604.8.1.3

- 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.

8.1.3 Nonmachinable Mail

Shortpaid nonmachinable First-Class Mail is returned to the sender for additional postage.

8.1.4 Adding to Original Postage

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.

8.1.5 Damaged Postage

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.

8.1.6 Registered Mail With Insufficient Postage

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.

8.1.7 Express Mail With Insufficient Postage

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.

8.2 Omitted Postage**8.2.1 Handling Mail With Omitted Postage**

Matter of any class, including that for which extra 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.

8.2.2 Handling Unpaid Metered Reply Mail

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.

8.3 Mailable Matter Without Postage in or on Mail Receptacles

8.3.1 Penalty

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).

8.3.2 Liability for Postage

Except for limited use by newspapers under [508.3.0](#), any mailable matter not bearing postage found in, upon, attached to, supported by, or hung from private mail receptacles described in [508.3.0](#) is subject to payment of the same postage if carried by mail.

8.3.3 Full Distribution

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 [8.3.4](#).

8.3.4 Partial Distribution

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.

8.3.5 Known Distributor

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.

8.3.6 Unknown Distributor

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.

9.0 Refunds and Exchanges**9.1 Stamp Exchanges****9.1.1 USPS Fault**

The post office may correct mistakes in selling damaged, defective, or otherwise unserviceable stamps by exchanging stamps at full postage value.

9.1.2 Damaged in Customer's Possession

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.

9.1.3 Condition and Quantity

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.

9.1.4 Appeal

Any customer denied an exchange for damaged stamps may appeal the postmaster's decision to the Consumer Advocate, USPS Headquarters (see [608.8.0](#) for address).

9.1.5 Purchase Error

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.

9.1.6 Exchange of Spoiled and Unused Postal Matter

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.

9.1.7 Stamps Converted to Other Postage Forms

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:
- c. Name, denomination, quantity, and value of stamps for which conversion is requested.
- d. Name of the post office where the stamps were bought.
- e. Evidence of purchase of the stamps.

604.9.1.8

- f. The amount of postage applied to a permit imprint advance deposit account through conversion is the full face value of the stamps.
- g. 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.
- h. 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.

9.1.8 Not Exchangeable

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 [9.1.7](#).
- 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.

9.2 Postage and Fee Refunds

9.2.1 Refund Standards for Postage and Fees

A refund for postage and fees may be made:

- a. Under the standards below if postage and retail or extra service fees are paid and no service is rendered, or if the amount collected was more than the lawful rate.
- b. Under [9.3](#) for refund requests for postage evidencing systems and metered postage. Metered postage is printed by a postage evidencing system ([4.0](#)). 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 [9.4](#) for refund requests for postage made at the time of mailing.
- d. Under [2.0](#) for rejected personalized envelopes.
- e. Under the terms of a contract between the contract postal unit (CPU) and the USPS for unused postage printed by the CPU.

9.2.2 Ineligible Matter

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.

9.2.3 Torn or Defaced Mail

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.

9.2.4 Full Refund

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 extra 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*).

9.2.5 Intercepted Mail

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.

9.2.6 Unallowable Refunds

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:

604.9.2.7

- 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 [9.1.1](#) through [9.1.5](#) in *Stamp Exchanges*).
- d. Adhesive stamps affixed to unmailed matter.

9.2.7 Applying for Refund

For refunds under [9.2](#), 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. Refunds for metered postage are submitted under [9.3](#).

9.2.8 Ruling on Refund Request

Refund requests are decided based on the specific type of postage or mailing:

- a. Refunds under [9.2](#). The local postmaster grants or denies refunds under [9.2](#). The customer may appeal an adverse ruling through the postmaster to the Pricing and Classification Service Center (PCSC) manager who issues the final agency decision.
- b. Dated metered postage, except for PC Postage systems, under [9.3](#). The postmaster at the licensing post office grants or denies requests for refunds for dated metered postage under [9.3](#). The licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters (see [608.8.0](#) for address), who issues the final agency decision. The original meter indicia must be submitted with the appeal.
- c. Undated metered postage under [9.3](#). The manager, business mail entry at the district post office overseeing the mailer's licensing post office, or designee authorized in writing, grants or denies requests for refunds for undated metered postage under [9.3](#). The customer may appeal a decision on undated metered postage within 30 days through the manager, business mail entry, or designee, to the PCSC manager who issues the final agency decision. The original meter indicia must be submitted with the appeal.
- d. PC Postage systems under [9.3](#). The system provider grants or denies a request for a refund for dated indicia printed by PC Postage systems under [9.3](#) using established USPS criteria. For dated PC Postage indicia only, the licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters, who issues the final agency decision. The original indicia must be submitted with the appeal.
- e. Optional procedure (OP) mailings. Mailer's request for a refund must be submitted to the manager, Business Mailer Support, USPS Headquarters (see [608.8.0](#) for address).

9.2.9 Semipostal Stamps

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 9.0. 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.

9.2.10 Business Reply Mail

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 bundles of 100 identical BRM pieces with identical amounts of postage affixed. A charge of \$35 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 bundle 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.

9.3 Refund Request for Postage Evidencing Systems and Metered Postage

9.3.1 Unused Postage Value in Postage Evidencing Systems

The unused postage value remaining in a postage evidencing system when withdrawn from service may be refunded, depending upon the circumstance and the ability of the USPS to make a responsible determination of the actual or approximate amount of the unused postage value. If the postage evidencing system is withdrawn because of faulty operation, 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. No refund is given for faulty operation caused by the licensee. When a postage evidencing system that is damaged by fire, flood, or similar disaster is returned to the provider, postage may be refunded or transferred when the registers are legible and accurate, or the register values can be reconstructed by the provider based on adequate supporting documentation. When the damaged system is not available for return, postage may be refunded or transferred only if the provider can accurately determine the remaining postage value based on adequate supporting documentation. The licensee may be required to provide a statement on the cause of the damage and to attest that there has not been reimbursement by insurance, or otherwise, and that the licensee will not seek such reimbursement. Refunds for unused postage value are granted as specified in 4.0 in accordance with the following procedures:

- a. All postage evidencing systems except for PC Postage systems. The postage evidencing system must be examined to verify the amount before any remaining funds are cleared from the meter, and a refund or credit is initiated for unused

604.9.3.2

postage value or additional money is collected to pay for postage value used, based on what is found. Licensees may also submit their own transaction records, if any, or a system-generated register as supporting documentation.

- b. PC Postage systems. The licensee must notify the provider 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's postal security device (PSD) is in the provider's possession. The USPS refunds the entire unused postage value remaining on the PSD for the user's system, but the refund is issued through the licensee's provider.

9.3.2 Unused, Dated Postage Evidencing System Indicia, Except PC Postage Indicia

Unused, dated postage meter indicia are considered for refund only if complete, legible, and valid. PC Postage indicia refunds are processed under [9.3.3](#). All other metered postage refund requests must be submitted as follows:

- a. The licensee must submit the request. The refund request must include proof that the person or entity requesting the refund is the licensee for the postage meter that printed the indicia. Acceptable proof includes a copy of the lease, rental agreement, or contract.
- b. The licensee must submit the request, along with the items bearing the unused postage, to the licensing post office. The items must be sorted by meter used and then by postage value shown in the indicia, and must be properly faced and bundled in groups of 100 identical items when quantities allow. The request is processed by the USPS. The postmaster approves or denies the refund request.
- c. The licensee must submit the refund request within 60 days of the date(s) shown in the indicia.
- d. When the unused metered postage is affixed to a mailpiece, the refund request must be submitted with the entire envelope or wrapper. The unused metered postage must not be removed from the mailpiece once applied.
- e. Indicia printed on labels or tapes not stuck to wrappers or envelopes must be submitted loose and must not be stapled together or attached to any paper or other medium. However, self-adhesive labels printed without a backing may be submitted on a plain sheet of paper.
- f. If a part of one indicium is printed on one envelope or card and the remaining part on one or more, the envelopes or cards must be fastened together to show that they represent one indicium.
- g. Refunds are allowable for indicia on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed on them.
- h. The refund request must be submitted with Form 3533. A separate Form 3533 must be completed for each meter for which a refund is requested. All identifying information and all sections related to the refund requested must be completed. Charges for processing a refund request for unused, dated meter indicia are as follows:

1. If the total face value of the indicia is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
2. If the total face value is more than \$350, the amount refunded is reduced by a figure representing \$35 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35. The postmaster will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center.

9.3.3 Unused, Dated PC Postage Indicia

Unused, dated PC Postage indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the PC Postage licensee may request the refund. The licensee must submit the request, along with the items bearing the unused postage, to the system provider. The request is processed by the provider, not the USPS.
- b. The licensee must submit the refund request within 30 days of the date(s) shown in the indicia.
- c. The refund request must be submitted as required in [9.3.2d.](#) through [9.3.2g.](#)
- d. The provider may, at its discretion, charge for processing a refund request.

9.3.4 Undated Metered Postage

Unused, undated postage evidencing system indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the meter licensee or the commercial entity that prepared the mailing for the licensee using the licensee's meter may request the refund. The request must include a letter signed by the meter licensee or the commercial entity that prepared the mailing for the licensee explaining why the mailpieces were not mailed.
- b. The minimum quantity of unused, undated metered postage that may be submitted for refund is 500 pieces from a single mailing or, as an alternative, indicia with a total postage value of at least \$500 from a single mailing.
- c. The meter licensee, or the commercial entity that prepared the mailing for the licensee using the licensee's meter, must submit the request, along with the items bearing the unused postage and the required documentation, to the manager, business mail entry at the district post office overseeing the mailer's licensing post office, or to a designee authorized in writing. The manager or designee approves or denies the refund request.
- d. The request must include the items bearing the unused postage, sorted by meter used and then by postage value shown in the indicia. The items must be properly faced and bundled in groups of 100 identical items, when quantities allow, and must meet the requirements of [9.3.2d.](#) through [9.3.2g.](#)
- e. The request must be submitted within 60 days of the date the mail was metered. Supporting documentation must be submitted to validate the date. Examples of supporting documentation include the job order from the

604.9.3.5

customer, production records, the USPS qualification report, spoilage report, and reorders created report, as well as customer billing records, postage statements, and a sample mailpiece.

- f. The refund request must be submitted with Form 3533. All identifying information and all sections related to the refund requested must be completed. When more than one meter was used to prepare the mailing, a separate Form 3533 must be completed for each.
 1. If the total face value of the indicia for a single mailing submitted for refund is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
 2. If the total face value of the indicia for a single mailing submitted for refund is more than \$350, the amount refunded is reduced by a figure representing \$35 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35. The manager, business mail entry will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center.

9.3.5 Ineligible Metered Postage Items

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. Loose indicia printed on labels or tape that have been stapled together or attached to paper or other medium in any manner.
- d. Indicia lacking identification of the licensing post office or other required information.
- e. 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.

9.3.6 Refunds for Metered Postage

Refunds for indicia amounts already printed on an envelope or label but not mailed are made in accordance with [9.3](#).

9.3.7 Rounding Numerical Values

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).

9.4 Value Added Refunds

9.4.1 Definition of Value Added Refund

Subject to the standards in [9.4](#), a *presenter* (i.e., the mailer or other party, such as a presort service bureau), who prepares letter-size First-Class Mail or Standard Mail under [9.4.12](#) and [9.4.13](#) for their 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.

9.4.2 Application

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 9.4.17. The postmaster forwards the application and supporting documentation for approval to the Business Mailer Support manager, USPS Headquarters.

9.4.3 Mailer System

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.

9.4.4 Presenter Agreement

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.

9.4.5 Authorization

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.

9.4.6 Appeal

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.

9.4.7 Suspension

The Business Mailer Support manager may suspend an authorization after determining that the presenter does not meet the standards in 9.4.

9.4.8 Cancellation

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.

604.9.4.9

- b. The presenter continually fails to meet the standards in [9.4](#).
- c. No mailings are made under these procedures during any 12 consecutive months.

9.4.9 Appeal of Cancellation or Suspension

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.

9.4.10 Form 8096 Required

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.

9.4.11 Form 8096 Not Required

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.

9.4.12 First-Class Mail

If a VAR request is submitted when a First-Class Mail 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 rate mail as required in [201.3.3](#).
- b. Part of an automation rate 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.

9.4.13 Standard Mail

If a VAR request is submitted when a Standard Mail 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 rate mail as required in [201.3.4](#).
- b. Part of an automation rate mailing prepared by the presenter.

- c. 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.

9.4.14 Criteria for Mailing

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 [705.5.0, First-Class Mail or Standard Mail Mailings With Different Payment Methods](#).

9.4.15 Postage Statement

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.

9.4.16 Applying for Refund

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.

9.4.17 Documentation for Mailing

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, if a net VAR refund is due.
 2. The applicable postage statement.

604.9.5

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. Business Mailer Support, USPS Headquarters, 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.

9.5 Express Mail Postage Refund

9.5.1 Who May Apply

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).

9.5.2 Conditions for Refund

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 [114.3.1](#), 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.

9.5.3 Refunds Not Given

A refund claim will not be given if the guaranteed service was not provided due to any of the circumstances in [114.3.1](#).

9.5.4 How to Apply for a Refund

The mailer must complete Part I of Form 3533 in duplicate and submit it, along with the original customer copy of Label 11, to any post office.

9.5.5 Immediate Refund

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.

9.5.6 Deferred Refund

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.

9.5.7 Refunds Through a Corporate or Agency Account

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.

10.0 Revenue Deficiency

10.1 General

10.1.1 Definition of Revenue Deficiency

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.

10.1.2 Appeal of Ruling

Except as provided under [10.2](#) and [703.1.0, Nonprofit Standard Mail](#), a mailer may appeal a revenue deficiency assessment by sending a written appeal within 30 days of receipt of the notification to the appropriate postmaster or manager in [10.1.2a.](#) through [10.1.2c.](#) 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. Mailers may send appeals as follows:

- a. To the district manager, Finance, for revenue deficiencies for fees. The district manager, Finance, issues the final USPS decision.

604.10.2

- b. To the postmaster or manager, Business Mail Entry, for revenue deficiencies for postage. The postmaster or manager, Business Mail Entry, forwards the appeal to the PCSC manager, who issues the final agency decision.
- c. To the manager, Mailing Standards (see [608.8.0](#) for address), if the PCSC manager first assessed the deficiency. The manager, Mailing Standards issues the final agency decision.

10.2 Nonprofit Standard Mail

10.2.1 Assessment and Appeal

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 [703.1.0](#). 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	PCSC	Manager of Mailing Standards
PCSC	Manager of Mailing Standards (see 608.8.0 for address)	Vice President, Pricing and Classification (see 608.8.0 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.

10.2.2 Collection

Any deficiency assessed under [10.2.1](#) 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.

607 Mailer Compliance and Appeals of Classification Decisions

Overview

- [1.0 Mailer Compliance With Mailing Standards](#)
- [2.0 Rulings on Mailing Standards](#)

1.0 Mailer Compliance With Mailing Standards

1.1 Mailer Responsibility

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). The Pricing and Classification Service Center (PCSC) can help local post offices answer customer questions on mailing standards (see [608.8.4](#) for address or telephone number).

1.2 Postage Payment

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.

1.3 Request for Exception to Standards

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 PCSC (see [608.8.4](#) for address and telephone number).

2.0 Rulings on Mailing Standards

2.1 Local Decision

A mailer who disagrees with a classification decision by a local post office, whether on a pending or a proposed mailing, may send a written appeal to the postmaster within 30 days. The appeal is forwarded to the Pricing and Classification Service

607.2.2

Center (PCSC). The PCSC issues the final agency decision. Only the PCSC manager may rule on an appeal or initial request for a ruling on an exception to a USPS standard in the DMM. Expedited Oral Decision

A mailer who receives an adverse ruling from a post office, whether on a pending or a proposed mailing, may ask the PCSC manager to provide an expedited oral decision on appeal. This request for an expedited appeal may be made by telephone. The PCSC manager will determine whether the appeal or individual questions in the appeal can be decided on an expedited basis and, if so, will advise the mailer of the determination and confirm it in writing. Classification While Appeal Pending

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.

2.2 Decisions on National Rulings

The manager, National Customer Rulings makes mail preparation, mailpiece design, and rate eligibility decisions for customers in strategic industries as appropriate. Any mail classification decision made initially by the manager, National Customer Rulings may be appealed within 15 days to the manager, Pricing and Classification Service Center, who will issue the final agency decision.

2.3 PCSC Decision

Any mail classification decision made initially by the PCSC manager may be appealed within 15 days to the manager, Mailing Standards (see [608.8.0](#) for address), who has sole authority to render a decision on such appeals.

2.4 Corresponding Standards

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.

608 Postal Information and Resources

Overview

- 1.0 About the Domestic Mail Manual
- 2.0 Domestic Mail
- 3.0 Post Offices and Holidays
- 4.0 Philatelic (Stamp Collecting) Services
- 5.0 Private Express Statutes
- 6.0 Complaints and Postal Law Violations
- 7.0 Trademarks and Copyrights of the USPS
- 8.0 USPS Contact Information

1.0 About the Domestic Mail Manual

1.1 Content of the DMM

Mailing Standards of the United States Postal Service, 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 extra 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.

1.2 Copies of the DMM

The DMM is distributed to all post offices and is available online on Postal Explorer (pe.usps.com). 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 8.1 for address).

1.3 Revisions to the DMM

USPS may change the standards in the DMM. Substantive revisions are published in the *Postal Bulletin* and, when appropriate, the *Federal Register*.

1.4 Terms in the DMM

Terms in the DMM 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.

608.2.4

2.0 Domestic Mail

2.1 Definition of “Domestic”

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

Guam

Northern Mariana Islands, Commonwealth of the

Rota Island, Saipan Island, Tinian Island

Puerto Rico, Commonwealth of

U.S. Virgin Islands

St. Croix Island, St. John Island,

St. Thomas Island

Wake Atoll

Wake Island

2.2 Mail Treated as Domestic

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:

Palau, Republic of

Koror Island

2.3 International Mail

International mail is mail addressed to or received from foreign countries, except under 2.2. Provisions for international mail are published in the *International Mail Manual*.

2.4 Customs Forms Required

[6-8-07] Regardless of contents, all Priority Mail weighing 16 ounces or more sent from the United States to ZIP Codes 96910-40, 96950-52, and 96799, and all Priority Mail sent from these ZIP Codes to the United States, must bear customs Form 2976-A. If Form 2976-A will not fit on the address side of the mailpiece, Form 2976 must be used. This mail must be presented to an employee at a post office, to a letter carrier when using Click-N-Ship with Carrier Pickup, or to a Postal Service employee designated by the postmaster.

3.0 Post Offices and Holidays

3.1 Management of Post Offices

3.1.1 Establishment of Post Offices

The USPS establishes and maintains post offices, stations, and branches for customer convenience.

3.1.2 Closing or Consolidation of Post Offices

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 savings to the USPS; and other factors that the USPS determines necessary. In addition, certain mandatory procedures apply.

3.1.3 Procedures for Post Offices

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.

3.1.4 Military Post Offices

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.

3.2 Holiday Service

[Exhibit 3.2a](#) and [Exhibit 3.2b](#) 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.

- a. Holidays widely observed:

608.3.2

Exhibit 3.2a Holidays Widely Observed

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

Day of Holiday and Surrounding Days	RETAIL WINDOW	P.O. BOX	FIRM CALL	DELIVERY SERVICES			COLLECTION SERVICES
				Business	Residential	Express Mail	
Friday (holiday)	None	Holiday	None	None	None	Holiday	Time decal
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
Friday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Saturday (holiday)	None	Holiday	None	None	None	Holiday	Time decal
Sunday	None	Normal	None	None	None	Normal	Time decal
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday (holiday)	None	Normal	None	None	None	Normal	None
Monday	None	Holiday	None	None	None	Holiday	Time decal ¹
Saturday	Limited	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
Monday (holiday)	None	Holiday	None	None	None	Holiday	Time decal ¹
Tuesday, Wednesday, or Thursday (holiday)	None	Holiday	None	None	None	Holiday	Time decal
Preceding Day	Normal	Normal	Normal	Normal	Normal	Normal	Normal

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:

Exhibit 3.2b Holidays Not Widely Observed

Martin Luther King, Jr.'s Birthday; Presidents Day; Columbus Day; and Veterans Day

Day of Holiday and Surrounding Days	RETAIL WINDOW	P.O. BOX	FIRM CALL	DELIVERY SERVICES			COLLECTION SERVICES
				Business	Residential	Express Mail	
Saturday	Normal	Normal	Normal	Normal	Normal	Normal	Normal
Sunday	None	Normal	None	None	None	Normal	None
Monday (holiday)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.

4.0 Philatelic (Stamp Collecting) Services

4.1 Basic Standards

4.1.1 Philatelic Policy

A single national USPS policy governs postage stamps and postal stationery, including their release, sale, and discontinuance.

4.1.2 Stamp Subjects

Subjects for commemorative postage stamps and postal stationery may be proposed by the public through correspondence to the Citizens' Stamp Advisory Committee (see 8.1 for address). The Committee reviews suggestions and makes recommendations to the postmaster general, who makes the final selections.

4.1.3 Philatelic Availability

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.

4.1.4 Philatelic Mail Orders

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.

4.1.5 Philatelic Postmarking

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.

4.2 Special Cancellations

4.2.1 Description of Special Cancellations

Special cancellations are inkjet cancellations in which a caption publicizing an event is used to cancel mail. Special cancellations may be used only in post offices with 190 revenue units for canceling large volumes of mail. Special cancellations are authorized only if the scheduled observance is for a national purpose for which Congress has made an appropriation, or is of general public interest and importance. Special cancellations are approved for a definite period not to exceed 6 months, and must not be conducted for private gain or profit.

4.2.2 Prohibitions for Special Cancellations

Special cancellations are not authorized for events of interest primarily to a particular local group; for fraternal, political, religious, service, commercial, or trade organizations; for campaigns or events promoting the sale or use of private products

or services; for idea or slogan promotions not directly connected with the event of general public interest and importance; for post office anniversaries; for recruitment programs; or for events that occur when all canceling machines in the post office are scheduled for other special cancellations.

4.2.3 Applying to Use Special Cancellations

Submit written requests for special cancellations, on the requesting organization's letterhead, to the manager of Mailing Standards (see 8.1 for address) at least 4 months before the special cancellation will be used. Provide the following information:

- a. The name, address, and telephone number of the sponsor.
- b. A complete description and schedule of the event, including evidence that the event is not conducted for private gain or profit.
- c. The wording of the special cancellation, which must be standardized and approved by the sponsor's national headquarters. Space available for the wording is limited to three lines of not more than 20 letters, numbers, or spaces each. Illustrations or designs cannot be used. The wording must directly reflect the event to be commemorated.
- d. The post office name(s) where the cancellation is to be used.
- e. The requested time period of use.

4.2.4 Sponsor Payment for Special Cancellations

The sponsor must pay the costs incurred for installing and maintaining the special cancellation.

4.2.5 Time Limit on Use of Special Cancellations

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 for reuse of recurring annual cancellations must be submitted 4 months before the date the cancellation will be used again. For national cancellations, the national sponsor may submit a single request.

4.2.6 Revocation of Special Cancellations

The USPS may curtail or revoke the use of any special cancellation when it is necessary to use special postmarking for USPS purposes.

4.2.7 Information about Special Cancellations

More information about special cancellations is in the *Postal Operations Manual*.

4.2.8 Mail Submitted for Special Cancellations

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.

5.0 Private Express Statutes

5.1 Private Express Statutes

5.1.1 Legal Foundation

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 Pricing and Classification Service Center (PCSC) (see 8.4 for address).

5.1.2 Definition of a Letter for Private Express

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.

5.1.3 Postage for Private Express

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.

5.1.4 Suspensions of Private Express Statutes

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 PCSC.

5.1.5 Violations of Private Express Statutes

The PCSC 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.

5.1.6 Legal Advice for Private Express

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 8.4 for address and telephone number).

608.6.2

6.0 Complaints and Postal Law Violations

6.1 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 [8.1](#) 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.

6.2 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

7.0 Trademarks and Copyrights of the USPS

7.1 Trademarks and Service Marks

7.1.1 Registered Marks

The following are among the registered USPS trademarks and service marks:

1-800-ASK-USPS	Postal Explorer
Business Reply Mail	<i>PostalOne!</i>
Confirm	Priority Mail
Delivery Confirmation	Priority Mail United States Postal Service Design
The Eagle Logo	Returns@Ease
Express Mail	Signature Confirmation
<i>FASTforward</i>	Stamps By Mail
First-Class Mail	Stamps to Go
Intelligent Mail barcode	U.S. Mail and Design
Official Election Mail and Design	U.S. Postal Service
The Old Eagle Design	United States Post Office
Parcel Post	United States Postal Service
PC Postage	United States Postal Service and Design (with the Eagle Logo)
pcpostage.com	USPS
Pickup on Demand	usps.com
Planet	We Deliver
Planet Code	We Deliver For You
Planet Code USPS and Design	ZIP+4

7.1.2 Use of Registered Marks

USPS trademarks must be used in the form listed in 7.1.1. 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 ®.)

7.1.3 Proposed or Pending Registration

The USPS has additional trademarks not yet registered. The rules in 7.1.2 apply to these common law marks, except that such marks are not to be identified by the symbol ®. Instead, the superscript initials TM may be used to identify these marks.

7.2 Copyrights

7.2.1 Copyrighted Material

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.

608.7.3

7.2.2 Permitted Use of Copyrighted Material

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.

7.2.3 Design Reproductions of Copyrighted Material

Illustrations permitted by 7.2.2a. through 7.2.2d 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.

7.2.4 License Request for Copyrighted Material

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 8.1 for address).

7.3 Inquiries about USPS Trademarks and Copyrights

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 8.1 for address).

8.0 USPS Contact Information

8.1 Postal Service

BMC Operations
US Postal Service
475 L'Enfant Plz SW Rm 7631
Washington DC 20260-2806

Business Mail Acceptance
US Postal Service
475 L'Enfant Plz SW Rm 2P846
Washington DC 20260-0846

Business Mailer Support
US Postal Service
475 L'Enfant Plz SW Rm 2P846
Washington DC 20260-0846

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

Consumer Advocate
US Postal Service
475 L'Enfant Plz SW
Washington DC 20260-2200

Customer Service Support
US Postal Service
475 L'Enfant Plz SW Rm 5621
Washington DC 20260-5621

Distribution Operations
Washington DC Post Office
900 Brentwood Rd NE
Washington DC 20066-9704

608.8.1

Engineering
US Postal Service
8403 Lee Hwy
Merrifield VA 22082-8101

Engineering Letter Tech
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 Gary Ormsby Dr
Topeka KS 66624-9502
(800) 332-0317

Licensing
Public Affairs and Communications
US Postal Service
475 L'Enfant Plz SW Rm 10519
Washington DC 20260-3100

Mailing Standards
US Postal Service
475 L'Enfant Plz SW Rm 3436
Washington DC 20260-3436

Material Distribution Center
US Postal Service
500 SW Gary Ormsby Dr
Topeka KS 66624-9502
(800) 332-0317

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

Postage Technology Management
US Postal Service
475 L'Enfant Plz SW NB Ste 4200
Washington DC 20260-4200

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 Classification
US Postal Service
475 L'Enfant Plz SW Rm 5014
Washington DC 20260-5014
(see 8.4.1 for Pricing and Classification Service Center (PCSC) address)

Pricing Strategy
US Postal Service
475 L'Enfant Plz SW Rm 3616
Washington DC 20260-3616

Product Development
US Postal Service
475 L'Enfant Plz SW Rm 5012
Washington DC 20260-5012

Prohibitory Order Processing Center
PO Box 1500
New York NY 10008-1500

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
1735 N Lynn St Rm 5013
Arlington VA 22209-6432

608.8.3

Stamp Fulfillment Services
PO Box 219424
Kansas City MO 64121-9424

8.2 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
901 New York Ave NW Ste 200
Washington DC 20268-0001

Superintendent of Documents
US Government Printing Office
732 N Capitol St NW
Washington DC 20401-0003
(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

8.3 Other Agencies

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

8.4 PCSC and District Business Mail Entry Offices Contact Information

The Pricing and Classification Service Center (PCSC) and the district business mail entry offices provide guidance on mail classification, rates, and mail preparation standards. Direct questions about mail classification and special mail services to local postal officials. The PCSC can help local offices answer these questions. (Note: Zip Code Prefix 340 is shared by South Florida and New York districts. Unassigned prefixes are not listed.)

8.4.1 Pricing and Classification Service Center (PCSC)

90 Church St Ste 3100
New York NY 10007-2951
Telephone: (212) 330-5300 / Fax: (212) 330-5320

Exhibit 8.4.1 Contact Information for Business Mail Entry Offices, Grouped by Region and Listed by District and 3-Digit ZIP Code Service Area

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Great Lakes Area		Central Florida District PO Box 999620	327-329, 334, 347, 349
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	Mid Florida FL 32799-9620 (407) 333-4878 / Fax (407) 444-3020	
Chicago District 433 W Harrison St Chicago IL 60607-9651 (312) 983-8460 / Fax (312) 983-8484	606-608	Mississippi District 401 E South St Jackson MS 39201-9640 (601) 351-7126 / Fax (601) 351-7501	369, 386-397
Detroit District 1401 W Fort St Rm 813 Detroit MI 48233-9651 (313) 226-8678 / Fax (313) 226-8124	481, 482, 492	North Florida District 1100 Kings Rd Rm 219 Jacksonville FL 32203-9651 (904) 366-4882 / Fax (904) 366-4889	320-326, 344
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	South Florida District 2200 NW 72nd Ave Rm 528 Miami FL 33152-9651 (305) 470-0717 / Fax (305) 470-0799	330-333, 340
Greater Indiana District 3939 Vincennes Rd Indianapolis IN 46298-9651 (317) 870-8504 / Fax (317) 870-8684	460-469, 472-475, 478, 479	South Georgia District 451 College St Rm Macon GA 31213-9651 (478) 752-8720 / Fax (478) 752-8602	298, 299, 304, 308-310, 321 312-319, 398
Greater Michigan District 678 Front Ave NW Grand Rapids MI 49599-9651 (616) 776-6165 / Fax (616) 776-6176	486-491, 493-497	Suncoast District 5433 W Sligh Ave Ste A Tampa FL 33634-9651 (813) 243-5938 / Fax (813) 243-7453	335-339, 341, 342, 346
Lakeland District PO Box 5007 Milwaukee WI 53201-5007 (414) 287-2548 / Fax (414) 287-2515	498, 499, 530-532, 534, 535, 537-539, 541-545, 549	Tennessee District 525 Royal Pkwy Nashville TN 37229-9651 (615) 885-9103 / Fax (615) 885-9287	307, 370-385
Northern Illinois District 500 E Fullerton Ave Carol Stream IL 60199-9651 (630) 260-5573 / Fax (630) 260-5149	600-603, 610, 611	Southwest Area	
Southeast Michigan District 1 Ajax Dr Ste 101 Madison Heights MI 48071-9640 (248) 546-1379 / Fax (248) 414-6751	480, 483-485	Albuquerque District 1135 Broadway Blvd NE Rm 148 Albuquerque NM 87101-9651 (505) 346-8106 / Fax (505) 346-8135	865, 870-875, 877-884
Southeast Area		Arkansas District 600 E Capitol Ave Little Rock AR 72202-9651 (501) 375-3008 / Fax (501) 372-5763	716-729
Alabama District 351 24th St N Birmingham AL 35203-9651 (205) 521-0349 / Fax (205) 254-0176	350-352, 354-368	Dallas District 951 W Bethel Rd Coppell TX 75099-9651 (972) 462-2208 / Fax (972) 462-2219	750-759
Atlanta District 3900 Crown Rd Rm 1410 Atlanta GA 30304-9651 (404) 765-7541 / Fax (404) 765-7582	300-303, 305, 306, 311, 399	Fort Worth District 4600 Mark IV Pkwy Fort Worth TX 76161-9621 (817) 317-3635 / Fax (817) 317-3339	739, 760-764, 768, 769, 790-796

Postal Information and Resources: USPS Contact Information

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Houston District 401 Franklin St Rm 114 Houston TX 77201-9653 (713) 226-3222 / Fax (713) 226-3155	770-778	Northeast Area	
Louisiana District 701 Loyola Ave Rm 1101 New Orleans LA 70113-9651 (504) 589-1104 / Fax (504) 589-1508	700, 701, 703-708, 710-714	Albany District 30 Old Karner Rd Albany NY 12288-9601 (518) 452-4034 / Fax (518) 564-7451	120-123, 128-139
Oklahoma District 3030 NW Expressway Ste 1042 Oklahoma City OK 73198-9651 (405) 553-6126 / Fax (405) 553-6107	730, 731, 734-738, 740, 741, 743-749	Boston District 25 Dorchester Ave Boston MA 02205-9651 (617) 654-5444 / Fax (617) 654-5026	021, 022, 024
Rio Grande District 10410 Perrin Beitel Rd Rm 1069 San Antonio TX 78284-9651 (210) 368-8308 / Fax (210) 368-1664	733, 765-767, 779-789, 797-799	Connecticut District 77 Hartland St East Hartford CT 06108-9641 (860) 610-3100 / Fax (860) 610-3114	060-069
New York Metro Area		Maine District 380 Riverside St Portland ME 04103-7021 (207) 828-8430 / Fax (207) 828-8448	039-049
Caribbean District 585 Ave FD Roosevelt Ste 125 San Juan PR 00936-9651 (787) 622-1795 / Fax (787) 622-1788	006-009	Massachusetts District 76 Main St North Reading MA 01889-9651 (978) 664-7639 / Fax (978) 664-7090	010-019, 055
Central New Jersey District 21 Kilmer Rd Edison NJ 08899-9651 (732) 819-3672 / Fax (732) 819-3889	077, 085-089	New Hampshire/Vermont District 955 Goffs Falls Rd Manchester NH 03103-9651 (603) 644-3844 / Fax (603) 644-3865	030-038, 050-054, 056-059
Long Island District 160 Duryea Rd Melville NY 11747-8040 (631) 755-2930 / Fax (631) 755-2940	005, 115, 117-119	Southeast New England District 181 Corliss St Providence RI 02904-9651 (401) 752-5640 / Fax (401) 752-5699	020, 023, 025-029
New York District 421 8th Ave Rm 3212 New York NY 10199-9651 (212) 330-4230 / Fax (212) 330-3801	090-098, 100-102, 104, 340	Western New York District 55 Msgr Valente Dr Buffalo NY 14206-9651 (716) 846-2562 / Fax (716) 846-2396	140-149
Northern New Jersey District 494 Broad St Rm 223 Newark NJ 07102-9334 (973) 468-7076 / Fax (973) 468-7219	070-076, 078, 079	Eastern Area	
Triboro District 1050 Forbell St Rm 2011.3 Brooklyn NY 11256-9602 (718) 348-3760 / Fax (718) 348-3753	103, 110-114, 116	Appalachian District PO Box 59651 Charleston WV 25350-9651 (304) 561-1060 / Fax (304) 561-1033	240-243, 245-259, 261-268
Westchester District 1000 Westchester Ave White Plains NY 10610-9651 (914) 697-7019 / Fax (914) 697-7022	004, 105-109, 124-127	Central PA District 1425 Crooked Hill Rd 3rd FL Harrisburg PA 17107-9651 (717) 257-4819 / Fax (717) 257-2152	169-179, 182, 184-188, 195, 196
		Cincinnati District 990 Dalton Ave Cincinnati OH 45203-9651 (513) 684-5588 / Fax (513) 684-5691	410, 434-436, 450-455, 458, 459, 470

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Columbus District 2323 Citygate Dr Columbus OH 43218-9651 (614) 472-0386 / Fax (614) 472-0388	430-433, 437, 438, 456, 457	Northern Virginia District 8409 Lee Hwy Merrifield VA 22081-9651 (703) 698-6380 / Fax (703) 207-3660	201, 220-223, 226, 227
Erie District 2709 Legion Rd Rm 424 Erie PA 16515-9651 (814) 836-7624 / Fax (650) 357-6338	155, 157-168	Richmond District 1801 Brook Rd Richmond VA 23232-9650 (804) 775-6227 / Fax (804) 698-4711	224, 225, 228-239, 244
Greater South Carolina District PO Box 929651 Columbia SC 29292-9651 (803) 926-6329 / Fax (803) 926-6326	290-296	Pacific Area	
Greensboro District PO Box 27499 Greensboro NC 27498-9651 (336) 668-1250 / Fax (336) 668-1366	270-279, 286	Arizona District 4949 E Van Buren St Rm 190 Phoenix AZ 85026-9651 (602) 225-2941 / Fax (602) 225-3944	850, 852, 853, 855-857, 859, 860, 863, 864
Kentuckiana District PO Box 31651 Louisville KY 40231-9651 (502) 454-1720 / Fax (502) 454-1673	400-409, 411-418, 420-427, 471, 476, 477	Bay Valley District 1675 7th St Rm 120 Oakland CA 94615-9651 (510) 874-8414 / Fax (510) 433-7655	939, 945-948, 950, 951
Mid-Carolinas District 2901 Interstate 85 S Charlotte NC 28228-9979 (704) 393-4420 / Fax (704) 393-4470	280-285, 287-289, 297	Honolulu District 3600 Aolele St Honolulu HI 96820-9651 (808) 423-3928 / Fax (808) 423-3759	967-969
Northern Ohio District 2400 Orange Ave Rm 24 Cleveland OH 44101-9603 (216) 443-4100 / Fax (216) 443-4186	439-449	Los Angeles District 7001 S Central Ave Rm 210 Los Angeles CA 90052-9614 (323) 586-2605 / Fax (323) 586-3702	900-905
Philadelphia District 2970 Market St Rm 514 Philadelphia PA 19104-9651 (215) 895-8063 / Fax (215) 895-9132	180, 181, 183, 189-194	Sacramento District 3775 Industrial Blvd West Sacramento CA 95799-0070 (916) 373-8723 / Fax (916) 373-8184	936-938, 942, 952, 953, 956-960
Pittsburgh District 1001 California Ave Rm 2027 Pittsburgh PA 15290-9651 (412) 359-1468 / Fax (412) 359-7108	150-154, 156, 260	San Diego District 11251 Rancho Carmel Dr San Diego CA 92199-9651 (858) 674-0400 / Fax (858) 674-0055	919-925
South Jersey District 501 Benigno Blvd Bellmawr NJ 08031-9651 (856) 933-4262 / Fax (856) 933-4241	080-084, 197-199	San Francisco District PO Box 7836 San Francisco CA 94120-7836 (415) 550-5716 / Fax (415) 550-5770	940, 941, 943, 944, 949, 954, 955, 962-966
Capital Metro Area		Santa Ana District 3101 W Sunflower Ave Santa Ana CA 92799-9324 (714) 662-6248 / Fax (714) 966-2004	906-908, 917, 918, 926-928
Baltimore District 900 E Fayette St Rm 166 Baltimore MD 21233-9651 (410) 347-4434 / Fax (410) 234-8553	210-212, 214-219	Sierra Coastal District 28201 Franklin Pkwy Santa Clarita CA 91383-9650 (661) 775-6663 / Fax (661) 775-7187	910-916, 930-935
Capital District 900 Brentwood Rd Washington DC 20066-7204 (202) 636-2177 / Fax (202) 636-2306	200, 202-209		

Postal Information and Resources: USPS Contact Information

MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA	MANAGER BUSINESS MAIL ENTRY	3-DIGIT ZIP CODE SERVICE AREA
Western Area		Portland District PO Box 2229 Portland OR 97208-2229 (503) 294-2456 / Fax (503) 294-2596	970-979, 986
Alaska District 4141 Postmark Dr Anchorage AK 99530-9651 (907) 266-3277 / Fax (907) 266-3132	995-999	Salt Lake City District 1760 W 2100 S Salt Lake City UT 84199-9651 (801) 974-2507 / Fax (801) 974-2513	840-847
Big Sky District 841 S 26th St Billings MT 59101-9651 (406) 657-5780 / Fax (406) 657-5788	590-599	Seattle District PO Box 81419 Seattle WA 98108-1319 (206) 652-2100 / Fax (206) 652-2229	980-985, 988, 989
Central Plains District 5303 N 91st Ave Omaha NE 68134-9651 (402) 573-2117 / Fax (402) 573-2131	515, 516, 664-666, 668-681, 683-693	Sierra-Nevada District 1001 E Sunset Rd Las Vegas NV 89199-9651 (702) 361-9288 / Fax (702) 896-2703	889-891, 893-895, 897-898, 961
Colorado/Wyoming District 7500 E 53rd Pl Rm 2213 Denver CO 80266-9651 (303) 853-6192 / Fax (303) 853-6077	800-816, 820-831	Spokane District 707 W Main Ave Ste 600 Spokane WA 99299-9605 (509) 626-6728 / Fax (509) 626-5814	832-838, 990-994
Dakotas District PO Box 7570 Sioux Falls SD 57117-7570 (605) 333-2650 / Fax (605) 333-2777	565, 567, 570-577, 580-588		
Hawkeye District PO Box 189996 Des Moines IA 50318-9651 (515) 251-2359 / Fax (515) 251-2052	500-514, 520-528, 612		
Mid-America District 300 W Pershing Rd Ste 100 Kansas City MO 64108-9651 (816) 374-9280 / Fax (816) 374-9701	636-641, 644-649, 654-658, 660-662, 667		
Northland District 100 S 1st St Rm 115 Minneapolis MN 55401-9651 (612) 349-4739 / Fax (612) 349-4410	540, 546-548, 550, 551, 553-564, 566		

609 Filing Indemnity Claims for Loss or Damage

Overview

- [1.0 General Filing Instructions](#)
- [2.0 Providing Proof of Loss or Damage](#)
- [3.0 Providing Evidence of Insurance and Value](#)
- [4.0 Claims](#)
- [5.0 Compensation](#)
- [6.0 Adjudication of Claims](#)

1.0 General Filing Instructions

1.1 Extra Services With Indemnity

A customer may file an indemnity claim for insured mail, collect on delivery (COD) items, Registered Mail with postal insurance, or Express Mail. Inquiries on uninsured Registered Mail may be filed as detailed in [503.2.0](#). Customers can find additional information in Publication 122, *Customer Guide to Filing Domestic Insurance Claims or Registered Mail Inquiries*, available on www.usps.com and in post offices.

1.2 Bulk Insured Claims

Mailers authorized to mail at bulk insured rates under [503.4.0](#) 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.

1.3 Who May File for Loss or Damage

A claim may be filed by:

- a. Either the mailer or addressee, for damaged articles or articles with some or all of the contents missing.
- b. Either the mailer or addressee who is in possession of the original retail mailing receipt, or in possession of the online label record or computer printout of the Web-based application as described in [3.1e](#), for lost articles.
- c. Only the merchandise return permit holder, for merchandise return service (MRS) parcels that are registered or insured as indicated by the permit holder on the MRS label.
- d. Only the mailer, when the mailer has added and paid for insurance on merchandise return service parcels.
- e. Only the mailer, for insured or collect on delivery (COD) parcels paid using eVS under [705.2.9](#).

609.1.4

1.4 When to File for Loss or Damage

File claims as follows:

- a. For damaged or missing contents, a customer should file a claim immediately, but must file no later than 60 days from the date of mailing.
- b. For a lost article, a customer must file a claim within the time limits in the chart below.

MAIL TYPE OR SERVICE	WHEN TO FILE (FROM MAILING DATE)	
	No Sooner Than	No Later Than
Insured Mail	21 days	180 days
COD	45 days	180 days
Registered Mail	15 days	180 days
Registered COD	45 days	180 days
Express Mail	7 days	90 days
Express Mail COD	45 days	90 days
APO/FPO Insured Mail (First-Class Mail, SAM, PAL, or COD)	45 days	1 year
APF/FPO Insured Mail (Surface Only)	75 days	1 year

1.5 Where to File for Loss or Damage

A claim may be filed:

- a. At any post office, station, or branch, except for Registered Mail articles with merchandise return service.
- b. Only at the post office where the merchandise return permit is held, for Registered Mail articles with merchandise return service.
- c. Online at www.usps.com for customers who purchased insurance online through Click-N-Ship or eBay.
- d. Only at the administering post office where the permit is held and Forms 3877 are presented for insured or COD parcels paid using eVS under [705.2.9](#).

1.6 How to File for Loss or Damage

A customer may file a claim by presenting evidence of insurance, evidence of value, and/or proof of damage. If the article was mailed Express Mail COD or Registered Mail COD, the customer must provide both the original COD receipt with either the Express Mail or the Registered Mail receipt. The customer must complete the applicable portions of Form 1000. Customers may print Form 1000 from www.usps.com and complete the customer section before going to the Post Office.

1.7 Filing Duplicate Claims for Loss or Damage

A customer must file any duplicate claim no sooner than 30 days and no later than 60 days from the date the original claim was filed.

2.0 Providing Proof of Loss or Damage

2.1 Missing Contents

If a claim is filed because some or all of the contents are missing, the addressee must make the mailing container available to the USPS for inspection, including any wrapping, packaging, and any contents that were received. Failure to do so will result in denial of the claim.

2.2 Proof of Damage

If the addressee files the claim, the addressee must make the damaged article and mailing container available to the USPS for inspection, including any wrapping, packaging, and any other contents that were received. If the mailer files the claim, the St. Louis ASC will notify the addressee by letter to present the damaged article and mailing container to the USPS for inspection, including any wrapping, packaging, and any other contents that were received. Failure to do so will result in denial of the claim.

3.0 Providing Evidence of Insurance and Value

3.1 Evidence of Insurance

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 (retail insured mail, Registered Mail, and COD receipts must contain a USPS postmark).
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 \$100 for Express Mail.
- c. For Express Mail items accepted for mailing under an Express Mail Manifesting agreement in [705.2.0](#), 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.
- d. For retail insurance the original sales receipt from the USPS listing the mailing receipt number and insurance amount, if the original mailing receipt is not available. Reproduced copies of the USPS sales receipt are not acceptable.
- e. For insurance purchased online, the mailer may access and print an electronic record as follows:

609.3.2

1. A computer printout from the Web-based application used to print the label and purchase the insurance. The printout must clearly identify the following information: the Delivery Confirmation or Signature Confirmation number of the insured parcel, total postage paid, insurance fee paid, declared value, declared mailing or shipping date, origin ZIP Code, and delivery ZIP Code.
 2. A printed online label record.
- f. For insured mail or COD mail paid using eVS under [705.2.9](#), the mailer must present a printout of the part of Form 3877 that identifies the parcel by including the article number (the package identification code) of the insured or COD parcel, total postage paid, fee paid, declared insured value, amount due sender if COD, mailing date, origin ZIP Code, and delivery ZIP Code reported in the parcel record in the eVS manifest file. This information is used by the administering Post Office where the eVS permit account is held and the Form 3877 was presented to confirm payment through eVS.

3.2 Evidence of Value

The customer, either the mailer or the addressee, 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 bill of sale, or statement of value from a reputable dealer.
- b. For items valued up to \$100, the customer's own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether the item was new or used (only if a sales receipt or invoice is not available). If the article mailed is a hobby, craft, or similar handmade item, the statement must include the cost of the materials used in making the item. The statement must describe the article in sufficient 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.
- g. A copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid. For Internet purchases, a copy of the front and back of the canceled check, money order, or a copy of the credit card billing statement is required.

- h. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, provide a computer printout of the online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted.

4.0 Claims

4.1 Payable Claim

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 4.2 is payable for the following:

- a. Actual value of lost articles at the time and place of mailing (see 4.1n 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.)

609.4.2

- 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.
- o. Except for registered mail, the maximum indemnity for negotiable items (defined as instruments that can be converted to cash without resort to forgery), currency, or bullion, is \$15.

4.2 Payable Express Mail Claim

In addition to the payable claims in [4.1, Payable Claim](#), 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 [4.2a4](#). 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 print, 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.

4.3 Nonpayable Claims

Indemnity is not paid for insured mail, Registered Mail, COD, or 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 resulting from delay of the mail, except under [4.2a.2, Payable Express Mail Claim](#), and [4.3ad](#) below.
- 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.

609.4.3

- k. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability of these insects and animals is subject to [601.9.0, Perishables](#)).
- 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. Consequential loss of Express Mail claimed, except under [4.2a3](#) and [4.3ad](#).
- s. 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.
- t. Loss or damage caused by employees or agents of the sender or addressee.
- u. Radioactive injury, electrical or magnetic injury, or erasure of electrical recordings.
- v. War, insurrection, or civil disturbance, or seizure by any agency of government.
- w. Loss after items signed for by the addressee, the addressee's agent, or delivery employee if authorized under the applicable standards.
- x. Items sent COD without the addressee's consent.
- y. Adult birds in Express Mail with no physical damage to the container.
- z. Cost incurred for estimates and appraisals.
- aa. Lottery tickets, sweepstakes tickets, contest entries, and similar items.
- ab. Mailer refuses to accept delivery of the parcel on return.
- ac. Mail not bearing the complete names and addresses of the mailer and addressee, or is undeliverable as addressed to either the addressee or the mailer.
- ad. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Express Mail and the delay is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Express Mail service selected.
- ae. Software installed onto computers that have been lost or damaged.

af. Damaged articles not claimed within the time limits in the *Postal Operations Manual*.

ag. Personal time used to make hobby, craft, or similar handmade items.

5.0 Compensation

5.1 Payment Limit

The USPS does not make payment for more than the actual value of the article or, for bulk insurance, for more than the wholesale cost of the contents to the sender if a lesser amount. The USPS does not make payment for more than the maximum amount covered by the fee paid.

5.2 Depreciation

The USPS depreciates a used article either lost or damaged based on the life expectancy of the article.

5.3 Insufficient Fee

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.

5.4 Loss or Total Damage

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 [604.9.5](#).

5.5 Dual Claim

If the mailer and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the mailer unless the claim has already been paid to the addressee upon presentation of the original mailing receipt.

5.6 Incompetent or Deceased

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.

5.7 Recovered Article

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.

609.6.1

6.0 Adjudication of Claims

6.1 Initial Adjudication of Claims

The St. Louis Accounting Service Center (ASC) adjudicates and pays or disallows all domestic claims, except the initial adjudication of domestic retail insured claims for insurance coverage of \$50 or less that are not for bulk insured service, and claims appealed under 6.3. Domestic retail insured claims for insurance coverage of \$50 or less, except for bulk insured service, are adjudicated and paid locally at the post office accepting the claims. Claims for insurance purchased online (through Click-N-Ship or eBay) up to \$500 may be filed online through www.usps.com, and will be processed and paid through the St. Louis ASC.

6.2 Appealing a Claim Decision

A customer may appeal a claim decision by filing a written appeal within 60 days of the date of the original decision. Except for domestic retail insured claims for insurance coverage of \$50 or less, the customer must send the appeal directly to Claims Appeals (see 608.8.0 for address). For domestic retail insured claims for insurance coverage of \$50 or less, 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.

6.3 Final USPS Decision of Claims

If the manager of Claims Appeals at the St. Louis ASC sustains the denial of a claim, the customer may submit an additional appeal within 60 days for final review and decision to the Consumer Advocate, USPS Headquarters (see 608.8.0 for address), who may waive standards in 609 in favor of the customer.

700

Special Standards

- 703 Nonprofit Standard Mail and Other Unique Eligibility**
- 705 Advanced Preparation and Special Postage Payment Systems**
- 707 Periodicals**
- 708 Technical Specifications**
- 709 Experimental Classifications and Rates**

700 Special Standards

TOPICS

- 703 Nonprofit Standard Mail and Other Unique Eligibility
- 705 Advanced Preparation and Special Postage Payment Systems
- 707 Periodicals
- 708 Technical Specifications
- 709 Experimental Classifications and Rates

703 Nonprofit Standard Mail and Other Unique Eligibility

1.0 Nonprofit Standard Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and State or Local Voting Registration Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Original Application
- 1.8 Authorization—At Additional Offices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
- 1.11 Revocation

2.0 Overseas Military Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Express Mail Military Service (EMMS)
- 2.7 Delivery of Military Mail

3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other Physically Handicapped Persons
- 5.3 Matter Sent By Blind or Other Physically Handicapped Persons
- 5.4 Preparation

6.0 Official Mail (Franked)

- 6.1 Basic Information
- 6.2 Addressing

7.0 Official Mail (Penalty)

- 7.1 Definitions
- 7.2 Postage And Fees

- 7.3 Eligibility
- 7.4 Authorization
- 7.5 Services, Classes, Rates, Preparation, And Detention
- 7.6 General Standards for Penalty Indicia
- 7.7 Penalty Meter
- 7.8 Penalty Permit Imprint
- 7.9 Penalty Postage Stamps and Stationery
- 7.10 General Standards for Penalty Reply Mail
- 7.11 Penalty Business Reply Mail (BRM)
- 7.12 Penalty Merchandise Return Service
- 7.13 Penalty Periodicals
- 7.14 Penalty Express Mail
- 7.15 Contractors

8.0 Absentee Balloting Materials

- 8.1 Basic Standards
- 8.2 Marking

9.0 Mixed Classes

- 9.1 Basic Eligibility Information for Mixed Classes
- 9.2 Eligibility for Attachments of Different Classes
- 9.3 Eligibility for an Enclosure in Periodicals Publication
- 9.4 Eligibility for an Enclosure in Standard Mail and Package Services Parcels
- 9.5 Eligibility for an Incidental First-Class Attachment or Enclosure
- 9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter
- 9.7 Markings on Mixed Mail
- 9.8 Postage Payment for Attachments of Different Classes
- 9.9 Postage Payment for Enclosure in Periodicals Publication
- 9.10 Postage Payment for Enclosure in Standard Mail and Package Services Parcel
- 9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure
- 9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter
- 9.13 Extra Services for Mixed Classes

**700
Special
Standards**

705
Advanced Preparation and
Special Postage Payment
Systems

1.0 Customized MarketMail

- 1.1 Basic Standards
- 1.2 Rates
- 1.3 Extra Services
- 1.4 Preparation Standards

2.0 Manifest Mailing System

- 2.1 Description
- 2.2 Basic Standards
- 2.3 Keyline
- 2.4 Authorization
- 2.5 Revocation
- 2.6 Express Mail Manifesting Agreements
- 2.7 Basic Standards
- 2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations
- 2.9 Electronic Verification System

3.0 Optional Procedure Mailing System

- 3.1 Basic Information
- 3.2 Authorization
- 3.3 Records

4.0 Alternate Mailing System

- 4.1 Basic Information
- 4.2 Authorization

5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods

- 5.1 Basic Provisions
- 5.2 Postage
- 5.3 Producing the Combined Mailing
- 5.4 Documentation

6.0 Combining Mailings of Standard Mail and Package Services Parcels

- 6.1 Basic Standards for Combining Parcels and NFMs
- 6.2 Combining Parcels and NFMs—DBMC Entry
- 6.3 Combining Parcels—Parcel Post OBMC Presort, BMC Presort, DSCF, and DDU Rates
- 6.4 Combining Package Services and Standard Mail—Optional 3-Digit SCF Entry

7.0 Combining Package Services Parcels for Destination Entry

- 7.1 Combining Parcels—DSCF and DDU Entry
- 7.2 Combining Package Services Machinable Parcels for DBMC Entry
- 7.3 Postage Payment
- 7.4 Documentation
- 7.5 Authorization

8.0 Preparing Pallets

- 8.1 Physical Characteristics
- 8.2 Top Caps
- 8.3 Stacking Pallets
- 8.4 Pallet Boxes
- 8.5 General Preparation
- 8.6 Pallet Labels
- 8.7 Copalletized, Combined, or Mixed-Rate Level Mailings of Flat-Size Pieces
- 8.8 Basic Uses
- 8.9 Bundles on Pallets
- 8.10 Pallet Presort and Labeling
- 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets
- 8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets
- 8.13 Bundle Reallocation to Protect BMC Pallet for Standard Mail Flats on Pallets
- 8.14 Pallets of Bundles, Sacks, and Trays
- 8.15 Sacks
- 8.16 Copalletized Flat-size Pieces—Periodicals or Standard Mail
- 8.17 Pallets of Machinable Parcels
- 8.18 Parcel Post—Bulk Mail Center (BMC) Presort Discount
- 8.19 Parcel Post—Origin Bulk Mail Center (OBMC) Presort Discount
- 8.20 Parcel Post DSCF Rates—Parcels on Pallets
- 8.21 Parcel Post DSCF Rates—Sacks on Pallets
- 8.22 Parcel Post and Bound Printed Matter DDU Rates

**700
Special
Standards**

9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

- 9.1 First-Class Mail
- 9.2 Periodicals
- 9.3 Standard Mail
- 9.4 Bound Printed Matter

10.0 Merging Bundles of Flats in Sacks and Pallets Using the City State Product

- 10.1 Periodicals
- 10.2 Standard Mail

11.0 Combining Automation Rate and Nonautomation Rate Flats in Bundles

- 11.1 First-Class Mail
- 11.2 Periodicals
- 11.3 Standard Mail
- 11.4 Bound Printed Matter

12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold

- 12.1 Periodicals
- 12.2 Standard Mail

13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold

- 13.1 Periodicals
- 13.2 Standard Mail

14.0 Plant Load Mailings

- 14.1 Basic Information
- 14.2 Application for Plant Load Privileges
- 14.3 Plant Load Operations
- 14.4 Expedited Plant Load Shipment
- 14.5 Mailer Responsibilities
- 14.6 Intradistrict Plant-Loaded Shipments
- 14.7 Interdistrict Plant-Loaded Shipments

15.0 Plant-Verified Drop Shipment

- 15.1 Description
- 15.2 Program Participation
- 15.3 Liability
- 15.4 Standard Mail Documentation
- 15.5 Package Services PVDS Option

16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute

- 16.1 Rates and Fees
- 16.2 Basic Standards
- 16.3 Additional Standards for Express Mail Open and Distribute
- 16.4 Additional Standards for Priority Mail Open and Distribute
- 16.5 Preparation
- 16.6 Enter and Deposit

17.0 Express Mail Reship Service

18.0 Metered Mail Drop Shipment

- 18.1 Basic Information
- 18.2 Authorization
- 18.3 Option 1: Deposit at P&DC/F
- 18.4 Option 2: Deposit at Another Post Office
- 18.5 Option 3: Consolidated Drop Shipment With Endorsement
- 18.6 Option 4: Consolidated Drop Shipment Without Endorsement

707

Periodicals

1.0 Rates and Fees

- 1.1 Outside-County—Including Science-of-Agriculture
- 1.2 In-County
- 1.3 Ride-Along Rate
- 1.4 Fees

2.0 Rate Application and Computation

- 2.1 Rate Application
- 2.2 Computing Postage

3.0 Physical Characteristics and Content

- 3.1 Physical Characteristics
- 3.2 Addressing
- 3.3 Permissible Mailpiece Components
- 3.4 Impermissible Mailpiece Components
- 3.5 Mailpiece Construction
- 3.6 Printed Features

700 Special Standards

4.0 Basic Eligibility Standards

- 4.1 Second-Class Mail
- 4.2 Qualification Categories
- 4.3 General
- 4.4 Periodical Publications
- 4.5 Printed Sheets
- 4.6 Known Office of Publication
- 4.7 Regular Issuance
- 4.8 Eligible Formats
- 4.9 Issues
- 4.10 Editions
- 4.11 Back Issues and Reprints
- 4.12 Identification
- 4.13 Advertising Standards
- 4.14 Fees

5.0 Applying for Periodicals Authorization

- 5.1 Original Entry Application
- 5.2 Mailing While Application Pending
- 5.3 Decision on Application
- 5.4 Revocation or Suspension of Privileges

6.0 Qualification Categories

- 6.1 General Publication
- 6.2 Publications of Institutions and Societies
- 6.3 Publications of State Departments of Agriculture
- 6.4 Requester Publications
- 6.5 Foreign Publications
- 6.6 News Agent Registry

7.0 Mailing to Nonsubscribers or Nonrequesters

- 7.1 Sample Copies
- 7.2 Simplified Address
- 7.3 Advertising Copies
- 7.4 Gift Subscriptions
- 7.5 Exchange Copies
- 7.6 Expired Subscription
- 7.7 Complimentary Copies
- 7.8 Proof Copies
- 7.9 Nonrequester and Nonsubscriber Copies

8.0 Record Keeping Standards for Publishers

- 8.1 Basic Standards
- 8.2 Verification
- 8.3 Statement of Ownership, Management, and Circulation
- 8.4 Nonsubscriber and Nonrequester Copy Distribution

9.0 Changing Title, Frequency, or Known Office of Publication

- 9.1 General
- 9.2 Changing Qualification Categories
- 9.3 Application for Reentry

10.0 Preferred Periodicals

- 10.1 Nonprofit Eligibility—Basic Standards
- 10.2 Nonprofit Eligibility—Qualified Organizations
- 10.3 Nonprofit Eligibility—Other Qualified Organizations
- 10.4 Classroom Eligibility
- 10.5 Application
- 10.6 Mailing While Application Pending
- 10.7 Decision on Application

11.0 Basic Rate Eligibility

- 11.1 Outside-County Rates
- 11.2 Outside-County Science-of-Agriculture Rates
- 11.3 In-County Rates
- 11.4 Discounts
- 11.5 Copies Mailed by Public

12.0 Nonbarcoded (Presorted) Rate Eligibility

- 12.1 Basic Standards
- 12.2 Rates—Outside-County
- 12.3 Rates—In-County
- 12.4 ZIP Code Accuracy

13.0 Carrier Route Rate Eligibility

- 13.1 Basic Standards
- 13.2 Sorting
- 13.3 Walk-Sequence Rates
- 13.4 Carrier Route Accuracy

14.0 Barcoded (Automation) Rate Eligibility

- 14.1 Basic Standards
- 14.2 Rates—Outside-County
- 14.3 Rates—In-County
- 14.4 Address Standards for Barcoded Pieces

700 Special Standards

15.0 Ride-Along Rate Eligibility

- 15.1 General
- 15.2 Basic Standards
- 15.3 Physical Characteristics
- 15.4 Marking

16.0 Postage Payment

- 16.1 Filing Each Issue
- 16.2 Filing Marked Copy
- 16.3 Mailer and Publisher Responsibility
- 16.4 Payment Method
- 16.5 Centralized Postage Payment System
- 16.6 Periodicals Accuracy, Grading, and Evaluation Program

17.0 Documentation

- 17.1 Postage Statement
- 17.2 Documentation
- 17.3 Basic Standards for Documentation
- 17.4 Basic Standards for Postage Statements
- 17.5 Monthly Postage Statements
- 17.6 Detailed Zone Listing for Periodicals
- 17.7 Additional Standards

18.0 General Mail Preparation

- 18.1 Definition of Presort
- 18.2 Definition of Mailings
- 18.3 Presort Terms
- 18.4 Mail Preparation Terms

19.0 Bundles

- 19.1 Definition of a Bundle
- 19.2 Arranging Pieces in a Bundle (“Facing”)
- 19.3 Preparing Bundles of Nonuniform Pieces (“Counterstacking”)
- 19.4 Securing Bundles
- 19.5 Letter-Size Bundles
- 19.6 Flat-Size Bundles
- 19.7 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 19.8 Preparing Bundles in Sacks
- 19.9 Preparing Bundles on Pallets
- 19.10 Pieces With Simplified Addresses
- 19.11 Bundles With Fewer Than the Minimum Pieces Required
- 19.12 Address Visibility
- 19.13 Labeling Bundles
- 19.14 Carrier Route Information Lines
- 19.15 Facing Slips for Carrier Route Mail

20.0 Sacks and Trays

- 20.1 Basic Standards
- 20.2 Letter Tray Preparation
- 20.3 Sack Preparation
- 20.4 Use of Flat Trays (Optional)

21.0 Sack and Tray Labels

- 21.1 Basic Standards
- 21.2 Sack Labels
- 21.3 Tray Labels
- 21.4 Use of Barcoded Sack and Tray Labels

22.0 Preparing Nonbarcoded (Presorted) Rate Periodicals

- 22.1 Basic Standards
- 22.2 Bundle Preparation
- 22.3 Firm Bundles
- 22.4 Bundles With Fewer Than Six Pieces
- 22.5 Tray Preparation—Letter-Size Pieces
- 22.6 Sack Preparation—Flat-Size Pieces and Parcels
- 22.7 Optional Tray Preparation— Flat-Size Nonbarcoded Pieces

23.0 Preparing Carrier Route Rate Periodicals

- 23.1 Basic Standards
- 23.2 Bundle Preparation
- 23.3 Preparation—Letter-Size Pieces
- 23.4 Preparation—Flat-Size Pieces and Irregular Parcels
- 23.5 Firm Bundles
- 23.6 Bundles With Fewer Than Six Pieces
- 23.7 Delivery Sequence Information
- 23.8 Delivery Sequence Documentation

24.0 Preparing Letter-Size Barcoded (Automation) Rate Periodicals

- 24.1 Basic Standards
- 24.2 Additional Standards

25.0 Preparing Flat-Size Barcoded (Automation) Rate Periodicals

- 25.1 Basic Standards
- 25.2 Physical Standards
- 25.3 Bundling and Labeling
- 25.4 Sacking and Labeling
- 25.5 Optional Tray Preparation— Flat-Size Barcoded Pieces

**700
Special
Standards**

**26.0 Physical Criteria for
Nonmachinable Flat-Size
Periodicals**

- 26.1 General
- 26.2 Weight and Size
- 26.3 Flexibility and Deflection
- 26.4 Additional Criteria

**27.0 Combining Multiple Editions or
Publications**

- 27.1 Description
- 27.2 Authorization
- 27.3 Minimum Volume
- 27.4 Labeling
- 27.5 Documentation
- 27.6 Postage Statements
- 27.7 Postage Payment
- 27.8 Deposit of Mail

28.0 Enter and Deposit

- 28.1 Service Objectives
- 28.2 Basic Standards
- 28.3 Exceptional Dispatch
- 28.4 Deposit at AMC/AMF

29.0 Destination Entry

- 29.1 Basic Standards
- 29.2 Destination Bulk Mail Center
- 29.3 Destination Area Distribution Center
- 29.4 Destination Sectional Center Facility
- 29.5 Destination Delivery Unit

30.0 Additional Entry

- 30.1 Basic Standards
- 30.2 Authorization
- 30.3 Use of Additional Entry
- 30.4 Modification
- 30.5 Cancellation, Revocation, and
Restoration

708
Technical Specifications

**1.0 Standardized Documentation for
First-Class Mail, Periodicals,
Standard Mail, and Flat-Size
Bound Printed Matter**

- 1.1 Basic Standards
- 1.2 Format and Content
- 1.3 Rate Level Column Headings
- 1.4 Sortation Level
- 1.5 Combined, Copalletized, and
Merged Mailings
- 1.6 Optional Information
- 1.7 Detailed Zone Listing for Periodicals
- 1.8 Bundle and Container Reports for
Outside-County Periodicals Mail

**2.0 Presort Accuracy Validation and
Evaluation (PAVE)**

- 2.1 Presort Accuracy Validation and
Evaluation (PAVE)

**3.0 Coding Accuracy Support System
(CASS)**

- 3.1 Basic Information
- 3.2 Software Certification
- 3.3 Date of Address Matching
and Coding
- 3.4 Definitions—Mailing and
Address Lists
- 3.5 Documentation
- 3.6 CASS Certification

**4.0 Standards for POSTNET and
Intelligent Mail Barcodes**

- 4.1 General
- 4.2 POSTNET Barcode
- 4.3 Intelligent Mail Barcodes
- 4.4 Reflectance
- 4.5 Skew and Baseline Shift
- 4.6 Barcode Software and Hardware
Certification

**700
Special
Standards**

5.0 Standards for Postal Routing Barcodes

- 5.1 Basic Requirements
- 5.2 Basic Elements of Postal Routing Barcodes
- 5.3 Use With Delivery Confirmation or Signature Confirmation Service
- 5.4 Use With Confirmation Services and Insurance (Integrated Barcode)
- 5.5 Dimensions
- 5.6 Location
- 5.7 Clear Zone
- 5.8 Reflectance
- 5.9 Quality
- 5.10 Human-Readable Information
- 5.11 Technical Specifications
- 5.12 Substrate Material

6.0 Barcoding Standards for Container Labels

- 6.1 Basic Standards—Tray and Sack Labels
- 6.2 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels
- 6.3 Additional Standards—Barcoded 1-Inch Sack Labels

7.0 Optional Endorsement Lines (OELs)

- 7.1 OEL Use
- 7.2 OEL Format

8.0 Carrier Route Information Lines

- 8.1 Basic Information
- 8.2 Format and Content

9.0 Facing Identification Mark (FIM)

- 9.1 Using FIMs
- 9.2 Pattern
- 9.3 Specification
- 9.4 Dimensional Tolerances
- 9.5 Reflectance

10.0 Postal Zones

- 10.1 Basis
- 10.2 Application
- 10.3 Zone Charts
- 10.4 Specific Zones

709

Experimental Classifications and Rates

1.0 General Requirements for Negotiated Service Agreements (NSAs)

- 1.1 Basic Information
- 1.2 Candidate Factors and Requirements
- 1.3 Application Process

2.0 Capital One Services, Inc. NSA

- 2.1 Agreement
- 2.2 Features
- 2.3 Application

3.0 Repositionable Notes

- 3.1 Use
- 3.2 Mailpiece Characteristics
- 3.3 RPN Characteristics
- 3.4 RPNs on Automation-Rate Mailpieces
- 3.5 Rates
- 3.6 Compliance

4.0 Premium Forwarding Service

- 4.1 Rates and Fees
- 4.2 Basic Standards
- 4.3 Preparation
- 4.4 Enter and Deposit

700 Special Standards

703 Nonprofit Standard Mail and Other Unique Eligibility

705 Advanced Preparation and Special Postage
Payment Systems

707 Periodicals

708 Technical Specifications

709 Experimental Classifications and Rates

703 Nonprofit Standard Mail and Other Unique Eligibility

Overview

- [1.0 Nonprofit Standard Mail](#)
- [2.0 Overseas Military Mail](#)
- [3.0 Department of State Mail](#)
- [4.0 Mail Sent by U.S. Armed Forces](#)
- [5.0 Free Matter for the Blind and Other Physically Handicapped Persons](#)
- [6.0 Official Mail \(Franked\)](#)
- [7.0 Official Mail \(Penalty\)](#)
- [8.0 Absentee Balloting Materials](#)
- [9.0 Mixed Classes](#)

1.0 Nonprofit Standard Mail

1.1 Basic Standards

1.1.1 Organization Eligibility

Only organizations that meet the standards in [1.2, Qualified Nonprofit Organizations](#), or [1.3, Qualified Political Committees and State or Local Voting Registration Officials](#), 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.

1.1.2 Separate Authorizations

Except for mailings deposited under the plant-verified drop shipment postage payment system (see [705.15.0](#)), a separate authorization is required at each post office where Nonprofit Standard Mail rate mailings are deposited.

1.1.3 Discounts

Pieces mailed at the Nonprofit Standard Mail rates must meet the standards in [243](#), [343](#), or [443](#) and the corresponding standards for any other discount or rate claimed.

1.2 Qualified Nonprofit Organizations

1.2.1 General

An organization described in [1.2.3](#) through [1.2.10](#) may be authorized to mail at the Nonprofit Standard Mail rates if it is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual.

1.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in [1.2.3](#) through [1.2.10](#) 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.

1.2.3 Religious

A *religious organization* is a nonprofit organization whose primary purpose is to:

703.1.2.4

- 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.

1.2.4 Educational

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.

1.2.5 Scientific

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.

1.2.6 Philanthropic (Charitable)

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.

1.2.7 Agricultural

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.

1.2.8 Labor

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).

1.2.9 Veterans

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.

1.2.10 Fraternal

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.

1.3 Qualified Political Committees and State or Local Voting Registration Officials

1.3.1 Political Committees

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.

703.1.3.2

1.3.2 Definitions

For the standards in [1.3.1](#):

- 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.

1.3.3 Voting Registration Officials

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 [1.6.12, Matter Mailed by Voting Registration Official](#)).

1.4 Ineligible Organizations**1.4.1 Private**

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 [1.3](#)).
- 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.

1.4.2 Government

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 [1.2](#) may be eligible, notwithstanding its governmental status.

1.5 Identification of Nonprofit Organization

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.

1.6 Eligible and Ineligible Matter

1.6.1 Organization’s Own Mail

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.

1.6.2 Ineligible Matter

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.

1.6.3 Cooperative Mailing

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 [607.2.0](#). Exception: This standard does not apply to mailings by an organization authorized to mail at Nonprofit Standard Mail rates soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services. This exception applies only where the organization authorized to mail at Nonprofit Standard Mail rates is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation or waives in writing the receipt of this list.

1.6.4 Prohibitions and Restrictions

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 [1.6.5](#).
- 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

703.1.6.5

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 1.6.6, 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 1.6.8 are used to determine whether the Standard Mail material meets the content requirements for a periodical publication.

1.6.5 Definitions, Insurance

For the standard in 1.6.4b:

- a. Except as specified in 1.6.5c, the phrase *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 coverage benefits, limitations, and exclusions, and to the availability of coverage to the targeted recipients. When insurance policy coverages are compared to determine 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 mailpiece recipients (e.g., geographic location or demographics).
- b. Except as specified in 1.6.5c, the types of insurance considered generally otherwise 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.
- c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:
 1. The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).
 2. The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional

shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries.

1.6.6 Definitions, Substantially Related Advertising Products

For the standards in [1.6.4d](#):

- 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 [1.6.8](#).)
- 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 [1.6.8](#) 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).

703.1.6.7

- 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 [707.4.0](#) and published by one of the types of nonprofit organizations listed in [1.2](#) 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.

1.6.7 Other Matter

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 [707.16.0](#) and [707.17.0](#). 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.

1.6.8 Periodical Publication Content Requirements

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% nonadvertising matter in each issue. Advertising is defined in [707.4.13](#).

1.6.9 Contribution and Membership Premiums

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.

1.6.10 Political Mailings

A qualifying political committee under [1.3](#) 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:

703.1.6.11

- 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.

1.6.11 Products Mailable at Nonprofit Standard Mail Rates

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, 2007, the cost of such items cannot exceed \$8.90. 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.
- c. A periodical publication (as defined in [707.4.0](#)) of a nonprofit organization unless it is ineligible under [1.6](#) to be mailed at the Nonprofit Standard Mail rates.

1.6.12 Matter Mailed by Voting Registration Official

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.

1.6.13 Evidence of Eligibility

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.

1.7 Authorization—Original Application**1.7.1 Filing**

Except for mailings deposited under the plant-verified drop shipment postage payment system (see [705.15.0](#)), 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.

1.7.2 Fee

No fee is charged for filing Form 3624.

1.7.3 Qualified Nonprofit Organizations

Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in 1.2 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.*

1.7.4 Political Committees

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 1.3; evidence of nonprofit status is not required.

1.8 Authorization—At Additional Offices

1.8.1 Application

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.

1.8.2 Fee

No fee is charged for filing Form 3623.

1.8.3 Application Letter

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.

1.8.4 Organization Name

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).

1.8.5 Permits and Authorizations

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.

703.1.8.6

1.8.6 Retaining Additional Authorization

To retain an additional authorization, 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 the additional office authorization is also revoked.

1.9 Mailing While Application Pending**1.9.1 Approval**

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.

1.9.2 Postage Record

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.

1.9.3 Refund

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.

1.9.4 Effective Date

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.

1.9.5 Pending Status

The mailer may continue to mail in a pending status until a final decision is reached on an appeal of a denied application.

1.10 Ruling on Application**1.10.1 Additional Information**

The PCSC manager may request additional information or evidence to support or clarify the application. Failure to provide such information is sufficient grounds to deny an application.

1.10.2 Rulings

The PCSC manager rules on Form 3624 and Form 3623 applications and notifies the applicant directly.

1.10.3 Appealing a Denial

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 PCSC manager still believes that the organization does not qualify, the appeal is forwarded to the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision.

1.11 Revocation**1.11.1 USPS Review**

The PCSC manager may initiate at any time a review of any organization authorized to mail at the Nonprofit Standard Mail rates. The PCSC manager may ask an organization for information or evidence to determine whether the organization is still qualified. Failure to provide such information is sufficient cause for revocation.

1.11.2 Revocation for Cause

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 PCSC manager notifies the organization of the proposed revocation and the reasons for it.

1.11.3 Appeal

Revocation for cause under [1.11.2](#) takes effect 15 days from the organization's receipt of the notice, unless the organization files a written appeal within that time through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). The manager of Mailing Standards may ask the organization for more information or evidence to determine the organization's eligibility. Failure to provide such information is sufficient grounds for denial of the appeal. The manager issues a written appeal decision directly to the organization.

1.11.4 Revocation for Nonuse

The PCSC 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. If the authorization pending revocation is a primary authorization, the authorization will not be revoked if one or more nonprofit mailings have been made during the 2-year period at the primary authorization post office or at additional offices where authorization is based upon the primary authorization. The PCSC notifies the organization of the revocation for nonuse whether the entry is a primary or an additional office authorization.

2.0 Overseas Military Mail**2.1 Basic Standards****2.1.1 First-Class Mail**

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

703.2.1.2

embarkation or debarkation of this mail within the 50 states. Unless sent free under [4.0, Mail Sent by U.S. Armed Forces](#), sound recordings must be marked “Sound Recorded Personal Correspondence” by the mailer on the address side.

2.1.2 SAM Parcels

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 ([401, Physical Standards](#)).

2.1.3 Periodicals Publications

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 [2.1.2](#). Airlift service in [2.1.2](#) and [2.1.3](#) is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution.

2.1.4 Preparation

Items sent by air or surface mail are subject to the size and weight standards in [201](#) or [401](#) unless limited further by this standard. Mail must be addressed under [602](#). Postage at the applicable Priority Mail or Package Services rates is charged for parcels sent by air or surface transportation.

2.1.5 Privacy of Mail

The Department of Defense (DOD) can provide information on mail security and mail cover regulations for mail in the military postal system overseas.

2.1.6 Restriction

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.

2.2 Addressing Military Mail**2.2.1 Overseas Address**

Overseas military addresses must conform to domestic addressing standards. The delivery line (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 full name, including first name and middle name or initial, and unit number.
- b. Mail addressed to Air Force personnel must show 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 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.

2.2.2 Geographic Address

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

2.2.3 Address Within United States

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

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and organization.
- b. Mail addressed to Air Force personnel must show 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, 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.

2.3 General Restrictions

2.3.1 Mailability Conditions

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 [601, Mailability](#), 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*.

2.3.2 Firearms

Firearms are subject to [601.11.0](#). 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

703.2.3.3

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.

2.3.3 Animals and Plants

Information on mailing animal and plant products is in [601.9.0](#) and Publication 52, *Hazardous, Restricted, and Perishable Mail*.

2.3.4 Military Retirees

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.

2.3.5 Packaging

Packages addressed from, to, or between overseas military post offices must meet the standards in [601.1.0](#) through [601.10.0](#) in *Mailability*. 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.

2.3.6 Customs Declarations

Any mailpiece weighing 16 ounces or more that is addressed to an APO or FPO ZIP Code must bear customs 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 customs 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 the *International Mail Manual*) presenting bulk mailings that are declared on a postage statement is not required to use customs forms. The *International Mail Manual* 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.

2.4 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 (Periodicals, Standard Mail, or Package Services).

2.5 Parcel Airlift (PAL)

2.5.1 Description

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.

2.5.2 Availability

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.

2.5.3 Parcel Airlift (PAL) Fees

Fee, in addition to postage and other fees, per piece:

MAXIMUM WEIGHT	FEE
2 pounds	\$0.50
3 pounds	1.00
4 pounds	1.45
30 pounds	2.00

2.5.4 Fee and Postage

The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service.

2.5.5 Additional Services

The following extra 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 \$200).
- d. Return receipt (if insured for more than \$200).
- e. Return receipt for merchandise.
- f. Special handling.

2.5.6 Marking

PAL parcels must be marked with the large letters “PAL” on the address side.

2.6 Express Mail Military Service (EMMS)

2.6.1 Availability

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.

2.6.2 Rates

EMMS postage rates correspond to the type of service requested, based on the weight of the addressed piece.

2.6.3 Designated Acceptance Sites

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.)

2.6.4 Service Limitation

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.

2.6.5 Acceptance

EMMS items must be presented by the times authorized by the local postmaster.

2.6.6 Post Office to Addressee (To APO/FPO)

Under Post Office to Addressee Service to APO/FPO destinations, items presented under [2.6](#) 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.

2.6.7 Post Office to Addressee (From APO/FPO)

Under Post Office to Addressee Service from APO/FPO to U.S. destination, items presented under [2.6](#) 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.

2.6.8 Mailing Label

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*.

2.6.9 Customs Declaration

For an Express Mail Military Service (EMMS) item, the mailer may also have to complete a customs declaration under 2.3.6. Military (APO/FPO) mail cannot be accepted under an Express Mail Manifesting agreement.

2.6.10 Waiver of Signature

Waiver of signature is not available for Express Mail Military Service.

2.6.11 ZIP Code Determination

For Express Mail Military Service (EMMS), the mailer must determine whether the item is addressed to a 5-digit APO/FPO ZIP Code to which EMMS is offered from the point of origin.

2.6.12 Deposit

Express Mail Military Service items must be presented by the times authorized by the local postmaster.

2.7 Delivery of Military Mail**2.7.1 Military Post Offices**

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.

2.7.2 Units Without MPOs

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.

2.7.3 Units With MPOs

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.

2.7.4 Identification

To obtain mail, unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification.

703.2.7.5

2.7.5 Receipts

Return receipts for registered, numbered insured, and Certified Mail must not be completed by anyone other than the addressee.

3.0 Department of State Mail**3.1 Availability****3.1.1 General**

Subject to its own regulations, conditions, and restrictions, the U.S. Department of State transmits limited amounts of certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. Authorized mailers pay domestic postage rates and are not subject to foreign customs clearance standards. Customers can obtain current information regarding Department of State services, internal controls, and restrictions from the U.S. Department of State Diplomatic Pouch Division.

3.1.2 Inspection of Mail

The Department of State opens and inspects all mail sent to it for transmission abroad to determine whether the mail meets Department of State standards. Mail that does not comply may be returned to the USPS for return to sender.

3.1.3 Facilities Not Available

If Department of State destinations are not available, customers may mail articles to the addressee directly as regular international mail or, if the addressee has an APO or FPO address, as military mail under [2.0](#) or to a Department of State branch post office at a diplomatic post under Title 39 USC 406 or 413.

3.2 Conditions For Authorized Mail**3.2.1 Mailability**

USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad.

3.2.2 Prohibited Material

In addition to any restriction imposed by the Department of State, the following items are prohibited:

- a. Parcels not meeting the size and weight limits in [3.2.3](#).
- b. Items not meeting the standards in [601.8.0, Nonmailable and Restricted Articles and Substances Generally](#), or Publication 52, *Hazardous, Restricted, and Perishable Mail*.
- c. International Air Transport Association (IATA) dangerous goods.
- d. Aerosols.
- e. Fragile materials.
- f. Materials in glass containers.
- g. Seeds, plants, and animals.
- h. Personal effects of deceased U.S. citizens.

- i. Items that are illegal to import into the receiving country or to export from the sending country.
- j. Goods from a foreign country addressed to the Department of State that require clearance by customs authorities before onward shipment to posts abroad.
- k. Liquids.
- l. Weapons of any kind or items that resemble weapons (e.g., pellet guns, toy guns, etc.).

3.2.3 Weight and Size

Weight limit is 50 pounds. Maximum dimensions are 32 inches long, 18 inches high, and 17 inches wide.

3.2.4 Postage Rates

Mailers must pay postage at the applicable domestic postage rate for the class of mail and the type of service requested for mail sent through the Department of State. Zoned rates are computed to 3-digit ZIP Code area 205.

3.2.5 Express Mail

Mailers may not send Express Mail items through the Department of State.

3.2.6 Extra Services

The following extra services are not available for mail sent through the Department of State. If one of these services is requested, USPS returns the mailpiece to the sender with the endorsement "Service Not Available." (Mailers may request other extra services under [503](#).)

- a. Collect on Delivery (COD).
- b. Insured Mail.
- c. Registered Mail.
- d. Restricted Delivery.
- e. Special Handling.

3.2.7 Address Format

Address all official correspondence for transmission by the Department of State as follows:

RECIPIENT'S NAME (e.g., John Smith or Information Management Officer)

STREET AND NUMBER (e.g., 9900 Vienna Place)

WASHINGTON DC 20521+4 (e.g., Washington, DC 20521-9900)

3.2.8 Change-of-Address

Individuals may not file a change-of-address order for mail originally addressed to them at any Department of State ZIP Code. Additionally, individuals may not file a change-of-address order to forward mail to any Department of State ZIP Code. This restriction includes all change of address methods (e.g., online change of address available at www.usps.com).

703.3.2.9

3.2.9 Customs Declarations

Customs declarations (Form 2976 or 2976A) are not required on mail sent to individuals through Department of State facilities.

3.3 Mail Security

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad, including any liability for mail that has been accepted for mailing with extra services. However, if the Department of State receives such mail, it will attempt delivery. By using Department of State facilities, the sender consents both to the Department of State's examining the mail by means such as x-ray and other mail-screening methods, and to the department's opening, searching, and divulging the contents of any package.

4.0 Mail Sent by U.S. Armed Forces**4.1 Letters Sent Postage Collect****4.1.1 Eligibility and Marking**

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.

4.1.2 Postage

Postage at the applicable single-piece rate for First-Class Mail is collected from the addressee on delivery.

4.2 Matter Sent Free**4.2.1 Description**

Matter that may be mailed free of postage by certain military personnel is restricted to letters, postcards, and recorded communications (whether sound or video) with the character of personal correspondence.

4.2.2 Eligibility

The free mailing privilege 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.

4.2.3 Description of Overseas Areas

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.

4.2.4 Military Address

Matter mailed free 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.

4.2.5 Preparation

The address side of a mailpiece 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.

4.2.6 Extra Services

Matter mailed free may not be registered, certified, or insured.

4.2.7 Undeliverable Mail

If matter mailed free is undeliverable as addressed, the matter is treated as First-Class Mail for transportation, processing, delivery, and handling.

5.0 Free Matter for the Blind and Other Physically Handicapped Persons

5.1 Basic Information

5.1.1 General

Subject to the standards below, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. The provisions of 5.0 apply to domestic mail only.

5.1.2 Mail Classification

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.

5.1.3 Eligibility

The following persons are considered to be blind or unable to read or use conventionally printed material due to a physical handicap for purposes of this section:

- a. Certified participants in the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS).

703.5.1.4

- b. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends angular distance no greater than 20 degrees.
- c. Other physically handicapped persons certified by competent authority as meeting one or more of the following conditions:
 - 1. Having a visual disability, with correction and regardless of optical measurement, that prevents the reading of standard printed material.
 - 2. Being unable to read or unable to use standard printed material as a result of physical limitations.
 - 3. Having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
 - 4. Meeting the requirements of eligibility resulting from a degenerative, variable disease that renders them unable to read or use conventional printed material because of impaired eyesight or other physical factors. These persons are eligible during the time in which they are certified by a competent authority as unable to read or use conventional materials.
- d. Eligible participants must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad.

5.1.4 Certifying Authority

For purposes of this standard:

- a. The postmaster may extend the free matter privilege to an individual recipient based on personal knowledge of the individual's eligibility.
- b. In cases of blindness, visual impairment, or physical limitations, "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress (see 36 CFR 701.10(b)(2)(i)).
- c. In the case of reading disability from organic dysfunction, "competent authority" is defined as doctors of medicine and doctors of osteopathy.

5.1.5 Qualifying Individuals

The USPS may require individuals claiming entitlement to the free matter privilege to furnish evidence of eligibility consistent with the standards in 5.1.3 and 5.1.4, or verify by other means that the recipients are eligible to receive free matter.

5.2 Matter Sent To Blind or Other Physically Handicapped Persons

5.2.1 Acceptable Matter

Subject to 5.2.2, this matter may be mailed free:

- a. Reading matter in braille or 14-point or larger sightsaving type 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 5.1.3.

5.2.2 Conditions

The matter listed in 5.2.1 must meet these conditions:

- a. The matter must be for the use of a blind or other physically 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. Advertising is defined as:
 1. All material 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.
 2. Reading matter or other material of which an advertising rate is charged.
 3. 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 which a display advertisement appears.
 4. An organization's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter.

5.2.3 Letters From Sighted Individuals

Letters prepared in any form by sighted individuals, to be sent to a blind or other physically 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.

5.3 Matter Sent By Blind or Other Physically Handicapped Persons

5.3.1 Acceptable Letters

Only letters in braille or in 14-point or larger sightsaving type or in the form of sound recordings, and containing no advertising, may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person as described in 5.1.3.

703.5.3.2

5.3.2 Other Letters

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.

5.4 Preparation**5.4.1 Basic Standards**

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 [601.1.0](#).
- c. Is subject to the mailability standards in [601.8.0](#) through [601.11.0](#) in *Mailability*.

5.4.2 Extra Services

Insurance is the only extra service that can be added to mail sent under this standard. The fee for insurance must be paid by the sender.

6.0 Official Mail (Franked)**6.1 Basic Information****6.1.1 Members of Congress**

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 6.1.1](#) shows what is accepted under frank and who is authorized its use.

Exhibit 6.1.1 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	<i>Congressional Record</i> 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	The 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	Signature and title (written or printed facsimile) of former Speaker or public document marking as shown above, must appear on address side.	For as long as former Speaker determines necessary

6.1.2 Former President and Spouse

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.

6.1.3 Surviving Spouse of Member of Congress

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.

6.1.4 Use

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.

6.1.5 Criteria

Franked mail must be addressed to the recipient by name, except under [602.3.0, Use of Alternative Addressing](#), and it must meet the mailability criteria in [601](#) and the physical standards for the class of mail used.

6.1.6 Handling

Franked mail is entitled to all extra 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.

6.1.7 Package to One Addressee

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.

6.2 Addressing**6.2.1 Required Addressing**

Except as permitted in [6.2.2](#), all mail sent under the franking privilege must be addressed to the recipient by name and complete delivery address.

6.2.2 Alternative Addressing

Mail sent under the franking privilege of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the U.S. House of Representatives may be addressed under the alternative addressing formats in [602.3.2](#) through [602.3.4](#) for delivery to customers within the congressional district, state, or area that he or she represents. 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 he or she represents. Any representative-at-large may send franked mail with the simplified address format to USPS customers within the entire state that he or she represents.

6.2.3 Simplified Address Format—Mail Preparation

Mailers must prepare containers of mail using the simplified address format in the manner listed below:

- a. Containers of congressional frank mailpieces using the simplified address format must be prepared under [602.3.0](#).
- b. PS Tag 11, *Congressional Mail* (“Postmaster—Open and Distribute”), must be securely affixed to each sack or tray of congressional mail to ensure adequate identification of the mail. On trays, the tag must be affixed to the end that bears the tray label.

6.2.4 Delivery

Mail with a simplified address format is delivered within the district, state, or area to any of the following:

- a. Each boxholder or family on a rural or highway contract route.
- b. Each post office boxholder.
- c. Each active possible delivery on city carrier routes.
- d. For deliveries under [6.2.4a](#) and [6.2.4c](#), partial distribution of simplified address mailings is permitted only when the carrier's delivery territory crosses congressional district boundaries. In these cases, complete distribution is made to the portion of the route within a single congressional district.

6.2.5 Delivery Information

Delivery information as described in [509.1.0, Address Information System Products](#), is provided on request for a congressional district when a post office serves areas located in more than one district.

7.0 Official Mail (Penalty)

7.1 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.

7.2 Postage And Fees

7.2.1 Reimbursement

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).

7.2.2 Prepayment

An agency may also prepay postage by any method available to private-sector mailers. This prepaid mail is not considered penalty mail.

7.3 Eligibility

7.3.1 Matter Sent as Penalty Mail

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.

7.3.2 USDA

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 PCSC. 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.

7.3.3 Employment Security Offices

All mail prepared by state employment security offices cooperating with the U.S. Department of Labor is accepted without prepayment of postage or fees.

7.3.4 Others Authorized

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*).

7.3.5 Vice President-Elect

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.

7.4 Authorization

7.4.1 Authorized Agencies

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 [608.8.0](#) for address).

7.4.2 College Officer

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 [7.3.2a](#) must be authorized by the PCSC to deposit penalty mail at a specific post office.

7.4.3 Licenses and Permits

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 [7.7](#) through [7.13](#).

7.4.4 Private Use

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.

7.4.5 Permit and BRM Numbers

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.

7.5 Services, Classes, Rates, Preparation, And Detention

7.5.1 Postal Services

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 [604.6.0](#), [604.8.0](#), and [604.10.0](#).

7.5.2 Nonprofit Rates

Agencies are not permitted to send penalty mail at any nonprofit or subsidized rate.

7.5.3 Basic Preparation

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.

7.5.4 Discounted Rates

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 [7.2](#) 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.

7.5.5 Extra Services

Penalty mail endorsed for an extra 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.

7.5.6 Shortpaid and Unpaid Mail

[604.6.0](#), [604.8.0](#), and [604.10.0](#) apply 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 [7.5.7](#).

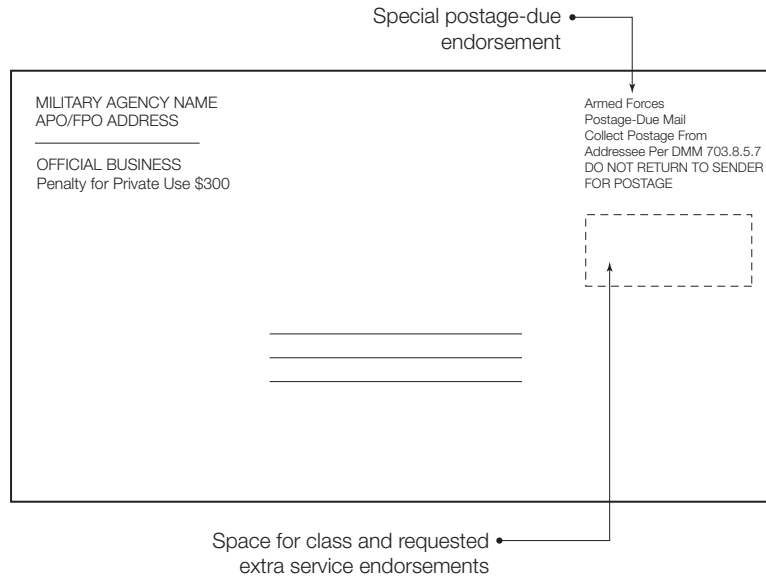
7.5.7 Military Units

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 7.5.7](#).
- 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 extra 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 these provisions.
- 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.

Exhibit 7.5.7 Postage-Due Mail for Military Units Engaged in Hostile Operations



7.5.8 Foreign

Penalty mail may be sent to other countries under the applicable standards and restrictions.

7.5.9 Mail Detention

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 the PCSC for referral to the proper agency for investigation and action.

7.6 General Standards for Penalty Indicia

7.6.1 General

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 7.6 through 7.15.

7.6.2 Use

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.

703.7.7

- 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).

7.7 Penalty Meter

7.7.1 Description

Any agency may use postage meters (postage evidencing systems) with a special penalty design, following the procedures in [604.4.0](#) as modified in [7.7.2](#) through [7.7.11](#).

7.7.2 License

The agency must include its 3-digit agency code on each application for a meter license submitted under [604.4.0](#) 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.

7.7.3 Meter Indicia Format

Penalty mail meter stamp designs must be placed in the upper right corner of the mailpiece. Except under [604.4.0](#), *Postage Meters and PC Postage Products ("Postage Evidencing Systems")*, 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.

7.7.4 Return Address

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.

7.7.5 Refunds for Unused Penalty Meter Indicia

Refunds for complete, legible, valid, unused penalty mail meter indicia are made under [604.9.3.2](#). No refunds are made in cash or applied to a meter.

7.7.6 Transferring Meter

An agency transferring a meter from one licensing post office to another must obtain a license from the new licensing office under [7.7.2](#).

7.7.7 On-Site Service

An agency wanting on-site meter service must pay the required fee in cash or with a check when the service is rendered.

7.7.8 Replacement Meter

If a meter is replaced, the remaining postage is transferred from the original meter to the replacement meter. 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.

7.7.9 Insufficient Postage

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 [604.6.0](#), [604.8.0](#), and [604.10.0](#).

7.7.10 Computerized Meter Resetting

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 [604.4.0](#), except the agency is not required to prepay for metered postage.

7.7.11 Disaster Field Office Meters

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 [608.8.0](#)) 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.

7.8 Penalty Permit Imprint**7.8.1 Application**

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 [7.2](#) 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.

7.8.2 Indicia Format

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

703.7.8.3

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.

7.8.3 Return Address

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.

7.8.4 Postage Statement

Mail sent under penalty permit imprint procedures must meet the standards of [604.5.0](#), 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.

7.8.5 GPO Contractor

As an exception to the general standard in [7.8.5](#), 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.

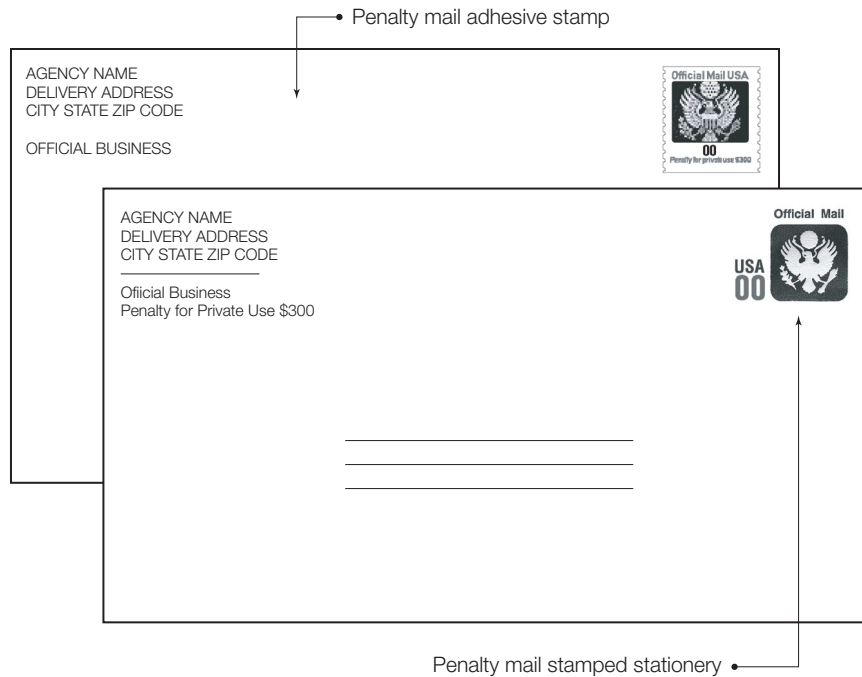
7.9 Penalty Postage Stamps and Stationery**7.9.1 Use**

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 extra 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 [604.6.0](#), [604.8.0](#), and [604.10.0](#).

7.9.2 Availability

Penalty mail stamped stationery (plain stamped envelopes, personalized envelopes, and stamped cards) and penalty mail adhesive stamps (see Exhibit 7.9.2) are available in various denominations.

Exhibit 7.9.2 Penalty Mail Postage Format



7.9.3 Application

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.

7.9.4 Placement

Penalty mail adhesive stamps must be affixed in the upper right corner of the address side of the mailpiece.

7.9.5 Return Address

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."

703.7.9.6

7.9.6 Ordering Stock

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 [608.8.0](#) 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.

7.9.7 Exchanges

Incorrectly shipped items or items damaged in shipping or defective or otherwise unserviceable may be exchanged by the SDO at full value.

7.10 General Standards for Penalty Reply Mail**7.10.1 Restriction to Approved Formats**

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.

7.10.2 Prepayment

Prepaid adhesive postage stamps may be affixed to cards and envelopes distributed for reply purposes.

7.10.3 Penalty Metered Reply

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 [604.4.0](#).

7.10.4 Penalty Stamped Mail

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.

7.10.5 Format

Letter-size reply mail pieces enclosed in automation rate mailings must meet the standards in [201.3.0](#) and [507.8.0](#).

7.11 Penalty Business Reply Mail (BRM)

7.11.1 General

An agency may participate in business reply mail service (including Qualified Business Reply Mail). Standards for business reply mail are in [507.8.0](#). 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 [507.8.1](#)). Government agencies cannot use cash, penalty meter stamps, or penalty mail stamps to pay postage due.

7.11.2 Application

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.

7.11.3 Permit Fees

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.

7.11.4 Addressing and Format

Penalty BRM envelopes must show the address of an authorized agency or a component unit. Envelopes must be printed as detailed in [507.8.0](#) and as shown in [Exhibit 7.11.4](#), 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 [201.3.0](#) and [507.8.0](#).
- 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.

Exhibit 7.11.4 Penalty Business Reply Mail Format

**See Exhibit 507.9.8.1 for more complete formatting information*

7.11.5 Cancellation

If an agency wants to cancel a BRM account, the agency must notify the post office handling the account.

7.12 Penalty Merchandise Return Service**7.12.1 Description**

Merchandise return service allows an authorized permit holder to pay the postage and extra 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 [507.10.0](#).

7.12.2 Postage and Extra Service Fees

The standards for payment of postage and fees are:

- a. The permit holder guarantees payment of the proper postage and extra 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 extra 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.

7.12.3 Annual Accounting Fee

All MRS permit holders are required to pay the annual accounting fee in [507.10.1.2](#), which is assessed automatically through OMAS.

7.12.4 Application

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.

7.12.5 Post Office Notification

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615 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.

7.12.6 Permit Renewal

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.

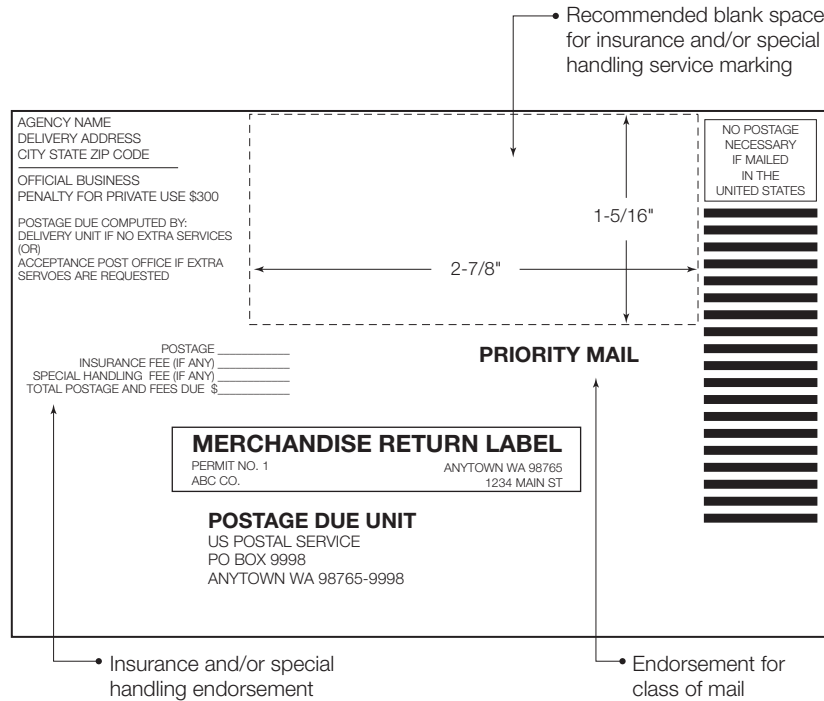
7.12.7 Label Format

The one-part merchandise return labels available for federal agencies must bear the address of an authorized agency or a component. [Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling](#) shows the format required when no extra services are requested or when insurance and/or special handling are requested. [Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance](#) shows the format required when registered service without postal insurance is requested. The label must be printed in the format required by [507.10.0](#), 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.

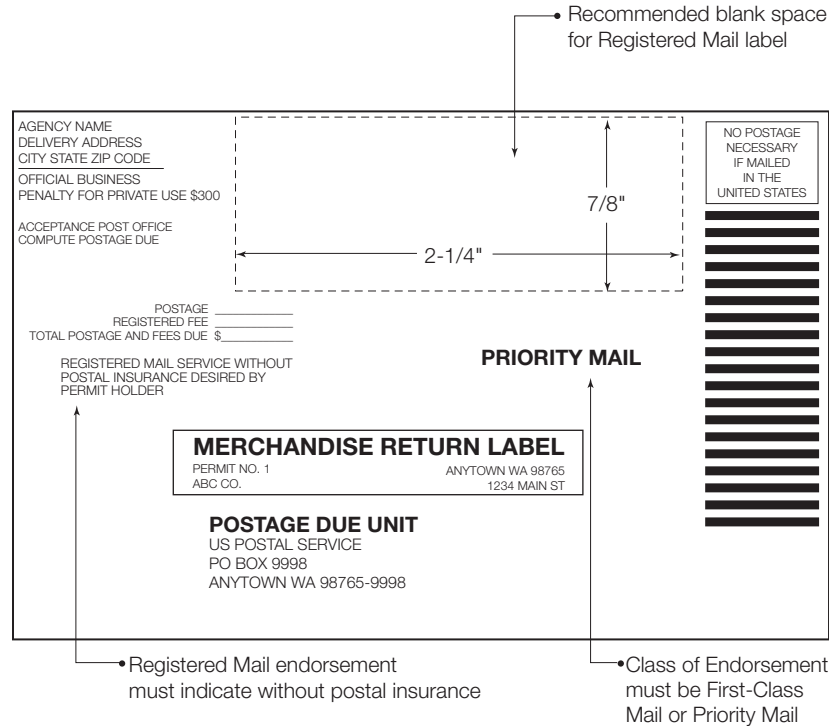
703.7.12.7

Exhibit 7.12.7a Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling



- 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.

Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service Without Insurance



- 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.

7.12.8 Insurance Indicated by Permit Holder

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 (matter not required to be mailed at First-Class Mail rates under 133.3.0) may be insured. Insured mail may be combined with other extra services as listed in 503.4.0, *Insured Mail*. 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 (609).

703.7.12.9

7.12.9 Insured Mail Added by Sender

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 (609).

7.12.10 Registered Mail

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 manager of Mailing Standards (see 608.8.0 for address). 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 507.10.0. When Registered Mail service is requested for single-piece First-Class Mail or Priority Mail, no other extra service is available. The format in Exhibit 7.12.7b, *Merchandise Return Label for Registered Mail Service Without Insurance*, 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."

7.12.11 Special Handling

Only the permit holder may request that the mailpiece receive special handling. The format in Exhibit 7.12.7a, *Merchandise Return Label With No Extra Services or With Insurance and/or Special Handling*, 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."

7.12.12 Permit Cancellation

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.

7.12.13 Later Receipt

When a permit is canceled, mailpieces received after the cancellation are treated under 507.10.0.

7.13 Penalty Periodicals**7.13.1 Application**

An agency may apply for penalty Periodicals mailing privileges for periodical publications that meet the basic eligibility standards in 707.4.0 through 707.15.0. The correct application form and supporting materials must be submitted to the post office where the known office of publication is located.

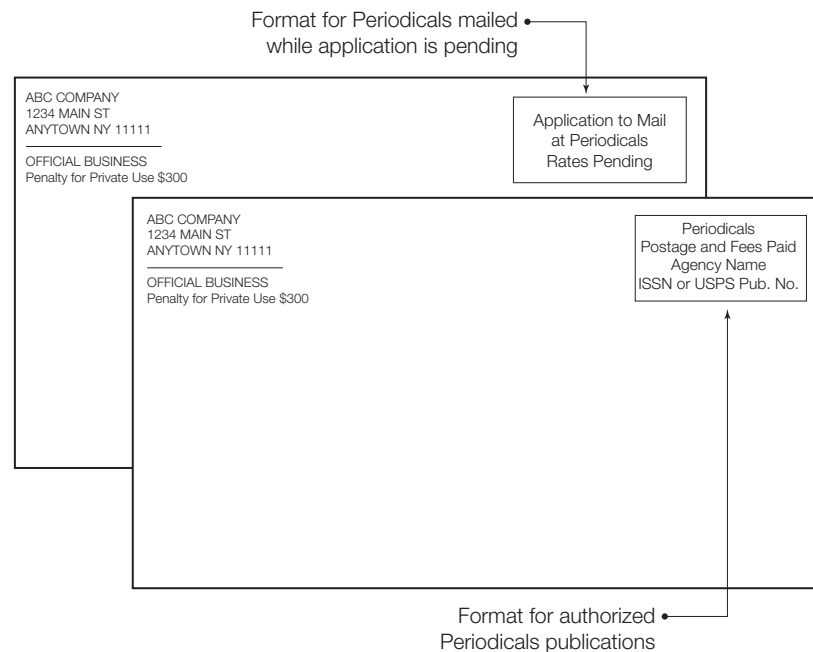
7.13.2 Compliance

Except for prepayment of postage, penalty Periodicals must meet the standards that apply to private-sector Periodicals publications.

7.13.3 Format

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 7.13.3](#) for format.

Exhibit 7.13.3 Penalty Periodicals Formats



7.13.4 Return Address

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 7.13.3](#)).

703.7.13.5

7.13.5 Postage and Fees

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 [707.16.0](#) and [707.17.0](#).

7.14 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.”

7.15 Contractors**7.15.1 Reimbursement**

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.

7.15.2 Preparation

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 [7.10, General Standards for Penalty Reply Mail](#), [7.11, Penalty Business Reply Mail \(BRM\)](#), and [7.12, Penalty Merchandise Return Service](#), as applicable.
- d. Express Mail must be prepared with penalty postage meters, penalty mail stamps, or use of 3-digit agency code under [7.14](#).

7.15.3 Postage Statement

A contractor submitting a mailing that requires a postage statement must prepare the statement in duplicate if the mailer wants a copy.

7.15.4 Providing Materials

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.

7.15.5 Return Address

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.

8.0 Absentee Balloting Materials**8.1 Basic Standards****8.1.1 Definition**

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.

8.1.2 Eligibility

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.

8.1.3 Between Officials

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 [8.2](#).

8.1.4 Elections Affected

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.

8.2 Marking**8.2.1 Envelope**

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 703.8.0" must be printed. Envelopes previously approved with the citation "DMM E080" 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 8.2.1](#)).

703.8.2.2

Exhibit 8.2.1 Balloting Material Formats—Envelope

The diagram shows a rectangular envelope with the following layout:

- Top Left:** "Name and Complete Address" with four horizontal lines for text.
- Top Right:** A postage-paid box containing "U.S. Postage Paid" and "39 USC 3406". Below this box is the text "PAR AVION".
- Center:** A box containing "OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL". Below this box is the text "NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0".
- Bottom Center:** The recipient's address: "SECRETARY OF STATE OF WASHINGTON", "CHAMPAIGN COUNTY ELECTIONS BOARD", "CHAMPAIGN COUNTY COURTHOUSE", "1234 MAIN ST", "ANYTOWN WA 98765-4321".
- Bottom Right:** A series of vertical bars (Facing Identification Mark).

8.2.2 Postcard

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in [Exhibit 8.2.2](#) must be printed on the address side of the card.

Exhibit 8.2.2 Balloting Material Formats—Postcard

The diagram shows a rectangular postcard with the following layout and dimensions:

- Dimensions:** A vertical dimension line on the left indicates a height of 5", and a horizontal dimension line at the bottom indicates a width of 8".
- Top Left:** "Name and Complete Address" with four horizontal lines for text.
- Top Right:** A postage-paid box containing "U.S. Postage Paid" and "39 USC 3406". Below this box is the text "PAR AVION".
- Center:** A box containing "OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL". Below this box is the text "NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.8.0".
- Bottom Center:** The recipient's address starting with "TO:" followed by three horizontal lines.
- Bottom Right:** A series of vertical bars (Facing Identification Mark).

8.2.3 FIM (Facing Identification Mark)

The correct facing identification mark (FIM) as described in [507.8.8.8](#) must be printed on the address side of envelopes and cards.

9.0 Mixed Classes

9.1 Basic Eligibility Information for Mixed Classes

9.1.1 General Eligibility

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 9.2 through 9.6 in *Mixed Classes*.

9.1.2 Concealing Higher Classes

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).

9.2 Eligibility for Attachments of Different Classes

9.2.1 First-Class Mail or Standard Mail

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.

9.2.2 Rate Qualification

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 First-Class Mail or 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.

703.9.3

9.3 Eligibility for an Enclosure in Periodicals Publication**9.3.1 All Enclosures**

Except under [9.3.2](#), 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.

9.3.2 Loose Enclosure

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. If enclosed in a plastic wrapper or polybag, the Periodicals publication is the top or bottom piece, faces out, and its title is visible.
- d. The enclosure is not addressed.

9.4 Eligibility for an Enclosure in Standard Mail and Package Services Parcels**9.4.1 First-Class Mail**

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 [9.5](#).

9.4.2 Standard Mail

Standard Mail may be enclosed in a Package Services parcel mailed at Package Services rates or under [4.0](#), *Mail Sent by U.S. Armed Forces*. Postage at the applicable First-Class Mail or Standard Mail rate must be paid on this matter, unless excepted by the rates and eligibility standards in [453](#), [463](#), [473](#), and [483](#).

9.5 Eligibility for an 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.

9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter**9.6.1 Machinable Parcels**

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 [401.1.5](#).

9.6.2 Presorted Rates

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 [365.5.0](#) for flats and [465.5.0](#) for parcels.

9.7 Markings on Mixed Mail**9.7.1 Attachments**

First-Class attachments must be marked “First-Class” or “Letter Enclosed.” Standard Mail attachments must be marked “Standard” or “STD.”

9.7.2 Enclosures

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 [9.7.2a](#).
- c. Except under [9.9](#), the marking must not be on or in copies without a First-Class Mail or Standard Mail enclosure.

9.7.3 Parcels

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.

9.8 Postage Payment for Attachments of Different Classes**9.8.1 Computation and Payment**

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 [9.11](#), First-Class Mail or Standard Mail attachments must have postage affixed at the proper rate.

9.8.2 Postage Statements

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.

9.8.3 Mailing Fee

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.

703.9.9

9.9 Postage Payment for Enclosure in Periodicals Publication**9.9.1 General Rule**

Postage for the Periodicals publication is paid under [707.16.0](#). 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.

9.9.2 Authorized Payment Method

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 [707.16.0](#). The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard Mail enclosure.

9.9.3 Multiple Items

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.

9.9.4 Affixing Postage

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.

9.9.5 Permit Imprint—Outside Publication

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 [604.5.0](#).
- 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.

9.9.6 Permit Imprint—Inside Publication

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 [604.5.0](#).
- 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.

9.9.7 Permit Imprint—Omitted

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication, and need not be printed inside the publication, 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.

9.9.8 Computing Permit Imprint Postage

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.

9.9.9 Mailing Fee

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.

9.9.10 Documentation

Subject to [708.1.0](#), 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 [9.9.10a](#) as necessary to account for the enclosed matter and support the postage claimed for it.

9.10 Postage Payment for Enclosure in Standard Mail and Package Services Parcel

9.10.1 Postage

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.

703.9.10.2

9.10.2 Postage Statements

Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing.

9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure**9.11.1 Computation**

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.

9.11.2 Periodicals

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.

9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter**9.12.1 Postage**

Postage for each separate unit must be placed on the outside of the parcel.

9.12.2 Postage Statements

When required, a separate postage statement must be submitted for each part of the combined mailing.

9.12.3 Endorsement

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 \$1.345.").

9.12.4 Rating of Unmarked Parcel

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 [9.12.3](#).
- b. Does not consist of separate and distinguishable units of mail.
- c. Is not machinable.

9.13 Extra Services for Mixed Classes**9.13.1 Special Handling**

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.

9.13.2 Insured and COD

A combination mailpiece may be sent insured or COD. The insurance covers only the value of the parcel.

9.13.3 Registered

A combination mailpiece may not be registered.

705 Advanced Preparation and Special Postage Payment Systems

Overview

- 1.0 Customized MarketMail
- 2.0 Manifest Mailing System
- 3.0 Optional Procedure Mailing System
- 4.0 Alternate Mailing System
- 5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods
- 6.0 Combining Mailings of Standard Mail and Package Services Parcels
- 7.0 Combining Package Services Parcels for Destination Entry
- 8.0 Preparing Pallets
- 9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks
- 10.0 Merging Bundles of Flats in Sacks and Pallets Using the City State Product
- 11.0 Combining Automation Rate and Nonautomation Rate Flats in Bundles
- 12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold
- 13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold
- 14.0 Plant Load Mailings
- 15.0 Plant-Verified Drop Shipment
- 16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute
- 17.0 Express Mail Reship Service
- 18.0 Metered Mail Drop Shipment

1.0 Customized MarketMail

1.1 Basic Standards

1.1.1 General

Customized MarketMail (CMM) is an option for mailing nonrectangular and irregular-shaped Regular Standard Mail and Nonprofit Standard Mail pieces if the pieces weigh 3.3 ounces or less and meet the physical characteristics and the dimensional requirements in [1.1.3](#) and the mail preparation standards in [1.4](#). Other Regular and Nonprofit Standard Mail pieces measuring 3/4 inch thick or less and meeting the applicable standards in [1.0](#) may be entered as CMM at the mailer's option. CMM must be entered directly at a destination delivery unit (DDU).

1.1.2 Eligibility Standards

All pieces in a CMM mailing must:

- a. Meet the basic standards for Standard Mail in [243.2.0, Content Standards for Standard Mail Letters](#) through [243.4.0, Rate Eligibility for Standard Mail](#) and, for Nonprofit Standard Mail, the additional standards in [703.1.0](#).

705.1.1.3

- b. Be part of a single mailing of at least 200 addressed pieces. All pieces must be identical in size, shape, and weight unless excepted by standard under an approved postage payment system.
- c. Bear a complete delivery address using the general addressing formats in [602.1.0](#) or the exceptional or occupant address formats in [602.3.0](#), *Use of Alternative Addressing*, with the correct ZIP Code or ZIP+4 code. Each piece also must bear a carrier release endorsement as specified in [508.1.0](#), *Recipient Options*. These additional addressing standards apply:
 - 1. Detached address labels (DALs) under [602.4.0](#), *Detached Address Labels (DALs)* are not permitted.
 - 2. Ancillary service endorsements under [507.1.0](#), *Treatment of Mail*, are not permitted.
 - 3. The ZIP Code accuracy standard in [243.3.8](#) must be met.
 - 4. At the mailer's option, a carrier route information line under [708.6.0](#) may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must meet the carrier route accuracy standard in [243.6.2](#).
- d. Be marked, sorted, and documented as specified in [1.4](#).
- e. Be entered at the destination delivery unit appropriate to the delivery address on the corresponding mail, as a mailing subject to the applicable requirements in [243.2.0](#) through [243.4.0](#), *Rate Eligibility for Standard Mail* and [246.2.0](#) through [246.5.0](#) in *Enter and Deposit*, as a mailing using Express Mail or Priority Mail drop shipment under [16.5](#) and [16.5.12](#), or as a plant-verified drop shipment (PVDS) mailing under [15.0](#). Minimum volumes per destination are not required.

1.1.3 Physical Standards

Mailpieces prepared as Customized MarketMail (CMM) under [1.0](#) must meet these additional standards and physical characteristics:

- a. The material used for constructing the pieces must be free of sharp edges, protrusions, and other design elements that could cause harm or injury to USPS personnel handling these pieces.
- b. The dimensions of the pieces must not be smaller than the minimum dimensions for letter-size mail in [201](#) or greater than the maximum dimensions for flat-size mail in [301](#). Length and height are defined as follows:
 - 1. The length and the axis of length are determined by drawing a straight line between the two outer points most distant from each other.
 - 2. The height is determined by drawing perpendicular lines to the points that are the greatest distance above and below the axis of length. The sum of these two lines defines the height.
- c. The maximum weight may not exceed 3.3 ounces.
- d. Pieces may be rectangular or nonrectangular, may be uniform or nonuniform in thickness, and may include die cuts, holes, and voids.

- e. Pieces must be flexible enough to fit inside a minimum-size mail receptacle measuring 4-7/8 inches wide, 14-7/8 inches high, and 5-7/8 inches long (deep).
- f. Design approval by the district business mail entry manager is not required, but it is recommended.

1.2 Rates

Pieces mailed as Customized *MarketMail* under 1.0 must pay the Regular or Nonprofit Standard Mail 5-digit nonentry rate for Not Flat-Machinable pieces and must not exceed 3.3 ounces.

1.3 Extra Services

CMM is not eligible for any extra service.

1.4 Preparation Standards

1.4.1 All Mailings

All mailings and all pieces in each mailing prepared as Customized MarketMail (CMM) are subject to specific preparation standards in 1.4 and to these general standards:

- a. All pieces must meet the standards for basic eligibility in 243.2.0 through 243.4.0 in *Rates and Eligibility* and specific eligibility in 246.2.0 through 246.5.0 in *Enter and Deposit*. Nonprofit Standard Mail pieces must meet the additional eligibility standards in 703.1.0.
- b. CMM pieces must not be part of a mailing containing any other type of Standard Mail pieces.
- c. Each mailing must meet the applicable standards for mail preparation in 245.1.0 and 245.2.0 and the following:
 - 1. Subject to the marking standards in 202, Regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD") and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). All pieces must also be marked "Customized MarketMail," "CUST MKTMAIL," or "CMM."
 - 2. At the mailer's option, a carrier route information line under 708.6.0 may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must be applied using CASS-certified software and the current USPS Carrier Route File scheme, printed Carrier Route Files, or another AIS product containing carrier route information, subject to 509.1.0, *Address Information System Products*, and 708.3.0, *Coding Accuracy Support System (CASS)*. Carrier route information must be updated within 90 days before the mailing date.
- d. Pieces are subject to the rate eligibility specified in 1.0, *Customized MarketMail*.

1.4.2 Required Endorsement

Any matter mailed as Customized MarketMail must bear the endorsement "Carrier—Leave If No Response" placed directly below the return address. If any other endorsement is used, the carrier route release endorsement must be separated by the equivalent of one blank line of the type size used.

1.4.3 Postage

CMM is subject to the same options of postage payment (precanceled stamps, metered postage, or permit imprint) for Standard Mail pieces as permitted under [244, Postage Payment and Documentation](#).

1.4.4 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing. The mailer must also provide an extra copy of the postage statement and a sample of the CMM mailpiece. The sample and the copy postage statement are then forwarded by the USPS to the PCSC (see [608.8.4](#) for address). Mailings of nonidentical-weight pieces or mailings using more than three different types of containers must also be supported by standardized documentation meeting the standards in [708.1.0](#). Documentation for nonidentical-weight pieces is not required if the correct rate is affixed to each piece.

1.4.5 Required Bundling

Bundling is required before sacking, traying, or filling other types of mailing containers. A bundle must be prepared when two or more addressed pieces are destined to the same 5-digit ZIP Code or to the same carrier route if the optional carrier route presort level is used. The maximum weight for any bundle is 20 pounds. Pieces of irregular thickness must be counterstacked as provided in [245.2.0](#). At the mailer's option, facing slips, optional endorsement lines, or pressure-sensitive bundle labels may be used on bundles. CMM pieces prepared in optional carrier route bundles are subject to [243.6.0](#) but are not required to meet any minimum number of pieces per route.

1.4.6 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. *Carrier route* (optional), no minimum; and carrier route information line (required).
- b. *5-digit* (required), no minimum; and facing slip (optional), red Label 5 (optional), or optional endorsement line (OEL).

1.4.7 Required Containerizing

The following standards apply to containerizing CMM bundles:

- a. Bundles and single pieces to a destination must be prepared in 5-digit containers or optionally in 5-digit scheme under [L606](#), carrier route, or 5-digit carrier routes containers, with no minimum volume (piece or weight) required for an individual container.
- b. Bundles for PVDS drop shipment mailings or non-PVDS mailings under [246.2.0](#) through [246.5.0](#) must be placed in letter trays, flat trays, or sacks. Bundles in Priority Mail and Express Mail drop shipments under [16.5](#) may be placed in USPS-supplied or mailer-supplied mailing containers.
- c. The container size must be appropriate to the dimensions of the pieces, and the number of containers must be appropriate to the volume of pieces in the mailing.

- d. If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system (MMS), unless the manager, Business Mailer Support approves another postage payment system. Each mailing presented in mailer-supplied containers must include sample containers for tare weight calculations.

1.4.8 Containerizing and Labeling

Containers are prepared and labeled as follows:

- a. PVDS drop shipments and non-PVDS mailings under [246.2.0](#) through [246.5.0](#), *Destination Delivery Unit (DDU) Entry* must be prepared in 5-digit trays or sacks, or as an option, in 5-digit scheme (under [L606](#), Column B), carrier route, or 5-digit carrier routes trays or sacks, labeled as follows:
 1. Line 1: For 5-digit, carrier route, 5-digit carrier routes, city, state, and 5-digit ZIP Code on mail; for 5-digit scheme (optional), [L606](#).
 2. Line 2: "DEL LTR STD CMM MAN" (for letter trays); "DEL FLTS STD CMM MAN" (for flat trays); "DEL STD CMM MAN" (for sacks).
 3. Line 3: Office of mailing or mailer information (see [707.21.0](#), *Sack and Tray Labels*).
- b. Express Mail and Priority Mail drop shipments must be prepared in USPS-provided Express Mail or Priority Mail containers (pouches, sacks, cartons, or envelopes) or in mailer-supplied containers, labeled under [16.5](#).

2.0 Manifest Mailing System

2.1 Description

2.1.1 Using an MMS

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 in [2.2](#) describe how to mail using an MMS.

2.1.2 Electronic Verification System

Mailers using MMS when presenting Parcel Select mailings under [456.2.0](#) or, if authorized, commingled parcel mailings under [6.0](#) or [7.0](#) may document and pay postage using the Electronic Verification System (eVS) (see [2.9](#)). Business Mailer Support (BMS), USPS Headquarters, must approve these systems. Unless authorized by Business Mailer Support, mailers may not commingle eVS mail with non-eVS mail within the same mailing or place eVS mail and non-eVS mail in or on the same mailing container.

2.2 Basic Standards

2.2.1 Service Agreement

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.

2.2.2 Mailer System

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 2.3. 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 extra 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.

2.2.3 Manifest Format

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.

2.2.4 Mailer Quality Control

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.

2.2.5 Permit Imprint

Mailings deposited under the MMS program must meet the standards for permit imprint mail in [604.5.0](#), except that presorted letter-size or flat-size mail produced using batch processing must include the qualified rate abbreviation in the keyline.

2.2.6 Marking

MMS mailings must meet the marking standards for the rate claimed. Markings on presorted letter-size and flat-size mail produced using batch processing are placed in the keyline as described in [2.3.3](#). 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.

2.2.7 Postage Statement

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 facsimile if they pertain to rates not claimed in the mailing.

2.2.8 Manifest Adjustments

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 [2.2.8a](#) or [2.2.8b](#) 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

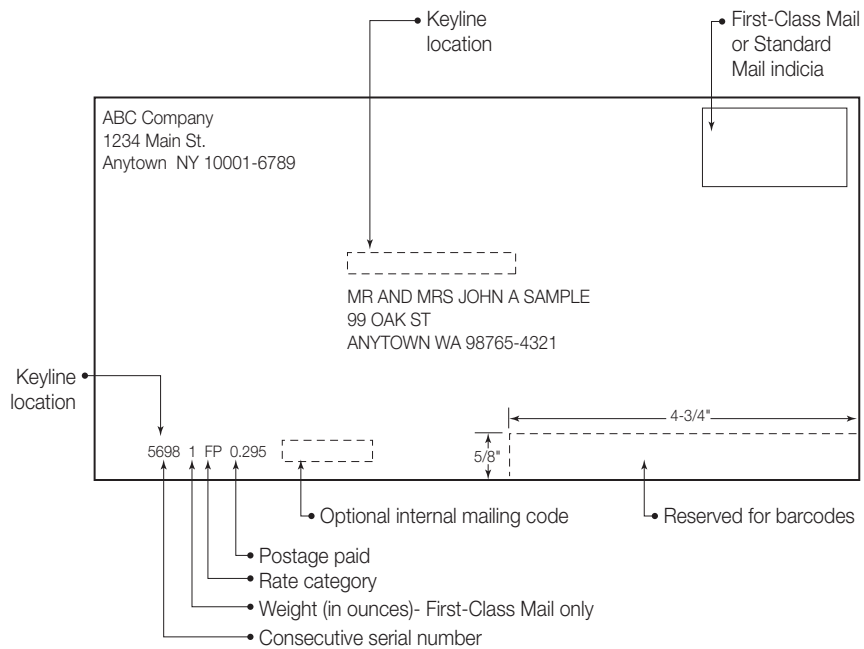
increment, rate category, and postage. The total number of pieces, piece weight, and postage must be deducted from the batch, manifest summary, and postage statement.

2.3 Keyline

2.3.1 Batch Mailings

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 2.3.1](#)).

Exhibit 2.3.1 Letter-Size Keyline Information



2.3.2 Mailer Codes

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.

2.3.3 Rate Category Abbreviations

Keylines on First-Class Mail or Standard Mail may use only the rate category abbreviations in [Exhibit 2.3.3a](#) or [Exhibit 2.3.3b](#), 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).

a. First-Class Mail:

Exhibit 2.3.3a Rate Category Abbreviations—First-Class Mail

CODE	RATE CATEGORY
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)

b. Standard Mail:

Exhibit 2.3.3b Rate Category Abbreviations—Standard Mail

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
NF	Not Flat-Machinable
DB	Destination Bulk Mail Center (DBMC)
DD	Destination Delivery Unit (DDU)
DS	Destination Sectional Center Facility (DSCF)

2.3.4 Keyline Location—Batch Mailings

The keyline must be readily identifiable and placed anywhere on the address side that does not conflict with other standards (see [Exhibit 2.3.1](#) for examples). On letter-size mail, the keyline must not interfere with the OCR read area (see [202.2.1](#)) or barcode clear zone (see [202.5.1](#)). If printed on an insert, the keyline must conform to [202.5.0](#).

2.3.5 Unique ID Number Location—Itemized Mailings

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.

2.4 Authorization**2.4.1 Application**

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 using an Express Mail Manifesting System are outlined in [2.6](#). Publication 205, *Electronic Verification System Technical Guide*, provides the eVS application procedures for mailers.

2.4.2 Approval Review

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.

2.4.3 General Requirements for Authorization

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 results in an underpayment by more than 1.5%, total postage for the mailing is adjusted.
- c. For eVS mailings prepared under [2.9](#), USPS charges eVS mailers for postage due for any underpaid, unmanifested, or mis-shipped destination delivery unit (DDU) parcels at the end of the review period following the monthly mailing period as follows:
 1. *Underpaid Parcels*. If the total postage of parcels sampled during the mailing period indicates that the mailer has underpaid postage by more than 1.5% when compared with the corresponding parcel records in the

mailer's manifest files, USPS determines additional postage due based on the total postage already paid for the mailing month using the procedures in Publication 205.

2. *Unmanifested Parcels*. USPS charges eVS mailers for parcels not listed in the mailer's manifest files but identified by USPS processing scans or acceptance and delivery scans as being mailed. USPS determines the postage charges using sampling data and the procedures in Publication 205.
 3. *Mis-Shipped DDU Parcels*. USPS charges eVS mailers the appropriate single-piece rate less the original rate paid for parcels identified by acceptance scans to be deposited at incorrect destination delivery units. USPS transports these mis-shipped parcels to the correct destination delivery units. USPS determines the additional postage using scanning data and the procedures in Publication 205. Parcels mis-shipped at destination BMCs or destination SCFs are handled through parcel sampling and are treated as underpaid parcels.
- d. An MMS is authorized for no more than 2 years.
 - e. 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.
 - f. 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.

2.4.4 Approval Authority

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 extra services and predetermined weights.
- b. The Business Mailer Support manager, USPS Headquarters, approves manifest mailing systems that produce presorted First-Class Mail or Standard Mail mailings, Package Services presorted mailings, PVDS mailings, or eVS mailings.

2.4.5 Denial

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 [608.8.0](#) for address).

2.4.6 Renewal

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 [2.4.6b](#).

2.5 Revocation

2.5.1 Revocation Authority

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.

2.5.2 Reasons for Revocation

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.

2.5.3 Corrective Action

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.

2.5.4 Appeal of Revocation

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 the reason 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 the reason 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.

2.6 Express Mail Manifesting Agreements

2.6.1 Description

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 USPS.

2.6.2 What May Be Manifested

EMM may be used to pay postage for domestic Express Mail items and Global Express Mail items as well as any extra 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.

2.6.3 Service Guarantee

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 [604.9.5](#). Reimbursements are paid under [604.9.5.7](#).

2.6.4 Postage Payment

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 [114](#) before an EMM agreement will be authorized.

2.6.5 Mail Volume

EMM is designed for large volume mailings; however, there are no minimum volume requirements.

2.7 Basic Standards

2.7.1 Mailer Participation Requirements

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 [2.8](#).

2.7.2 Mailer Quality Control

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.

2.7.3 Mailer System Accuracy/Manifest Adjustments

The USPS 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.

2.7.4 Markings, Label Specifications, and Barcodes

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.

2.7.5 Mail Entry

Mailers must present a photocopy or facsimile of Form 3152-E and a verification manifest with each mailing.

2.7.6 Manifest Data Edit Error/Warning Listing

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.

2.7.7 Form 3152-E for Postage Payment

Form 3152-E 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 extra 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.

2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations**2.8.1 Applications**

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 is faxed to Product Information, Product Requirements, USPS 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.
- b. A copy of Form 5637 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.

2.8.2 Approval

A temporary service agreement will be issued by the district marketing manager through the Business Mail Entry Office for 90 days at the location where the mailings will be verified and accepted when a review of the mailer's application and mailing operation indicates the mailer meets the eligibility requirements for entry of Express Mail items using an EMM system. Prior to the end of the 90 day temporary agreement the district business mail entry manager will conduct a final review to ensure that the system continues to meet standards. Upon a successful review, the district Customer Sales and Service manager 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 in approval process.

2.8.3 Denial

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.

2.8.4 Changes, Additions, or Modifications to the Service Agreement

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 district marketing manager.

2.8.5 Renewal

EMM agreements are valid for 2 years. The district Customer Service and Sales manager, USPS Headquarters, will conduct renewal reviews.

2.8.6 USPS Suspension

The district Customer Service and Sales manager may suspend an EMM agreement at any time, pending review, when there is an indication that postal revenue is not fully protected. The district Customer Service and Sales manager will notify the mailer of the decision in writing. The suspension becomes effective upon the mailer's receipt of the notification.

2.8.7 USPS Cancellation

The district Customer Service and Sales 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.

2.8.8 Cancellation Notice and Appeal

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. The Business Mailer Support manager will issue the final agency decision.

2.9 Electronic Verification System

2.9.1 Description

The Electronic Verification System (eVS) is a manifest mailing system that allows parcel mailers to document and pay postage and extra services fees by transmitting electronic files to the Postal Service without generating paper manifests, postage statements, or clearance documents, with the following principal features:

- a. *File Creation.* eVS requires the creation of an electronic file containing specific data records organized into manifests. Each manifest within the file corresponds to a data record for each destination entry facility or each origin/entry Post Office, with records for the parcels grouped under the record for the entry facility or entry Post Office. Successfully accepted files and the records within those files are used by eVS to generate electronic postage statements for automatic debiting of the mailer's postage payment account. Files must be prepared as specified in Publication 205, *Electronic Verification System Technical Guide*.
- b. *Daily Mailing and Presort Eligibility.* A mailing, which is determined by all file transmissions received from the eVS mailer within a 24-hour cycle, must meet all presort and volume requirements for the class of mail and rate category claimed. The 24-hour cycle begins at 2:00:00 a.m. and ends at 1:59:59 a.m. Central Time.
- c. *Sampling.* eVS sampling data, which are used to monitor postage and preparation accuracy, is primarily captured after the mailer deposits the mailing at a destination entry facility.
- d. *Monthly Data Reconciliation.* eVS sampling data are reconciled against all the mailer's manifests received during a calendar month rather than against each individual mailing. All mailings entered during a calendar month are treated as a single mailing for the purpose of reconciliation and the collection of any postage due.

2.9.2 Availability

eVS may be used only for parcel mail paid with a permit imprint and only for the following classes and subclasses of mail, rate categories, and mail processing categories, except for those rates or processing categories as noted:

- a. *First-Class Mail.* Single-piece rate and presorted rates; machinable and nonmachinable parcel processing categories. Field testing for First-Class Mail rates available July 1, 2007.
- b. *Priority Mail.* Single-piece rate, flat-rate envelope, and flat-rate box; all parcel processing categories. Field testing for Priority Mail rates available July 1, 2007.
- c. *Regular Standard Mail.* Presorted rates, destination bulk mail center (DBMC) rates, destination sectional center facility (DSCF) rates, and destination delivery unit (DDU) rates; machinable parcels, irregular parcels, and Not Flat-Machinable pieces. Field testing for irregular presorted rates and Not Flat-Machinable rates available after May 14, 2007.

705.2.9.3

- d. *Nonprofit Standard Mail*. Presorted rates, DBMC rates, DSCF rates, and DDU rates; machinable parcels, irregular parcels, and Not Flat-Machinable parcels. Field testing for irregular presorted rates and Not Flat-Machinable rates available after May 14, 2007.
- e. *Parcel Post*. Parcel Post rates include the following:
 - 1. Intra-BMC rates and inter-BMC rates (including balloon and oversized rates and origin BMC and BMC presort discounts); machinable parcels and nonmachinable parcels.
 - 2. Parcel Select DBMC rates, DSCF rates, and DDU rates (including balloon and oversized rates); machinable parcels and nonmachinable parcels.
- f. *Bound Printed Matter*. Nonpresorted rates, presorted rates, DBMC rates, DSCF rates, and DDU rates; machinable parcels and irregular parcels. Field testing for nonpresorted rates, machinable and irregular parcels, available after May 14, 2007.
- g. *Media Mail*. Single-piece rates, basic rates, and 5-digit rates; machinable parcels. Field testing for all irregular parcels available after May 14, 2007.
- h. *Library Mail*. Single-piece rates, basic rates, and 5-digit rates; machinable parcels and irregular parcels. Field testing for all Library Mail rates available after May 14, 2007.

2.9.3 Extra Services

eVS mailers may use the following Extra Services if they are available for the specific class of mail used:

- a. Delivery Confirmation.
- b. Signature Confirmation.
- c. Certified Mail.
- d. Insured Mail, if Form 3877 is used.
- e. Collect on Delivery (COD), if Form 3877 is used.
- f. Return Receipt.
- g. Return Receipt for Merchandise.
- h. Restricted Delivery.
- i. Special Handling.
- j. Bulk Insurance.

2.9.4 Use

Mailers depositing permit imprint parcels for those classes of mail and rate categories specified in [2.9.2](#) may document and pay postage using eVS. Mailers authorized to commingle Standard Mail parcels or Package Services presorted parcels under [6.0](#) and [7.0](#) also may use eVS to document and pay postage for all parcels in the mailing for those mail classes and subclasses available under [2.9.2](#).

2.9.5 General Requirements

General requirements for participation are as follows:

- a. *Permit Account Number.* The mailer must have or establish a single permit account number for eVS at the business mail entry unit designated by the administering district manager. The Post Office where the business mail entry unit is located is generally considered the Post Office of Account for the eVS mailer. The eVS permit account number is to be used exclusively for eVS mailings. No other permit number may be used for eVS mailings.
- b. *Postage Payment Account.* The mailer must have or establish a *PostalOne!* postage payment debit account for the withdrawal of funds from postage statements generated by eVS from the electronic files transmitted by the mailer.
- c. *Annual Mailing Fees.* The mailer must pay all applicable presort and destination entry mailing fees at the administering district business mail entry unit.
- d. *Customer Identification Number.* The mailer must have or obtain a DUNS number from Dun and Bradstreet or a unique identification number from the Postal Service. This customer identification number must be registered with the Postal Service and used to identify all electronic manifests transmitted by the mailer for eVS mailings. The mailer may use the same customer identification number in the Package Identification Code (PIC) or different numbers in the PIC if these additional numbers are also registered with the Postal Service. The mailer is required to keep the Postal Service updated on changes and additions to customer identification numbers.
- e. *Application.* The mailer must complete and submit the eVS application available from the Postal Service.
- f. *Computer Access.* The mailer must obtain computer access to eVS and, if necessary, to *PostalOne!*
- g. *File Transfer.* The mailer must complete and submit Form 1357-S to set up the file transfer mechanism with the Postal Service. Form 1357-S is not required for Electronic Data Interchange (EDI).
- h. *Software.* The mailer must develop or obtain computer software that meets eVS electronic file specifications for manifesting parcels and the barcode specifications for producing accurate and scannable barcodes used on the parcel mailing labels.
- i. *File and Label Certification.* The mailer must have electronic files and barcodes certified by the Postal Service.
- j. *Quality Assurance.* The mailer must develop and administer effective quality assurance procedures to ensure the integrity and accuracy of the mailer's mail production, postage payment, and file transmissions.
- k. *Mailing Test.* The mailer must complete a test during which eVS manifest files are transmitted and mailings are made to determine the accuracy of the mailer's system.
- l. *Mailing Agreement.* The mailer must enter into an eVS manifest mailing agreement with the Postal Service.

2.9.6 System Requirements

A mailer using eVS must have or contract with a service provider that has an automated system that produces mail according to USPS standards and calculates postage and extra services fees accurately. The system used for eVS must:

- a. Create and submit electronic manifest files as described in Publication 205 and assign a unique file number for each manifest file containing the mailer's customer identification number used for all file transmissions.
- b. Produce a manifest file for each mailing or mailing segment deposited at a destination Postal Service facility or entry Post Office as identified by ZIP Code.
- c. Provide all required data in each manifest record for each parcel for the destination Postal Service facility or entry Post Office.
- d. Assign each parcel a unique package identification code used for producing a corresponding unique barcode containing a customer identification number.
- e. Transmit electronic manifest files on or before the date of mailing.

2.9.7 Postage Payment

All eVS mailings must be paid with a permit imprint and meet the standards for permit imprint mail in [604.5.0](#). USPS calculates postage payment and electronically debits postage from the mailer's postage account based on information received from the mailer's electronic manifest and data collected through USPS operational and sampling scans. Mailers must pay for postage through a Centralized Account Payment System (CAPS) debit account.

2.9.8 Verification and Postage Adjustments

USPS randomly samples parcels and considers verification samples to be representative of the entire mailing period. Verification data is used to make the following monthly adjustments for postage due, collected on the 21st day after the last day of the month of mailing:

- a. *Postage Adjustment Factor (PAF) Payment.* USPS applies postage adjustment calculations, based on verification samples, to all pieces mailed during the mailing period. A mailing period is defined as a calendar month for purposes of calculating adjustments in eVS. USPS adjusts the total postage for the mailing period if the total postage of the pieces sampled during the mailing period results in an underpayment greater than 1.5%. The mailer must pay postage for any underpayments identified by USPS verification. The mailer must maintain sufficient funds in the mailer's postage account to cover any underpayments discovered after acceptance of the mail.
- b. *Unmanifested Parcel Payment.* The mailer is responsible for postage payment of unmanifested parcels. Unmanifested parcels are those parcels for which the Postal Service has obtained information from scanning operations but has not received or successfully processed manifest files and records corresponding to the parcels. The mailer must pay postage for unmanifested parcels or pieces identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

- c. *Mis-shipped DDU Parcel Payment.* The mailer is responsible for postage payment of destination delivery unit (DDU) mis-shipped parcels. DDU Misshipped parcels are DDU rate parcels delivered to the incorrect Postal Service facility by the mailer and transported by the Postal Service to the correct facility. The mailer must pay postage for DDU mis-shipped parcels identified by USPS. The mailer must maintain sufficient funds in the mailer's postage account to cover postage due discovered after acceptance of the mail.

2.9.9 Authorization

Mailers must be authorized to participate in eVS according to the following procedures:

- a. Mailers must meet the general requirements and system requirements for eVS and submit an eVS application and supporting documentation as specified in Publication 205, *Electronic Verification System Technical Guide*, to the Business Mailer Support manager, USPS Headquarters (see [608.8.0](#) for address).
- b. After mailers successfully complete development and testing for eVS, the USPS grants temporary approval. USPS conducts a review within 90 days of the temporary approval and grants final approval if the mailer's system is working as required. The Business Mailer Support manager, USPS Headquarters, has final authority for eVS approval.
- c. After receiving final authorization, the mailer and a USPS representative must sign a service agreement. The agreement contains provisions regarding mailer and USPS responsibilities, including electronic documentation, document retention, quality control, and the duration of the agreement.

2.9.10 Denial

If USPS denies an eVS application, the mailer may appeal the decision within 15 days from the receipt of the notice by filing a written appeal, including evidence showing why the mailer should be authorized to use eVS. The mailer sends the appeal to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision (see [608.8.0](#) for address).

2.9.11 Revocation

The Business Mailer Support manager may revoke authorization for eVS participation for any of the following reasons:

- a. A mailer does not provide correct data in electronic manifests and is not able or willing to correct the problems.
- b. A mailer does not properly complete the required quality control procedures.
- c. A mailer does not produce mailings meeting eVS criteria established by this standard or in the mailer's eVS manifest mailing agreement.
- d. A mailer does not present mailings using eVS for more than 6 months (except as noted in the service agreement).
- e. A mailer does not present properly prepared mailings.
- f. A mailer does not pay proper postage.

705.2.9.12

2.9.12 Corrective Action

After USPS issues a notice of revocation to a mailer, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion of the implementation period, the USPS reexamines the mailer's system to determine if it complies with the program requirements. Failure to correct identified problems is sufficient grounds to sustain revocation of the mailer's eVS authorization.

2.9.13 Appeal of Revocation

After receiving initial notice of revocation, a mailer has 15 days from the date of receipt of the revocation notice to file a written appeal with the Business Mail Acceptance manager, USPS Headquarters. The appeal must include the reason the eVS authorization should not be revoked. The mailer may continue to mail using eVS during the appeal process. The Business Mail Acceptance manager issues the final agency decision. The final revocation takes effect 15 days after the date of the final agency decision.

3.0 Optional Procedure Mailing System

3.1 Basic Information

3.1.1 Description

An Optional Procedure 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 Optional Procedure 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 USPS audit of business records kept by the mailer. A USPS audit is designed to detect underpayment of postage. The burden rests with the mailer to prove any overpayment of postage.

3.1.2 General Qualification

An Optional Procedure 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.

3.1.3 Quality Control

The mailer must implement a documented quality control program that ensures integrity of the system, accuracy and proper maintenance of Optional Procedure records, eligibility of the mailings prepared for the postage rates claimed, and ability to take corrective actions.

3.1.4 Service Agreement

A service agreement must be signed by the mailer, the postmaster, the district manager, and the Business Mailer Support manager before the first Optional Procedure mailing is presented. Before the service agreement is finalized the mailer must submit an Optional Procedure Mailing System application and that application must be approved under the procedures in 3.2. The agreement must set forth, among other things, the mailing information described in 3.2.3 and 3.2.4.

3.2 Authorization

3.2.1 Application

The mailer must submit an Optional Procedure 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.

3.2.2 Business Mailer Support Action

The Business Mailer Support manager, USPS Headquarters, approves or denies applications for optional procedure.

3.2.3 Approval

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 Optional Procedure 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).

3.2.4 Denial

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 Business Mailer Support manager. The appeal must present additional information explaining why the Optional Procedure 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, USPS Headquarters, who will issue a final agency decision to the mailer.

3.2.5 Changes

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 Business Mailer Support manager, through the postmaster of the administering post office. The Business Mailer Support manager will notify the mailer in writing if the Optional Procedure agreement should be modified, continued, or canceled.

3.2.6 Additions or Modifications to the Service Agreement

If the mailer requests additional options or modifications to the Optional Procedure agreement, the mailer must submit a written request to the Business Mailer Support 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 Optional Procedure service agreement cannot be made until the Business Mailer Support manager has notified the mailer in writing that the changes or modifications have been approved and an addendum is added to the Optional Procedure service agreement.

3.2.7 USPS Suspension

The Business Mailer Support manager may suspend an Optional Procedure Mailing System 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 in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification.

3.2.8 Mailer Cancellation

The mailer may cancel an Optional Procedure Mailing System authorization at any time by written notice to the administering post office.

3.2.9 USPS Cancellation

The USPS may cancel an Optional Procedure Mailing System authorization if:

- a. The mailer provides misleading or incorrect data to avoid paying postage, makes no mailings under the Optional Procedure agreement during any consecutive 12-month period, or routinely fails to comply with the Optional Procedure agreement or the standards applicable to the Optional Procedure Mailing System.
- b. The 2-year renewal audit reveals that the Optional Procedure agreement should no longer be authorized or the mailer is not complying with the agreement.

3.2.10 Cancellation Notice and Appeal

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 Optional Procedure Mailing System authorization should not be canceled. If the Business Mailer Support 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.

3.3 Records**3.3.1 Mailer Responsibility**

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 Optional Procedure mailings must be records that are also routinely kept for production of other than Optional Procedure mailings.

3.3.2 Mailer Running Summary

The mailer must maintain a running summary of mailings made to the USPS. 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.

3.3.3 Contents

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 Optional Procedure agreement.

4.0 Alternate Mailing System

4.1 Basic Information

4.1.1 Purpose

An Alternate Mailing System (AMS) provides for other methods of accepting permit imprint mail, not established in [2.0, Manifest Mailing System](#), or [3.0, Optional Procedure Mailing System](#), that show proper postage payment and mail preparation without verification by weight.

4.1.2 Postage Adjustment

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.

4.2 Authorization

4.2.1 Procedure

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.

4.2.2 Conditions

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.

705.4.2.3

- 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 Business Mailer Support 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.

4.2.3 Business Mailer Support Action

The Business Mailer Support manager approves or denies a written request for AMS.

4.2.4 Approval

If the application is approved, a service agreement must be signed by the USPS and the mailer.

4.2.5 Denial

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.

4.2.6 Revocation

The Business Mailer Support 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.

4.2.7 Notice of Revocation

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.

4.2.8 Appeal

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 Business Mailer Support 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.

5.0 First-Class Mail or Standard Mail Mailings With Different Payment Methods

5.1 Basic Provisions

5.1.1 General

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.

5.1.2 Postage Payment

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.

5.1.3 Value Added

To request value added refunds of postage overpayments for the metered part of combined mailings, see [604.9.0](#).

5.1.4 Mailer Processing

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.

5.1.5 Authorization Process

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.

705.5.1.6

- 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.

5.1.6 On-Site Review

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.

5.1.7 Interim Authorization

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.

5.1.8 Final Authorization

After the 90-day authorization, if the mailer's program meets all applicable standards, Business Mailer Support 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 Business Mailer Support about plans to change the system used to prepare combined mailings.

5.1.9 Denial

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.

5.1.10 USPS Review

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 Business Mailer Support, 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 5.1.7 and 5.1.8.
- 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.

5.1.11 Suspension

The Business Mailer Support 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.

5.1.12 Cancellation by USPS

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.

5.1.13 Cancellation Procedure

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 Business Mailer Support 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.

5.1.14 Cancellation by Mailer

The mailer may cancel an authorization to prepare combined mailings at any time by notifying the administering post office in writing.

5.2 Postage

5.2.1 Metered Pieces—First-Class Mail

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 [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.2 Metered Pieces—Standard Mail

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 [243.3.0](#), [705.5.0](#), and [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.3 Precanceled Pieces—First-Class Mail

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 [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.4 Precanceled Pieces—Standard Mail

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 [243.3.0](#), [243.5.0](#), or [134.1.0](#). Additional preparation to verify postage due may be required by the USPS.

5.2.5 Permit Imprint Pieces—First-Class Mail and Standard Mail

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 [134.1.0](#) and, for Standard Mail, [243.3.0](#) and [243.5.0](#). Additional preparation to verify postage due may be required by the USPS.

5.3 Producing the Combined Mailing

5.3.1 Mailer Quality Control

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 [5.3.2](#) 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.

5.3.2 Rate and Postage Marking

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 USPS ZIP+4 Product 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 [202](#) for letters, [302](#) for flats, or [402](#) for parcels.

705.5.3.2

a. First-Class Mail:

RATE MARKING		
Letters	Flats	RATE AND POSTAGE CATEGORY
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
51	MF	Barcoded 5-Digit Meter Postage Affixed - 1 ounce
52		Barcoded 5-Digit Meter Postage Affixed - 2 ounces
53		Barcoded 5-Digit Meter Postage Affixed - 3 ounces
54		Barcoded 5-Digit Meter Postage Affixed - 4 ounces
31	MT	Barcoded 3-Digit Meter Postage Affixed - 1 ounce
32		Barcoded 3-Digit Meter Postage Affixed - 2 ounces
33		Barcoded 3-Digit Meter Postage Affixed - 3 ounces
34		Barcoded 3-Digit Meter Postage Affixed - 4 ounces
A1	MD	Barcoded AADC Meter Postage Affixed - 1 ounce
A2		Barcoded AADC Meter Postage Affixed - 2 ounces
A3		Barcoded AADC Meter Postage Affixed - 3 ounces
A4		Barcoded AADC Meter Postage Affixed - 4 ounces
M1	MX	Barcoded Mixed AADC Meter Postage Affixed - 1 ounce
M2		Barcoded Mixed AADC Meter Postage Affixed - 2 ounces
M3		Barcoded Mixed AADC Meter Postage Affixed - 3 ounces
M4		Barcoded Mixed AADC Meter Postage Affixed - 4 ounces
11		Presorted Meter Postage Affixed - 1 ounce
12		Presorted Meter Postage Affixed - 2 ounces
13		Presorted Meter Postage Affixed - 3 ounces
14		Presorted Meter Postage Affixed - 4 ounces
S1		Precanceled \$0.15 Stamp Affixed (card)
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*
N5	Barcoded 5-Digit Meter Nonprofit Postage Affixed*
M3	Barcoded 3-Digit Meter Regular Postage Affixed*
N3	Barcoded 3-Digit Meter Nonprofit Postage Affixed*
MA	Barcoded AADC Meter Regular Postage Affixed*
NA	Barcoded AADC Meter Nonprofit Postage Affixed*
MM	Barcoded Mixed AADC Meter Regular Postage Affixed*
NM	Barcoded Mixed AADC Meter Nonprofit Postage Affixed*
M8	Presorted 3/5 Meter Regular Postage Affixed*
N8	Presorted 3/5 Meter Nonprofit Postage Affixed*
M9	Presorted Basic Meter Regular Postage Affixed*
N9	Presorted Basic Meter Nonprofit Postage Affixed*
SR	Precanceled \$0.10 Regular Rate Stamp Affixed
SN	Precanceled \$0.05 Nonprofit Stamp Affixed

* The same code is used regardless of the destination entry rate, if any, for which the piece is metered.

5.3.3 Merging Methods and Documentation

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.

5.3.4 Rejected Pieces

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.

705.5.4

- b. If paid by permit imprint, separately presented to the USPS for verification of postage.

5.4 Documentation**5.4.1 Submission**

Mailers are required to submit or generate the following reports:

For each First-Class Mail or Standard Mail combined mailing, the mailer must provide these materials:

- a. For each postage payment method, a complete and accurate postage statement endorsed “Combined Mailing” at the top.
 - 1. A separate Form(s) 3553.
 - 2. 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.
 - 3. 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 may authorize submission of only portions of this report.
 - 4. 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.
 - 5. 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.

5.4.2 Permit Imprint

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.

5.4.3 Postage Affixed

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.

5.4.4 Reporting Results

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 [604.9.0](#).

6.0 Combining Mailings of Standard Mail and Package Services Parcels

6.1 Basic Standards for Combining Parcels and NFM's

6.1.1 Basic Standards

Standard Mail parcels, NFM's, and Package Services parcels in combined mailings must meet the following standards:

- a. Each parcel in a combined mailing is subject to the applicable content and rate eligibility standards for the rate claimed.
- b. Mailers must be authorized under [6.1.4](#).
- c. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- d. Minimum volume requirements for Standard Mail, Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are 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 towards these minimum volume requirements.

6.1.2 Postage Payment

Mailers must pay postage for all pieces with a permit imprint at the Post Office serving the mailer's plant using an approved postage payment system. The applicable system agreement must include procedures for combined mailings approved by Business Mailer Support. Types of permissible postage payment systems are as follows:

- a. Manifest Mailing System (MMS) under [2.0](#). Mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).
- b. Optional Procedure (OP) Mailing System under [3.0](#).
- c. Alternate Mailing System (AMS) under [4.0](#).

6.1.3 Documentation

Mailers must prepare separate postage statements for Standard Mail and Package Services pieces for each of the mailings in the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to [2.0](#) and this section. Presort documentation is required as applicable for each rate claimed if the manifest does not list pieces in presort order.

6.1.4 Authorization

A mailer who wants to present combined parcel mailings must submit a written request to Business Mailer Support (See [608.8.1](#) for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under [2.0](#), procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review documentation and provide written authorization, which may not exceed 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. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards.

6.2 Combining Parcels and NFMs—DBMC Entry

Mailers may combine Standard Mail NFMs 6 ounces or more and machinable parcels with Package Services machinable parcels for entry at a BMC when authorized by the USPS under [6.1.4](#).

6.2.1 Eligible Rates

Combined pieces may be eligible for Standard Mail, Parcel Post, Parcel Select DBMC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DBMC, and single-piece and Presorted Bound Printed Matter rates. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

6.2.2 Additional Standards

Standard Mail machinable parcels, NFMs 6 ounces or more, and Package Services machinable parcels prepared for DBMC entry must meet the following conditions in addition to the basic standards in [6.1](#):

- a. Each piece in a combined Standard Mail and Package Services mailing must meet the criteria for machinable parcels in [401.1.5](#) or the criteria in [401.2.2.2](#) for NFMs 6 ounces or more.
- b. Parcel Select machinable parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address.
- c. Parcels may be claimed at single-piece, Presorted, and DBMC/ASF destination entry rates as applicable.
- d. Mailers must prepare all parcels in sacks under [6.2.3](#), or on pallets or in pallet boxes under [8.0](#), to achieve the finest level of sortation.
- e. Mailers must deposit combined machinable parcels and NFMs at BMCs or ASFs (see [Exhibit 6.2.3](#)) under applicable standards in [15.0](#).

6.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional, but required for Standard Mail 5-digit rate eligibility, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use [L606](#).
 2. Line 2: "STD/PSVC MACH 5D SCH."
- b. *5-digit*, optional, but required for Standard Mail 5-digit rate eligibility, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [8.6.4](#) for overseas military mail).
 2. Line 2: "STD/PSVC MACH 5D."
- c. *ASF*, optional, allowed only for mail deposited at an ASF to claim DBMC rate, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use [L602](#), Column B. DBMC rate eligibility determined by [Exhibit 6.2.3](#).
 2. Line 2: "STD/PSVC MACH ASF."
- d. *BMC*, required, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use [L601](#), Column B. DBMC rate eligibility determined by [Exhibit 6.2.3](#).
 2. Line 2: "STD/PSVC MACH BMC."
- e. *Mixed BMC*, required, no minimum; labeling:
 1. Line 1: "MXD" followed by [L601](#) Column B information for BMC serving 3-digit ZIP Code prefix of entry post office.
 2. Line 2: "STD/PSVC MACH WKG."

Exhibit 6.2.3 BMC/ASF – DBMC Rate Eligibility

ELIGIBLE DESTINATION ZIP CODES	ENTRY FACILITY
005, 068-079, 085-098, 100-119, 124-127	BMC New Jersey NJ 00102
010-067, 120-123, 128,129	BMC Springfield MA 05500
130-136, 140-149 [Except machinable parcels]	ASF Buffalo NY 140
130-136, 140-168, 260-266, 439-449 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels]	BMC Pittsburgh PA 15195
150-168, 260-266, 439-449 [Except machinable parcels]	BMC Pittsburgh PA 15195
080-084, 137-139, 169-199	BMC Philadelphia PA 19205
200-212, 214-239, 244, 254, 267, 268	BMC Washington DC 20499
240-243, 245-249, 270-297, 376	BMC Greensboro NC 27075
298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399	BMC Atlanta GA 31195
299, 313-316, 320-342, 344, 346, 347, 349.	BMC Jacksonville FL 32099
369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729	BMC Memphis TN 38999
250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 450-462, 469-474	BMC Cincinnati OH 45900
434-436, 465-468, 480-497	BMC Detroit MI 48399
500-516, 520-528, 612, 680, 681, 683-689	BMC Des Moines IA 50999
498, 499, 540-564, 566	BMC Minneapolis/St. Paul MN 55202
570-577	ASF Sioux Falls SD 570
565, 567, 580-588	ASF Fargo ND 580
590-599, 821	ASF Billings MT 590
463, 464, 530-532, 534, 535, 537-539, 600-611, 613	BMC Chicago IL 60808
420, 423, 424, 475-479, 614-620, 622-639	BMC St. Louis MO 63299
640, 641, 644-658, 660-679, 739	BMC Kansas City KS 64399
730, 731, 734-738, 740, 741, 743-746, 748, 749	ASF Oklahoma City OK 730
706, 710-712, 718, 733, 747, 750-799, 880, 885	BMC Dallas TX 75199
690-693, 800-816, 820, 822-831, 856, 857	BMC Denver CO 80088
832-834, 836, 837, 840-847, 898, 979	ASF Salt Lake City UT 840
850, 852, 853, 855, 859, 860, 863, 864	ASF Phoenix AZ 852
865, 870-875, 877-879, 881-884	ASF Albuquerque NM 870
889-891, 893, 900-908, 910-928, 930-935	BMC Los Angeles CA 90901
894, 895, 897, 936-966	BMC San Francisco CA 94850
835, 838, 970-978, 980-986, 988-994	BMC Seattle WA 98000

6.3 Combining Parcels—Parcel Post OBMC Presort, BMC Presort, DSCF, and DDU Rates

6.3.1 Qualification

Combination requirements for specific discounts and rates are as follows:

- a. When claiming Parcel Post OBMC Presort discounts and Parcel Post BMC Presort discounts, machinable Standard Mail parcels and NFMs 6 ounces or more may be combined with machinable Package Services parcels under [6.3](#).
- b. When claiming the DSCF rate for Parcel Post or Bound Printed Matter parcels, all Standard Mail parcels and NFMs may be combined with Package Services parcels under [6.3](#).
- c. All Standard Mail parcels and NFMs may be combined with Package Services parcels prepared for DDU rates under [6.3](#).

6.3.2 Preparation and Rates

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 or Bound Printed Matter Qualifying for DSCF Rates. Mailers must prepare the combined mailings under the applicable 5-digit scheme and 5-digit sack requirements in [455.4.0](#) or the applicable 5-digit scheme and 5-digit pallet requirements in [8.0](#) for the Parcel Post DSCF rates. All other requirements for Parcel Post DSCF rates and Standard Mail rates, as applicable, must be met. The following additional requirements apply:
 1. If sacked under [455.4.0](#), 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 presorted rates according to [443](#).

705.6.4

- c. Parcel Post Qualifying for OBMC Presort or BMC Presort Rates. Mailers must prepare the combined mailings under the BMC pallet requirements in 8.0 for machinable parcels at Parcel Post OBMC Presort or BMC Presort rates. All other requirements for Parcel Post OBMC Presort or BMC Presort rates and 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.”
- d. Package Services and Standard Mail parcels and NFM’s qualifying for DDU rates:
 1. The combined mailings must be prepared under the applicable 5-digit scheme and 5-digit sack requirements in 445.4.0 or the applicable 5-digit scheme and 5-digit pallet requirements in 8.22 for the Parcel Post or Bound Printed Matter DDU rates.
 2. Line 2 of 5-digit scheme container labels must read, “STD/PSVC PARCELS 5D SCH.” Line 2 of 5-digit container labels must read, “STD/PSVC PARCELS 5D.”

6.4 Combining Package Services and Standard Mail—Optional 3-Digit SCF Entry

6.4.1 Entry at Designated SCFs

Mailers may deposit pieces otherwise eligible for the Package Services and Standard Mail DBMC rates and the Standard Mail DSCF rate at an SCF designated by the USPS for destination ZIP Codes listed in labeling list [L607](#).

6.4.2 Qualification and Preparation

Parcel Select and Bound Printed Matter machinable parcels, and Standard Mail parcels and NFM pieces, may be prepared for entry at designated SCFs under these standards:

- a. Standard Mail parcels and NFM pieces that weigh less than 2 ounces and Standard Mail parcels that are tubes, rolls, triangles, and similar pieces may not be included.
- b. Mailers must prepare pieces on 3-digit pallets or in 3-digit pallet boxes, or unload and physically separate the pieces into containers as specified by the destination facility.
- c. Parcel Select and Bound Printed Matter parcels are eligible for the applicable DBMC entry rate.
- d. Standard Mail machinable parcels and NFM’s 6 ounces or more are eligible for the BMC presort level, DBMC rate; NFM pieces less than 6 ounces and irregular parcels are eligible for the 3-digit presort level, DSCF rate.
- e. All pieces must be for delivery within the service area of the SCF where they are deposited by the mailer.
- f. Postage on all zone-rated parcels deposited at the SCF is computed using the zone chart for that postal facility.

7.0 Combining Package Services Parcels for Destination Entry

7.1 Combining Parcels—DSCF and DDU Entry

7.1.1 Qualification

Mailers may combine Package Services parcels 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) when authorized by the USPS under 7.5. Mailers must pay all applicable fees for presort and drop shipment and must meet the minimum volume requirements for Presort rates and Parcel Select rates. Combined Package Services mailings must meet the standards in 456.2.0 and 466.3.0 through 466.6.0, except as provided by this section. Mailers may not combine Carrier Route Bound Printed Matter with other parcels under these standards. Parcels entered at SCFs and DDUs under these standards are not eligible for the barcode discount.

7.1.2 Basic Standards

Package Services parcels that qualify as machinable, nonmachinable, and irregular under 401 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 3.0. For mailings presented under 7.0, mailers may document and pay postage using the Electronic Verification System (eVS) under 2.9.
- c. All parcels must be prepared in sacks under 7.2 or on pallets under 7.3. 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 608.8.0 for address) 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 7.2.1 or 7.1.6.
- 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.

7.1.3 Combined Parcels Prepared in Sacks—Rate Eligibility

In addition to the applicable standards in 456.2.0 and 466.3.0 through 466.6.0 for destination entry Package Services, the following standards apply for combined Package Services mail prepared in sacks:

705.7.1.4

- 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 7.2.2, provided all other requirements for the DSCF rate in 456.2.0 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 7.2.2, provided all other requirements for the DDU rate in 456.2.0 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 7.2.2, provided all other requirements for the DSCF rate in 466.3.0 through 466.6.0 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 7.2.2, provided all other requirements for the DDU rate in 466.3.0 through 466.6.0 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 7.2.2.
- 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 7.2.2.
- 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 7.2.2, qualify for single-piece rates.

7.1.4 Sack Preparation

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.

7.1.5 Sack Labeling

Sack labels must be prepared as follows:

- a. *5-digit scheme*, optional; labeling:
 1. Line 1: use L606, Column B.
 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit*, labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
 2. Line 2: "PSVC PARCELS 5D."

7.1.6 Combined Parcels Prepared on Pallets—Rate Eligibility

In addition to the applicable standards in [456.2.0](#), *Parcel Select*, and [466.3.0](#) through [466.6.0](#) in *Enter and Deposit* 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 [7.1.8](#), and deposited at a DSCF under [456.2.0](#). 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 [7.1.8](#), and deposited at a DDU under [456.2.0](#).
- 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 [7.1.8](#), and deposited at a DSCF under [466.3.0](#) through [466.6.0](#). 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 [7.1.8](#), and deposited at a DDU under [466.3.0](#) through [466.6.0](#).
- 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 [7.1.8](#).
- 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 [7.1.8](#).
- 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 [7.1.8](#), qualify for single-piece rates.

7.1.7 Pallet Preparation

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.

7.1.8 Overflow Sacks

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 under [7.2.3](#).

7.1.9 Pallet Labeling

Pallet labels must be prepared as follows:

705.7.2

- a. *5-digit scheme*, optional; labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit*, labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
 2. Line 2: "PSVC PARCELS 5D."

7.2 Combining Package Services Machinable Parcels for DBMC Entry

7.2.1 Qualification

Mailers may combine Package Services machinable parcels for entry at a BMC when authorized by the USPS under [7.5](#). These parcels may be eligible for Parcel Post, Parcel Select DBMC/ASF, single-piece and Presorted Media Mail, single-piece and Presorted Library Mail, Bound Printed Matter DBMC, and single-piece and Presorted Bound Printed Matter rates. Mailers may not combine Carrier Route Bound Printed Matter with other parcels.

7.2.2 Basic Standards

Package Services parcels must meet the following conditions:

- a. Each piece in a combined Package Services machinable parcels mailing must meet the criteria for machinable parcels in [401.1.5](#).
- b. Each parcel in a combined Package Services machinable parcels mailing is subject to the applicable content and rate eligibility standards for the rate claimed.
- c. Parcel Select machinable parcels must bear a barcode under [708.5.0](#) for the ZIP Code of the delivery address.
- d. Postage must be paid via permit imprint under an approved manifest mailing system as provided in [3.0](#). For mailings presented under [7.0](#), mailers may document and pay postage using the Electronic Verification System (eVS) under [2.9](#).
- e. Mailers must pay all applicable presort mailing and destination entry mailing fees.
- f. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately and are 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 toward these minimum volume requirements.
- g. Parcels may be claimed at single-piece, Presorted, and DBMC/ASF destination entry rates as applicable.
- h. Mailers must prepare all parcels in sacks under [6.2.3](#), or on pallets or in pallet boxes under [8.0](#), to achieve the finest level of sortation.
- i. Mailers must deposit combined Package Services machinable parcels at BMCs under applicable standards in [15.0](#).

7.2.3 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: "PSVC MACH 5D SCH."
- b. *5-digit*, optional except for Bound Printed Matter, required for 5-digit rate for Media Mail and Library Mail, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [8.0](#) for overseas military mail).
 2. Line 2: "PSVC MACH 5D."
- c. *ASF*, optional, allowed only for mail deposited at an ASF to claim DBMC rate, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use [L602](#), Column B. DBMC rate eligibility is determined by [6.3](#).
 2. Line 2: "PSVC MACH ASF."
- d. *BMC*, required, 10-piece or 20-pound minimum; labeling:
 1. Line 1: use [L601](#), Column B. DBMC rate eligibility is determined by [6.3](#).
 2. Line 2: "PSVC MACH BMC."

7.2.4 Pallet Presort and Labeling

Mailers must prepare pallets in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required under the conditions shown. Destination entry rate eligibility applies only to Parcel Select (see [456.2.0](#)) and Bound Printed Matter (see [466.3.0](#)). Mailers may, at their option, prepare all Package Services machinable parcels for destination entry (see [7.0](#)). Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.0](#).

- a. *5-digit scheme*, optional. Pallet may contain parcels for the same 5-digit scheme under [L606](#). Pallets need not be prepared for all 5-digit scheme destinations. For 5-digit destinations not part of [L606](#), or for which scheme sorts are not performed, prepare 5-digit pallets under [2.4](#). Labeling:
 1. Line 1: use [L606](#), column B.
 2. Line 2: "PSVC MACH 5D," as applicable; followed by "SCHEME" (or "SCH").
- b. *5-digit*, optional except for Bound Printed Matter, required for 5-digit rate eligibility for Media Mail and Library Mail. Pallet must contain parcels only for the same 5-digit ZIP Code. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.0](#) for military mail).
 2. Line 2: "PSVC MACH 5D," as applicable.

705.7.3

- c. *ASF*, required if claiming DBMC rates, otherwise optional. Not available for the Buffalo, NY *ASF*. Pallets must contain only parcels for the 3-digit ZIP Code groups in L602. Labeling:
 - 1. Line 1: use L602, column B.
 - 2. Line 2: "PSVC MACH *ASF*," as applicable.
- d. *BMC*, required. Pallets must contain only parcels for the 3-digit ZIP Code groups in L601. Labeling:
 - 1. Line 1: use L601, column B. DBMC rate eligibility is determined by Exhibit 446.3.1.
 - 2. Line 2: "PSVC MACH *BMC*," as applicable.

7.3 Postage Payment

Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under 2.0.

7.4 Documentation

Mailers must complete separate postage statements for each of the mailings contained within the combined mailing. At the time of mailing, mailers must provide all postage statements and a Business Mailer Support-approved manifest prepared according to 2.0 and this section.

7.5 Authorization

A mailer who wants to present combined parcel mailings must submit a written request to Business Mailer Support (See 608.8.1 for address). The request must show the mailer's name and address, the mailing office, evidence of authorization to mail under 2.0, procedures for combined mailing, the expected date of first mailing, a sample of the required manifest, and a sample USPS Qualification report. Business Mailer Support will review documentation and provide written authorization, which may not exceed 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. Business Mailer Support may terminate an authorization, by written notice, if the mailer does not meet the standards.

8.0 Preparing Pallets

8.1 Physical Characteristics

8.1.1 Standards

All pallets presented to the USPS, whether USPS-provided or mailer-provided, must meet the standards in 8.1.2 through 8.1.4. Mail on such pallets must meet the standards for the class and rate claimed.

8.1.2 Construction

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.

8.1.3 Securing Pallets

Except for stacked pallets under 8.3.1 and pallet boxes under 8.4.3, each loaded pallet of mail must be prepared to maintain the integrity of the mail and the entire pallet load during transport and handling using one of the following methods:

- a. Securing with at least two straps or bands of appropriate material. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used.
- b. Wrapping with stretchable or shrinkable plastic.
- c. Securing with at least two straps or bands of appropriate material and wrapping with stretchable or shrinkable plastic. Wire and metal bands and straps, metal buckles, metal seals, and similar metal fastening devices cannot be used.

8.1.4 Nonconforming Mailer

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 8.2 through 8.5, 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.

8.2 Top Caps

8.2.1 Use

Top caps are used as follows:

- a. Except as provided below, all pallets of sacks, trays, parcels, bundles 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 bundles 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.

8.2.2 Construction

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.

8.2.3 Securing

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.

8.2.4 Use by Nonconforming Mailer

A nonconforming mailer (see 8.1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or bundles 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.

8.3 Stacking Pallets**8.3.1 Physical Characteristics**

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 8.1.3.
- d. The stack of pallets is secured with at least two straps or bands of appropriate material to maintain the integrity of the stacked pallets during transport and handling. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used. The stack of pallets cannot be secured together with stretchable or shrinkable plastic.
- e. Each pallet is top-capped as specified in 8.2.
- 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).

8.3.2 Pallet Height Restriction for Nonconforming Mailer

A nonconforming mailer (see 8.1.4) who stacks pallets is subject to the requirements of 8.3.1 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.

8.4 Pallet Boxes

8.4.1 Use

A mailer may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels. 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. Pallet standards require the use of pallet boxes meeting the size requirements in 8.4.2 for machinable Parcel Post claiming OBMC Presort and BMC Presort discounts. Pallet standards prohibit use of pallet boxes for nonmachinable Parcel Post claiming OBMC Presort and BMC Presort discounts. Pallet boxes meeting the size dimensions in 8.4.2 also may be used at the mailer's option for Parcel Post DSCF and Parcel Post DDU rate mail.

8.4.2 Height

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).

8.4.3 Securing

Pallet boxes must be secured to the pallet with strapping, banding, stretchable plastic, shrinkwrap, or other material (wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used) 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.

8.4.4 Use by Nonconforming Mailer

Except when mailing Parcel Post claiming a DSCF or DDU rate, a nonconforming mailer (see 8.1.4) 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.

8.5 General Preparation

8.5.1 Presort

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

705.8.5.2

level is prepared. Standard preparation terms are defined in the Mail Preparation section for each class of mail, standard presort levels are defined in 8.0, and advanced presort levels are defined in 10.0, 12.0, and 13.0. 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. Bundles must not be placed on mixed ADC or mixed BMC pallets. Bundles that cannot be placed on pallets must be prepared in sacks under the standards for the rate claimed. The standards for bundle reallocation to protect the SCF, ADC, or BMC pallet (8.11, 8.13, and 8.14) are optional methods of pallet preparation designed to retain as much mail as possible at the SCF, ADC, or BMC level. These standards may result in some bundles 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 bundle reallocation (bundle reallocation is optional, but if performed, it must be done for the complete mailing job).

8.5.2 Required Preparation

The following standards apply to Periodicals, Standard Mail, and Package Services, except Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates.

- a. Mailers must prepare a pallet to the required sortation level(s) for the class of mail when a mailing contains 500 or more pounds of bundles, sacks, or parcels or 72 linear feet or six layers of letter trays for the destination.
- b. For bundles of flat-size mailpieces or bundles of irregular parcels on pallets, after preparing all possible pallets under 8.5.2a, when 250 or more pounds of bundles remain for an ADC (Periodicals) or for a BMC/ASF (Standard Mail and Package Services), mailers must prepare the ADC or BMC/ASF pallet, as applicable for the class of mail. Exception: If there are no ADC or BMC/ASF pallets in a mailing and 250 or more pounds remain for an SCF, mailers must prepare the SCF pallet.
- c. If bundles remain that cannot be prepared on an ADC, BMC/ASF, or SCF pallet, mailers must place those bundles in sacks (8.9.1).

8.5.3 Minimum Load

The following minimum load standards apply to mail prepared on pallets:

- a. For Periodicals, Standard Mail, and Package Services (except for Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates):
 1. In a single mailing, the minimum load per pallet is 250 pounds of bundles, parcels, or sacks, except as provided in items 2 through 4 below. When preparing letter trays on pallets, the minimum load is 36 linear feet or three layers of trays, except as provided in item 3 below.
 2. There is no minimum load for pallets entered at a destination delivery unit (DDU) if the mail on those pallets is for that unit's service area.

3. A pallet may contain a minimum of 100 pounds of nonletter-size mail or 12 linear feet of letter trays if it is a BMC or ASF pallet entered at the destination BMC or ASF; an ADC pallet entered at the destination ADC; an SCF pallet entered at the destination SCF; or the only pallet entered at an individual destination BMC or ASF, ADC, or SCF facility.
 4. At an SCF, a 5-digit, 3-digit, or SCF pallet may contain less than the required minimum load of mail for that SCF's service area only if the SCF manager provides written authorization for such preparation.
- 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. There are 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. There is no minimum weight requirement for an SCF pallet containing 5-digit scheme and 5-digit sacks prepared for the DSCF rate. There are no minimums for the Parcel Post DDU rate.

8.5.4 Minimum Height of Mail

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.

8.5.5 Maximum Load

The maximum weight (mail and pallet) is 2,200 pounds. The maximum height of a single pallet (mail and pallet) is 77 inches for bundles, 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).

8.5.6 Mail on Pallets

These standards apply to mail on pallets:

- a. Pieces in trays, bundles, 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.

705.8.5.7

- c. For letter-size Standard Mail and Periodicals prepared in trays on pallets, mailers must prepare carrier route rate mail on separate 5-digit pallets (5-digit carrier routes pallets) from automation rate or nonautomation 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 [8.5.6g](#).
- g. For sacks of Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels, carrier route rate mail must be prepared on separate 5-digit pallets from automation rate and/or presorted rate mail.
- h. Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels prepared in carrier route and noncarrier route 5-digit bundles may be placed on the same merged 5-digit scheme, merged 5-digit, and 5-digit metro pallet, as appropriate.

8.5.7 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [8.5.8](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

8.5.8 Counter-Stacking—Sacked and Palletized Mail

Bundles 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 bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

8.5.9 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Customized MarketMail.
- b. Bundles placed in or on 5-digit or 5-digit scheme (L001) sacks or pallets.
- c. Bundles placed in carrier route and 5-digit carrier routes sacks.
- d. Bundles of mailpieces at carrier route rates entered at a destination delivery unit (DDU).
- e. Bundles of Standard Mail flat-size pieces prepared in letter trays under 345.3.4.

8.5.10 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Firm (Periodicals use only), blue Label F.
- b. 5-digit presort level, red Label 5.
- c. 3-digit presort level, green Label 3.
- d. ADC presort level, pink Label A.
- e. Mixed ADC presort level, tan Label X.

8.5.11 Securing Bundles on Pallets

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 1. Do not place any bands closer than 1 inch from any bundle edge.
 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 3. Do not use wire or metal banding.

705.8.5.12

4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

8.5.12 Sacked Mail

Mail that is not palletized (e.g., the mailer chooses not to prepare BMC pallets, or the bundles do not meet the machinability standards in 8.5.7 through 8.5.11) must be prepared under the standards for the rate claimed. For Periodicals, the mailer must separately sack bundles of each publication that are not palletized or that are excluded from palletization. Trays that are not palletized must be bedloaded. Sacks (including sacks of bundles not placed on pallets) containing bundles 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.

8.5.13 Nonconforming

For a nonconforming mailer (see 8.1.4) of letter-size mail in trays, the combined height of a pallet and its load cannot exceed six layers of MM or EMM letter trays.

8.6 Pallet Labels**8.6.1 Placement**

At least two clearly visible labels must be affixed on two adjacent sides of each pallet.

8.6.2 Specifications

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.

8.6.3 Lettering

Lettering for required information on pallet labels must be at least 1/2 inch high (or at least 48-point type). *Exception:* When customers apply USPS-specified pallet barcodes to pallet labels, the lettering for the required information on line 3 (origin line) must be at least 1/8 inch high (or at least 12-point type). See the “surface visibility” information at <http://ribbs.usps.gov> for more information about pallet barcodes.

8.6.4 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed on the pallet. If the pallet label does not provide enough space for all required Line 1 information, the destination ZIP Code may be placed right-justified on the line immediately below the rest of Line 1 and above Line 2 (content line). A standard abbreviation for the destination city name may be used.

- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas military mail.* On 5-digit pallets for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail on the pallet.

8.6.5 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Content line information.* Pallet labels must indicate whether the mail on the pallet is barcoded, or not barcoded, or both. 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.
- b. *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
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
Mixed	MXD
Mixed Machinable and Irregular Parcels	MACH & IRREG (Standard Mail only)
Nonmachinable	NON MACH
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Nonmachinable Parcels	NON MACH

CONTENT TYPE	CODE
Package Services	PSVC
Parcels	PARCELS (First-Class Mail and Package Services only)
Periodicals	PER (see 707.21.1.3) NEWS (see 707.21.1.3)
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Standard Mail	STD
Working	WKG

8.6.6 Line 3 (Origin Line)

The office of mailing or mailer information line (line 3 of required information) must be the bottom line of required information unless the pallet or pallet box contains mail prepared under the Electronic Verification System (eVS). Line 3 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. Electronic Verification System

All pallets and pallet boxes containing parcels prepared and identified using the Electronic Verification System (eVS) under [2.9](#) must show "eVS" (or the alternatives "EVS" or "E-VS") directly below line 3 (origin line) using the same size and lettering used for Line 3.

8.6.7 5-Digit, 5-Digit Carrier Routes, and 5-Digit Scheme Carrier Routes Pallets

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 [8.0](#), [10.0](#), [12.0](#), and [13.0](#). 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.

8.6.8 Extraneous Information

Extraneous information is permitted on pallet labels if:

- The print size is smaller than a 1/2 inch.
- It does not consist of a numbered series resembling a ZIP Code or 3-digit ZIP Code prefix.
- 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.
- It is below the office of mailing or mailer information line.
- 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.

8.6.9 Periodicals Publications

Except as provided in [8.16](#) for copalletized mailings, Periodicals publications must use one of the following for Line 2 class information:

- a. "PER."
- b. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

8.6.10 Pallet Bundle Information

It is recommended that mailers preparing bundles on pallets add to the pallet label, below the office of mailing or mailer information line and according to the provisions of [8.6.8](#), additional information listing the number of bundles for each bundle sortation and rate level on the pallet (i.e., the number of carrier route bundles, the number of 5-digit, 3-digit, and ADC automation rate bundles, and the number of 5-digit, 3-digit, and ADC Presorted rate bundles on each pallet).

8.7 Copalletized, Combined, or Mixed-Rate Level Mailings of Flat-Size Pieces

8.7.1 General

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.

8.7.2 Application

The mailer (or publisher or agent) must submit a written request to Business Mailer Support to present the types of pallets described in this section. 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 [8.0](#), or [10.0](#), [12.0](#), and [13.0](#).

8.7.3 Periodicals Publications

To combine more than one Periodicals publication on pallets, the mailer must merge and presort copies of all the publications into common bundles 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 bundles for each publication to achieve the finest presort level for the mailing. A combined or copalletized mailing prepared using bundle reallocation under [8.11](#) or [8.13](#) may not always result in all bundles being placed on the finest pallet level possible. Both

705.8.7.4

combined and copalletized publications must be supported by the documentation required in [8.0](#), or [10.0](#), [12.0](#), and [13.0](#). Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard.

8.7.4 Standard Mail

To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted bundles from each mailing to achieve the finest presort level for the mailing, except that a copalletized mailing prepared under [8.11](#) or [8.14](#) using the bundle reallocation option may not always result in all bundles being placed on the finest pallet level possible. At the time of mailing, the mailer must present computer-generated listings required in [8.0](#), or [10.0](#), [12.0](#), and [13.0](#) 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.

8.7.5 Cancellation

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.

8.8 Basic Uses

These types of mail may be palletized:

- a. Letter-size mail in trays.
- b. Bundles of nonletter-size mail not prepared in sacks.
- c. Bundles or parcels in sacks.
- d. Machinable or irregular parcels.
- e. Copalletized multiple flat-size mailings, subject to [8.0](#), *Preparing Pallets*.
- f. Combined mailings of machinable parcels (Standard Mail and Package Services), subject to [6.0](#).
- g. Two or more Periodicals publications combined or copalletized, subject to [8.0](#).
- h. Combined mailings of Nonprofit Standard Mail mixed rate levels, subject to [8.0](#).
- i. Commingled zoned rate Package Services, subject to [455.4.1.4](#).

8.9 Bundles on Pallets

8.9.1 Applicability

Presort destination bundles of Periodicals, Standard Mail, and Package Services flats and irregular parcels may be placed directly on pallets under [8.9.2](#) through [8.9.5](#) and [8.10](#). Mail that cannot be placed on pallets must be prepared in sacks under the applicable standards. Sacks containing any remaining bundles after all pallets are prepared may be presented with the palletized portion of the mailing job (and, subject to [8.16.5](#), reported on the same postage statement) if the sacked portion is presented separately from the palletized portion.

8.9.2 Basic Bundling Standards

Bundle preparation for Periodicals, Standard Mail, and Package Services mailpieces must meet the applicable standards for each class or subclass of mail. Bundles may be sorted onto pallets under [8.10](#) and [10.0](#), [12.0](#), and [13.0](#).

8.9.3 Periodicals

[7-15-07] Bundle size: Six-piece minimum (lower volume bundles permitted under [707.22.0](#), *Preparing Nonbarcoded (Presorted) Rate Periodicals*, and [707.23.0](#), *Preparing Carrier Route Rate Periodicals*), 20-pound maximum, except that:

- a. Firm bundles may contain as few as two copies of a publication. Mailers must not consolidate firm bundles with other bundles to the same 5-digit destination. Only In-County firm bundles may be counted as an addressed piece for presort standards (see [707.22.0](#) and [707.23.0](#)).
- b. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- c. The last bundle to a presort destination may contain less than 10 pounds.

8.9.4 Standard Mail

Bundle size: 10-piece or 15-piece minimum as applicable; 20-pound maximum, except that:

- a. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- b. The last bundle to a presort destination may contain less than 10 pounds.

8.9.5 Bound Printed Matter

Bound Printed Matter on pallets must be bundled as follows:

- a. Minimum Bundle Size. Bundle mail under the minimum bundle 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, bundle by the actual piece count or mail weight for each bundle destination, provided documentation can be presented with the mailing that shows (specifically for each bundle) 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 and Carrier Route Bound Printed Matter:

705.8.10

1. Only individual pieces of flats or irregular parcels that weigh less than 10 pounds each may be prepared as bundles on pallets. Presorted rate pieces that weigh 10 or more pounds each must be prepared and palletized as machinable parcels under [8.10.3, Package Services Flats—Bundles and Sacks](#), or prepared in sacks under [365.5.0](#) for flats and [465.5.0](#) for parcels. Carrier route pieces that individually weigh 10 or more pounds each must either be prepared and palletized as machinable parcels under [8.10.3, Package Services Flats—Bundles and Sacks](#), and qualify for Presorted rates or be prepared in sacks under [365.6.0](#) for flats and [465.6.0](#) for parcels and qualify for carrier route rates.
2. Bundles must be prepared under [365.5.0](#) for presorted flats and [465.5.0](#) for presorted parcels, or [11.0](#), as appropriate. The minimum bundle size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last bundle to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. When there are at least 10 pieces but less than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. The maximum physical bundle size for pallets prepared under [8.10.3a](#) through [8.10.3d](#), and [8.10.4a](#) through [8.10.4g](#) is 40 pounds. The maximum physical bundle size for pallets prepared under [8.10.3e](#) through [8.10.3i](#), and [8.10.4h](#) through [8.10.4i](#) is 20 pounds. The total number of bundles for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical bundle must contain at least two addressed pieces.

8.10 Pallet Presort and Labeling

8.10.1 Periodicals—Bundles, Sacks, or Trays

[7-15-07] [7-5-07] Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See [707.29.0](#) for additional requirements for destination entry rates eligibility. For mailings of sacks or trays on pallets, pallet preparation begins with [8.10.1e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). All pallets prepared under [8.10.1](#) may contain firm bundles, and pallets prepared under [8.10.1a](#) through [8.10.1i](#) may contain low-volume bundles. Bundles of Periodicals flats and irregular parcels may also be palletized under [10.0](#), [12.0](#), or [13.0](#). For pieces meeting the standards in [707.26.0](#), mailers may prepare the nonpalletized (residual) portion of a mailing in sacks under [10.0](#).

- a. *Merged 5-digit scheme*, required, permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under [301.3.0](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.1d](#). Labeling:
 1. Line 1: [L001](#).

2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D”; followed by “SCHEME” (or “SCH”).
- b. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.1e](#). Labeling:
 1. Line 1: [L001](#).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).
- c. *5-digit scheme*, required, permitted for bundles only. Not permitted for bundles containing automation-compatible flats under [301.3.0](#). Required for bundles containing all other flats and irregular parcels. Pallet must contain only 5-digit bundles of automation rate and/or Presorted rate mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [8.10.1f](#). Labeling:
 1. Line 1: [L001](#).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted rate mail; followed by “SCHEME” (or “SCH”).
- d. *Merged 5-digit*, required, permitted for bundles only. Not permitted for bundles containing noncarrier route automation-compatible flats under [301.3.0](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas 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, except for trays; permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”).
- f. *5-digit*, required, except for trays; permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code or the same 5-digit scheme under [L007](#) (for

automation-compatible flats only under [301.3.0](#)). Five-digit scheme ([L007](#)) bundles are assigned to pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted rate mail.
- g. *5-digit metro*, optional, permitted for bundles only. Pallet may contain carrier route, automation rate, and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Labeling:
1. Line 1: [L006](#).
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “METRO” (or “MET”); followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- h. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0](#)). Three-digit scheme ([L008](#)) bundles are assigned to pallets according to the OEL “label to” 3-digit ZIP Code. Labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- i. *SCF*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Mailers may, at their option, place AADC trays on SCF pallets when the tray’s 3-digit ZIP Code (from [L004](#)) is within that SCF’s service area according to [L005](#). Labeling:
1. Line 1: [L002](#), Column C.
 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.

- j. *ADC*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L004](#). Labeling:
 - 1. Line 1: [L004](#).
 - 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “ADC”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- k. *Mixed ADC*, optional, permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or presorted rate mail. Pallets must not contain origin mixed ADC (OMX) sacks. Labeling:
 - 1. Line 1: “MXD” followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office as shown in [L004](#), Column A (label to plant serving entry post office if authorized by processing and distribution manager).
 - 2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail; followed by “WKG.”

8.10.2 Standard Mail—Bundles, Sacks, or Trays

[7-5-07] Mailers must prepare pallets under [8.0](#) in the sequence listed below and complete each required level before preparing the next optional or required level. Unless indicated as optional, all sort levels are required. For irregular parcels, use this preparation only for pieces in carrier route bundles or in sacks. Palletize unbundled or unsacked irregular parcels under [705.8.10.6](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). Mailers also may palletize bundles of Standard Mail flats under [10.0](#), [12.0](#), or [13.0](#).

- a. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.1e](#). Labeling:
 - 1. Line 1: [L001](#).
 - 2. Line 2: “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).
- b. *5-digit carrier routes*, required except for trays, permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).

705.8.10.2

2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”). For letters, “STD LTRS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- c. *5-digit*, required except for trays, permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code or same 5-digit scheme. 5-digit scheme bundles and sacks are assigned to 5-digit pallets according to the “label to” 5-digit ZIP Code. Labeling:
1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted rate mail. For letters, “STD LTRS 5D”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- d. *5-digit metro*, optional, permitted for bundles only. Pallet may contain carrier route, automation rate, and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
1. Line 1: [L006](#).
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “METRO” (or “MET”); followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- e. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). Permitted for bundles, sacks, and trays. Pallet may contain carrier route, and/or Presorted rate mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0, Physical Standards for Automation Flats](#)). Three-digit scheme ([L008](#)) bundles are assigned to pallets according to the OEL “label to” 3-digit ZIP Code. Labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS 3D”; followed by “BC” if pallet

- contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- f. *SCF*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Mailers may, at their option, place AADC trays on SCF pallets when the tray's "label to" 3-digit ZIP Code (from [L004](#)) is within that SCF's service area according to [L005](#). Labeling:
1. Line 1: [L002](#), Column C.
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS SCF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- g. *ASF*, required unless bundle reallocation used under [8.13](#), permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) or [L603](#), as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC and mixed AADC trays of letters, may be sorted to ASF pallets according to the “label to” ZIP Code in [L010](#). Mixed ADC sacks of irregular parcels may be sorted to ASF pallets according to the “label to” ZIP Code in [L604](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the ASF in [6.3](#). Labeling:
1. Line 1: [L602](#).
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “ASF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS ASF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- h. *BMC*, required, permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L601](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) or [L603](#), as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC trays and mixed AADC trays of letters, may be sorted to BMC pallets according to the “label to” ZIP Code in [L010](#). Mixed ADC sacks of irregular

parcels may be sorted to ASF pallets according to the “label to” ZIP Code in [L604](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the BMC service area. Labeling:

1. Line 1: [L601](#).
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BMC”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS BMC”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- i. *Mixed BMC*, optional, permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Labeling:
1. Line 1: “MXD” followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail; followed by “WKG.” For letters, “STD LTRS”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters; followed by “WKG.”

8.10.3 Package Services Flats—Bundles and Sacks

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route mail and Presorted rate mail with a barcode apply only to Bound Printed Matter mailings. Destination entry rate eligibility also applies only to Bound Printed Matter (see [366](#) for flats). At the mailer’s option, all Package Services flats may be prepared for destination entry. For mailings of sacks on pallets, pallet preparation begins with [8.10.3b](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.3b](#). Labeling:
1. Line 1: [L001](#).
 2. Line 2: “PSVC FLTS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).
- b. *5-digit carrier routes*, required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:

1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS").
- c. *5-digit*, required, permitted for bundles and sacks. Pallet must contain only Presorted rate mail with or without a barcode for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for automation-compatible flats only under [301.3.0](#)). Five-digit scheme ([L007](#)) bundles are assigned to pallets according to the OEL "label to" 5-digit ZIP Code. Labeling:
1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "PSVC FLTS 5D"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail without a barcode.
- d. *5-digit metro*, optional, permitted for bundles only. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 5-digit ZIP Codes in [L006](#), Column A, and for the 3-digit ZIP Code groups in [L006](#), Column B. Labeling:
1. Line 1: [L006](#).
 2. Line 2: "PSVC FLTS"; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- e. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for automation-compatible flats only under [301.3.0](#)). Three-digit scheme ([L008](#)) bundles are assigned to pallets according to the OEL "label to" 3-digit ZIP Code. Labeling:
1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC FLTS 3D"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- f. *SCF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L005](#). Labeling:
1. Line 1: [L002](#), Column C.
 2. Line 2: "PSVC FLTS SCF"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.

705.8.10.4

- g. *ASF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the “label to” ZIP Code in [L004](#). At the mailer’s option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the “label to” ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in [6.3](#). Labeling:
 - 1. Line 1: [L602](#).
 - 2. Line 2: “PSVC FLTS ASF”; followed by “BARCODED” (or “BC”) if pallet contains Presorted rate mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail without a barcode.
- h. *BMC*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L601](#). ADC bundles or sacks are assigned to pallets according to the “label to” ZIP Code in [L004](#). At the mailer’s option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the “label to” ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [6.3](#). Labeling:
 - 1. Line 1: [L601](#).
 - 2. Line 2: “PSVC FLTS BMC”; followed by “BARCODED” (or “BC”) if pallet contains Presorted rate mail with a barcode; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail without a barcode.
- i. *Mixed BMC*, optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode. Labeling:
 - 1. Line 1: “MXD” followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
 - 2. Line 2: “PSVC FLTS WKG.”

8.10.4 Package Services Irregular Parcels—Bundles and Sacks

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route ([8.10.4a](#), [8.10.4b](#), [8.10.4d](#), and [8.10.4e](#)) applies to Bound Printed Matter mailings only. Destination entry rate eligibility applies only to Parcel Select (see [456](#)) and Bound Printed Matter (see [466](#) for parcels). At the mailer’s option, all Package Services irregular parcels also may be prepared for destination entry (see [7.0](#)). For mailings of sacks on pallets, pallet preparation begins with [8.10.4e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *Merged 5-digit scheme*, required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.4d](#). Labeling:
 1. Line 1: [L001](#).
 2. Line 2: "PSVC IRREG CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-digit scheme carrier routes*, required, permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.4e](#). Labeling:
 1. Line 1: [L001](#).
 2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-digit scheme*, required, permitted for bundles only. Pallet must contain only 5-digit bundles of Presorted rate mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [8.10.4d](#). Labeling:
 1. Line 1: [L001](#).
 2. Line 2: "PSVC IRREG 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-digit*, required, permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "PSVC IRREG CR/5D."
- e. *5-digit carrier routes*, required, permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-digit*, required, permitted for bundles and sacks. Pallet must contain only Presorted rate mail for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "PSVC IRREG 5D."
- g. *5-digit metro*, optional, permitted for bundles only. Pallet must contain carrier route and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for the 3-digit ZIP Code groups in [L006](#), Column B. Labeling:
 1. Line 1: [L006](#).

705.8.10.5

2. Line 2: "PSVC IRREG"; followed by "METRO" (or "MET").
- h. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail. Labeling:
 1. Line 1: [L002](#), Column A.
 2. Line 2: "PSVC IRREG 3D."
- i. *SCF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Labeling:
 1. Line 1: [L002](#), Column C.
 2. Line 2: "PSVC IRREG SCF."
- j. *ASF*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in [6.3](#). Labeling:
 1. Line 1: [L602](#).
 2. Line 2: "PSVC IRREG ASF."
- k. *BMC*, required, permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L601](#). ADC ([L004](#)) bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [6.3](#). Labeling:
 1. Line 1: [L601](#).
 2. Line 2: "PSVC IRREG BMC."
- l. *Mixed BMC*, optional, permitted for sacks only. Pallet may contain carrier route and/or Presorted rate mail. Labeling:
 1. Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
 2. Line 2: "PSVC IRREG WKG."

8.10.5 Package Services and Standard Mail Machinable Parcels, and Not Flat-Machinable Pieces Weighing 6 Ounces or More

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. At the mailer's option, Inter-BMC/ASF and Intra-BMC/ASF Parcel Post mailings may be prepared on pallets under this section. Destination entry rate eligibility applies only

to Standard Mail (see 446 for parcels and NFMs that weigh 6 ounces or more), Parcel Select (see 456), and Bound Printed Matter (see 466). Combined mailings of Standard Mail and Package Services machinable parcels also must meet the standards in 6.0. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6.

- a. *5-digit scheme, required.* Pallet must contain parcels or NFMs for the same 5-digit scheme under L606. For 5-digit destinations not part of L606, or for which scheme sorts are not performed, 5-digit pallets are prepared under 8.10.5b. Labeling:
 1. Line 1: Use L606.
 2. Line 2: "STD MACH 5D," "STD NFM MACH 5D," or "PSVC MACH 5D," as applicable; followed by "SCHEME" (or "SCH").
- b. *5-digit, required.* Pallet must contain parcels or NFMs only for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
 2. Line 2: "STD MACH 5D," "STD NFM MACH 5D," or "PSVC MACH 5D," as applicable.
- c. *ASF, optional, but required for DBMC rates.* Not available for the Buffalo NY ASF in L602. Pallets must contain only parcels or NFMs for the 3-digit ZIP Code groups in L602. Labeling:
 1. Line 1: Use L602.
 2. Line 2: "STD MACH ASF," "STD NFM MACH ASF," or "PSVC MACH ASF," as applicable.
- d. *BMC, required.* Pallets must contain only parcels or NFMs for the 3-digit ZIP Code groups in L601. Labeling:
 1. Line 1: Use L601.
 2. Line 2: "STD MACH BMC," "STD NFM MACH BMC," or "PSVC MACH BMC," as applicable.
- e. *Mixed BMC, optional.* Labeling:
 1. Line 1: "MXD" followed by information in L601, Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
 2. Line 2: "STD MACH WKG," "STD NFM MACH WKG," or "PSVC MACH WKG," as applicable.

8.10.6 Standard Mail Irregular Parcels Weighing 2 Ounces or More

Mailers who palletize unbundled or unsacked irregular parcels must make pallets or pallet boxes when there are 250 pounds or more for the destination levels below. Pallets or pallet boxes of irregular parcels (except tubes, rolls, and similar pieces) weighing 2 ounces or more must be prepared under 8.0 in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required. Label pallets or

705.8.10.7

pallet boxes according to the Line 1 and Line 2 information listed below and under [8.6](#). Mailers may not prepare tubes, rolls, and similar pieces or pieces that weigh less than 2 ounces on pallets or in pallet boxes, except for pieces in carrier route bundles or in sacks under [8.10.2](#).

- a. *5-digit scheme, required.* Pallet or pallet box must contain parcels only for the same 5-digit scheme under [L606](#). Mailers may combine NFM's under 6 ounces with irregular parcels under [8.10.6](#). For 5-digit destinations not part of [L606](#) prepare 5-digit pallets under [8.10.5b](#). Labeling:
 1. Line 1: Use [L606](#).
 2. Line 2: "STD IRREG 5D; followed by "SCHEME" (or "SCH").
- b. *5-digit, required.* Pallet or pallet box must contain parcels only for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "STD IRREG 5D."
- c. *3-digit, optional,* option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Pallet or pallet box must contain parcels only for the same 3-digit ZIP Code. Labeling:
 1. Line 1: Use [L002](#), Column A.
 2. Line 2: "STD IRREG 3D."
- d. *ADC, required.* Pallet or pallet box must contain parcels for the 3-digit ZIP Code groups in [L004](#). Labeling:
 1. Line 1: Use [L004](#).
 2. Line 2: "STD IRREG ADC."
- e. *Mixed ADC, optional.* Labeling:
 1. Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office as shown in [L009](#), Column A.
 2. Line 2: "STD IRREG WKG."

8.10.7 Standard Mail Not Flat-Machinable Pieces Weighing Less Than 6 Ounces

Mailers must prepare pieces on pallets or in pallet boxes when there are 250 pounds or more of NFM's for the destination levels below. Prepare pallets or pallet boxes of NFM pieces weighing less than 6 ounces under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required. The height of a 5-digit bundle must be at least 1 inch less than the longest dimension of the individual mailpiece. For example, a mailpiece measuring 7 inches long, 5 inches high, and 1/2 inch thick must be placed in a bundle no higher than 6 inches. Mailers may combine NFM's under 6 ounces with irregular parcels over 2 ounces (that are not tubes or rolls) under [8.10.6](#). Label pallets or pallet boxes according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *5-digit scheme, required.* Pallet or pallet box must contain NFMs only for the same 5-digit scheme under [L606](#). For 5-digit destinations not part of [L606](#) prepare 5-digit pallets under [8.10.6b](#). Labeling:
 1. Line 1: Use [L606](#).
 2. Line 2: "STD NFM 5D"; followed by "SCHEME" (or "SCH").
- b. *5-digit, required.* Pallet or pallet box must contain NFMs only for the same 5-digit ZIP Code. Labeling:
 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
 2. Line 2: "STD NFM 5D."
- c. *3-digit, optional,* option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Pallet or pallet box must contain NFMs only for the same 3-digit ZIP Code. Labeling:
 1. Line 1: Use [L002](#), Column A.
 2. Line 2: "STD NFM 3D."
- d. *ADC, required.* Pallet or pallet box must contain NFMs for the 3-digit ZIP Code groups in [L004](#). Labeling:
 1. Line 1: Use [L004](#).
 2. Line 2: "STD NFM ADC."
- e. *Mixed ADC, optional.* Labeling:
 1. Line 1: "MXD" followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office as shown in [L009](#), Column A.
 2. Line 2: "STD NFM WKG."

8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets

8.11.1 Basic Standards

Bundle reallocation to protect the SCF pallet is an optional preparation method (if performed, bundle reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in [8.11.2](#) through [8.11.4](#). 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).

8.11.2 General Rules

Reallocation rules are as follows:

705.8.11.3

- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an SCF pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an SCF pallet.
- b. Reallocate bundles 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 bundle reallocation.

8.11.3 Reallocation of Bundles If Optional 3-Digit Pallets Are Prepared

Reallocation rules are as follows:

- a. Attempt to identify a 3-digit pallet of adequate weight that can support reallocation of one or more bundles 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 8.0 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 bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under 10.0, 12.0, or 13.0 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 bundles 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 bundles 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 8.11.3c, then no bundles 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.

8.11.4 Reallocation of Bundles If Optional 3-Digit Pallets Are Not Prepared

Reallocation rules are as follows:

- a. Attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles 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 bundles 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 8.11.4a, then no bundles 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.

8.11.5 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in 708.1.0.

8.12 Bundle Reallocation to Protect ADC Pallet for Periodicals Flats and Irregular Parcels on Pallets

8.12.1 Basic Standards

Bundle reallocation to protect the ADC pallet is an optional preparation method authorized for mailers using PAVE-certified presort software and may be used to create pallets under the standards in 8.12.2 and 8.12.3. Presort software determines if mail for an ADC service area falls beyond the ADC level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the ADC service area that falls beyond the ADC pallet level (e.g., to sacks). Reallocate only the minimum number of bundles necessary to create an ADC pallet at the minimum required weight.

8.12.2 General Rules

Reallocation rules are as follows:

- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an ADC pallet meeting the minimum pallet weight. Based on the weight

705.8.12.3

of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an ADC pallet.

- b. Reallocate only bundles of an SCF pallet from the same city and state as the ADC (L005, Column B). This may be accomplished by reallocating a portion of the bundles from an SCF pallet or reallocating all mail from the SCF pallet. Bundles may be reallocated from a protected SCF (PSCF) pallet prepared under 8.11.
- c. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation.

8.12.3 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in 708.1.0.

8.13 Bundle Reallocation to Protect BMC Pallet for Standard Mail Flats on Pallets

8.13.1 Basic Standards

Bundle reallocation to protect the BMC pallet level is an optional preparation method (if performed, bundle reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 8.13.2 through 8.13.4. 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 bundle reallocation by using mail from the ASF “child” pallets indicated in Exhibit 8.13.1.

Exhibit 8.13.1 “Parent” BMC/“Child” ASF

“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, 877-879, 881-884 Phoenix ASF: 850, 852, 853, 855, 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

8.13.2 General Rules

In general, when reallocating:

- a. The reallocation process does not affect bundle preparation. Reallocate only complete bundles and only the minimum number of bundles necessary to create a BMC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling 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 8.13.1](#) to reallocate bundles 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. Bundle 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 bundle reallocation.

8.13.3 Reallocation of Bundles From ASF Pallets

When reallocating bundles from ASF pallets:

- a. Use [Exhibit 8.13.1](#) to identify an ASF pallet of adequate weight that can support reallocation of one or more bundles 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 [8.13.3a](#), then eliminate one ASF pallet and reallocate all of the mail to create a BMC pallet.

8.13.4 Documentation

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#).

8.14 Pallets of Bundles, Sacks, and Trays

8.14.1 Periodicals

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 pallets.* Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets). *Exception:* When flats are prepared as bundles on pallets under 10.0, 12.0, or 13.0, then carrier route mail, 5-digit machinable barcoded rate mail, and 5-digit machinable nonbarcoded 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 10.0, or 2) the 5-digit bundles are within the 5% threshold requirement under 12.0, or 3) the 5-digit bundles 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 bundles meet the 5% threshold under 13.0.

8.14.2 Standard Mail

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. Mailers may include machinable parcels, irregular parcels, and Not Flat-Machinable pieces on 5-digit pallets.
- 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 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 bundles on pallets under 10.0, 12.0, or 13.0, 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 10.0, or 2) the 5-digit bundles are within the 5% threshold requirement under 12.0, or 3) the 5-digit bundles 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 bundles meet the 5% threshold under 13.0.

8.14.3 BMC and Mixed BMC Pallets

Bundles 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.

8.14.4 Commingled Zones

Pieces of Package Services for different zones may be commingled only under 455.4.1.4 for Parcel Post parcels or 365.5.3.3 or 365.6.3.3 for Bound Printed Matter flats or 465.5.1.3 or 465.6.1.3 for Bound Printed Matter parcels.

8.14.5 Securing Trays

Trays must be sleeved and strapped under [235.3.0](#) for First-Class Mail letters, [245.3.0](#) for Standard Mail letters, [335.3.0](#) for First-Class Mail flats, [345.3.0](#) for Standard Mail flats, [365.3.0](#) for Bound Printed Matter flats, [375.3.0](#) for Media Mail flats, [385.3.0](#) for Library Mail flats, *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 destines in the same SCF (mail processing plant) service area.

8.15 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.

8.16 Copalletized Flat-size Pieces—Periodicals or Standard Mail**8.16.1 Basic Standards**

Copalletized flat-size mailings must meet the applicable standards in [8.0](#). In addition, if copalletized under [10.0](#), [12.0](#), or [13.0](#), 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 [8.14](#). Bundles in a copalletized mailing qualify for the appropriate presort level rate, regardless of the pallet level on which they are placed.

8.16.2 Periodicals

Additional standards are as follows:

- a. Periodicals eligible for preferred rates (In-County, Nonprofit, Classroom, and Science-of-Agriculture) may be combined with Periodicals eligible for Outside-County rates.
- b. All pallets in a copalletized mailing are identified on the content line (Line 2) of the label with only “NEWS” (see [8.6](#)) or “PER” as the class designation under these conditions:
 1. If at least 51% of the total number of copies in the copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”
 2. If less than 51% of the total number of copies in a copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “PER.”
- c. Documentation meeting the basic standard in [708.1.0](#) 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 bundle and by publication and edition showing the number of addressed pieces and copies in each bundle and the per piece presort rate claimed, or a listing by pallet showing (by presort level and

705.8.16.3

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 [708.b](#).

2. Documentation showing the number of copies and pieces claimed at the SCF rate.
3. Documentation showing that bundles 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.

8.16.3 Standard Mail

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.

8.16.4 Pallet Labels

Pallet labels for copalletized mailings must meet the provisions of [8.6](#) and [8.10](#), or if applicable, [8.6](#) and [10.0](#), [12.0](#), or [13.0](#).

8.16.5 Postage Statement

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.

8.17 Pallets of Machinable Parcels**8.17.1 Standard Mail**

Pieces may be eligible for the 3/5 rate when prepared under [8.10.5a.](#) through [8.10.5d.](#). This eligibility includes pieces sorted under [8.10.5c.](#) and [8.10.5d.](#) to the service area of the *entry* ASF/BMC.

8.17.2 DBMC Rate

A BMC pallet may include pieces that are eligible for the DBMC rate and pieces that are ineligible.

8.17.3 Top Caps

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.

8.18 Parcel Post—Bulk Mail Center (BMC) Presort Discount**8.18.1 Machinable Parcels**

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. 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."

8.18.2 Nonmachinable Parcels

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). 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.

8.19 Parcel Post—Origin Bulk Mail Center (OBMC) Presort Discount**8.19.1 Machinable Parcels**

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. 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](#).

705.8.19.2

- c. Pallet box Line 2 labeling: “PSVC MACH BMC.”

8.19.2 Nonmachinable Parcels

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). 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.

8.20 Parcel Post DSCF Rates—Parcels on Pallets

8.20.1 Basic Preparation, Parcels on Pallets

Unless prepared under [8.20.2](#), or in sacks, 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 [8.20.2](#), each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in [8.20.1b](#). 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 [8.20.1b1](#) and some pallets under the minimum volume requirement in [8.20.1b2](#). A mailing entered at a destination SCF facility containing pallets prepared under [8.20.1](#) also may include mail that is sacked for the DSCF rate. Double-stacking is permitted if the requirements of [8.3](#) 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 [8.5.4](#)).
- 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 [455.4.5](#). 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 [8.20.1d](#) 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 [455.4.0](#), *Preparing Parcel Post*, 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 [455.4.0](#).

8.20.2 Alternate Preparation, Parcels on Pallets

DSCF rate mailings not prepared under [8.20.1](#) 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 [8.20.2](#) (i.e., mail prepared under [8.20.1](#) and mail sacked under [455.4.0](#) must not be included in a mailing prepared under [8.20.2](#)). 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 [8.3](#) 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 [455.4.0](#). Overflow pieces sacked in this manner are eligible for the DSCF rates.

705.8.20.3

2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [8.20.2d](#) 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.

8.20.3 5-Digit ZIP Codes for Which Pallets May Not Be Prepared

Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.0](#)) to determine if the facility serving the 5-digit ZIP Code destination can handle pallets. If a facility cannot handle pallets, the DSCF rate is not applicable unless the mail can be prepared under the sacking requirement in [455.4.0](#).

8.21 Parcel Post DSCF Rates—Sacks on Pallets

Mailers who prepared DSCF rate mail in 5-digit scheme or 5-digit sacks under [455.4.0](#) 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 [8.20.1](#) or [8.20.2](#) 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 [8.20.1g](#) for requirements concerning separation of sacks prepared under [455.4.0](#) from sacks prepared under [8.20.1](#).

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; labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: "PSVC PP 5D SCHEME" or "PSVC PP 5D SCH."
- b. *5-digit pallets*, labeling:
 1. Line 1: use [L002](#), Column C.
 2. Line 2: "PSVC PP 5D."

8.22 Parcel Post and Bound Printed Matter 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 [608.8.0](#)) and the information in [456.2.0](#), *Parcel Select*. 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; labeling:
 1. Line 1: use [L606](#), Column B.
 2. Line 2: "PSVC PARCELS 5D SCH."
- b. *5-digit sacks or pallets*, labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
 2. Line 2: "PSVC PARCELS 5D."

9.0 Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks

9.1 First-Class Mail

9.1.1 Basic Standards

Bundles of flats in an automation rate mailing prepared under [335.6.5](#) must be cotrayed with bundles 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.

705.9.1.2

- b. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing must meet the criteria for a flat under [301.1.1](#).
- c. The automation rate mailing must meet the eligibility criteria in [333.5.0](#), except that the traying criteria in [9.1.4](#) must be met rather than the traying criteria in [335.6.0](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [333.3.0](#), except that the traying and documentation criteria in [9.1.1](#) and [9.1.4](#) must be met rather than the traying and documentation criteria in [335.6.0](#).
- e. The rates for pieces in the automation rate mailing are applied based on the level of bundle to which they are sorted under [333.5.2, Rate Application—Bundle-Based Flats](#), and [333.5.3, Rate Application—Tray-Based Flats](#).
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the automation rate mailing and the bundles prepared from the Presorted rate mailing must be sorted into the same trays as described in [9.1.4](#).
- 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 software or standardized documentation under [708.1.0](#) must be submitted with each cotrayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for the Presorted rate.
- i. Barcoded tray labels under [708.6.0](#) must be used to label the trays.

9.1.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.1.3](#), the automation rate mailing must be bundled and labeled under [335.6.5](#). The Presorted rate mailing must be bundled and labeled under [335.5.0](#).

9.1.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in [9.1.2](#), a mailer may choose to cobundle automation rate and Presorted rate flat-size pieces, subject to the conditions in [11.0](#).

9.1.4 Tray Preparation and Labeling

Presorted rate and automation rate bundles prepared under [9.1.2](#) or [9.1.3](#) must be presorted together into trays (cotrayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and [335.4.0](#) for other sack label criteria.

- a. *5-digit*, required, full trays only (no overflow trays); labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [335.4.3](#) for military mail).
 - 2. Line 2: "FCM FLTS 5D BC/NBC."
- b. *3-digit*, required, full trays only (no overflow trays); labeling:

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; labeling:
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; labeling:
1. Line 1: use [L004](#), Column B.
 2. Line 2: "FCM FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:
1. Line 1: use [L201](#); for mail originating in ZIP Code areas in Column A, use "MXD" followed by the city, state, and 3-digit ZIP Code prefix in the corresponding row in Column C (use "MXD" instead of "OMX" in the destination line and ignore Column B).
 2. Line 2: "FCM FLTS BC/NBC WKG."

9.2 Periodicals

9.2.1 Basic Standards

Bundles of flat-size pieces in a machinable barcoded (automation) rate mailing must be cosacked with bundles of flat-size pieces in a machinable nonbarcoded rate mailing under the following conditions:

- a. The pieces in the machinable barcoded rate mailing and in the machinable nonbarcoded rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).
- b. The machinable barcoded rate mailing must meet the eligibility criteria in [707.14.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.3](#), and [9.2.4](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- c. The machinable nonbarcoded rate mailing must meet the eligibility criteria in [707.12.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.3](#), and [9.2.4](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- d. The bundles prepared from the machinable barcoded rate mailing and the bundles prepared from the machinable nonbarcoded rate mailing must be sorted into the same sacks as described in [9.2.3](#) and [9.2.4](#).
- e. 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 software or standardized

705.9.2.2

documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable rate.

- f. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

9.2.2 Bundle Preparation

The machinable barcoded rate mailing must be bundled and labeled under [707.25.0](#) (all bundle levels) and the machinable nonbarcoded rate mailing must be bundled and labeled under [707.22.0](#) (excluding carrier route bundles).

9.2.3 Bundles With Fewer Than Six Pieces

[\[7-15-07\]](#) 5-digit and 3-digit bundles prepared under [707.22.0](#) and [707.25.0](#) may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume bundles may be placed in 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces or on 5-digit, 3-digit, or SCF pallets. Pieces in low-volume bundles must claim the applicable mixed ADC rate (Outside-County) or basic rate (In-County).

9.2.4 Sack Preparation and Labeling

[\[7-15-07\]](#) Machinable barcoded rate and machinable nonbarcoded rate bundles must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and [707.21.0](#) for other sack label criteria. If, due to the physical size of the mailpieces, the machinable barcoded rate pieces are considered flat-size under [301.3.0](#) and the machinable nonbarcoded rate pieces are considered irregular parcels under [401.1.6](#), the processing category shown on the sack label must show “FLTS.”

- a. *5-digit/scheme*, required; scheme sort required only for pieces meeting the criteria in [301.3.0](#); 24-piece minimum, fewer pieces not permitted; labeling:
 1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
 2. Line 2: “PER” or “NEWS” as applicable and, for 5-digit scheme sacks, “FLT 5D SCH BC/NBC”; for 5-digit sacks, “FLT 5D BC/NBC.”
- b. *3-digit*, required at 24 pieces, fewer pieces not permitted; labeling:
 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, fewer pieces not permitted; labeling:
 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; labeling:
 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, fewer pieces not permitted (bundles of fewer than six pieces are not permitted); labeling:

1. Line 1: use L004, Column B.
2. Line 2: "PER" or "NEWS" as applicable and "FLTS ADC BC/NBC."
- f. *Origin mixed ADC*, required for any remaining pieces for destinations in L201, Column B, corresponding to the origin ZIP Code in Column A. There is no minimum for the number of pieces in the sack, but bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted.
 1. Line 1: Use L201, Column C.
 2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS WKG W FCM."
- g. *Mixed ADC*, required, no minimum, except that bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted. Labeling:
 1. Line 1: use L009, Column B.
 2. Line 2: "PER" or "NEWS" as applicable and "FLTS BC/NBC WKG."

9.2.5 Optional Tray Preparation — Flat-Size Pieces

As an option, mailers may choose to place in flat trays mailpieces meeting the standards in 301.3.0, *Physical Standards for Automation Flats*, that would normally be placed in ADC, origin mixed ADC, or mixed ADC sacks. Pieces must not be secured in bundles, and mailers must group together pieces for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, and ADC destination.

- a. *ADC*, required, 24-piece minimum, overflow tray not allowed; labeling:
 1. Line 1: use L004, Column B.
 2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS," followed by "ADC," followed by "BC/NBC."
- b. *Origin mixed ADC*, no minimum for any remaining pieces for destinations of the origin ZIP Code in L201, Column C, of the origin ZIP Code in Column A. Fewer than six pieces at 5-digit, 3-digit, and ADC levels are not permitted. Labeling:
 1. Line 1: use L201, Column C.
 2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS WKG W FCM."
- c. *Mixed ADC*, no minimum; labeling:
 1. Line 1: use L009.
 2. Line 2: "PER" or "NEWS" as applicable, followed by "FLTS," followed by "BC/NBC WKG."

9.3 Standard Mail

9.3.1 Basic Standards

Bundles of flats in an automation rate mailing must be cosacked with bundles 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.

705.9.3.2

- b. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing must meet the criteria for a flat under [301.1.1](#).
- c. The automation rate mailing must meet the eligibility criteria in [343.7.0](#), except that the sacking and documentation criteria in [9.3.1](#), [9.3.4](#), and [9.3.5](#) must be met rather than the sacking and documentation criteria in [345.7.0](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [343.2.0](#) and [343.3.0](#), except that the sacking and documentation criteria in [9.3.1](#), [9.3.4](#), and [9.3.5](#) must be met rather than the sacking and documentation criteria in [345.5.0](#).
- e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under [343.7.0](#). The rates for pieces in the Presorted rate mailing are based on the number of pieces in the bundle and the level of sack in which they are placed under [343.3.6](#) and [343.3.7](#).
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the automation rate mailing and the bundles prepared from the Presorted rate mailing must be sorted into the same sacks as described in [9.3.4](#) and [9.3.5](#).
- 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 software or standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for each applicable Presorted rate.
- i. Barcoded sack labels under [708.6.0](#) must be used to label the sacks.

9.3.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.3.3](#), the automation rate mailing must be bundled and labeled under [345.7.0](#) and the Presorted rate mailing must be bundled and labeled under [345.5.0](#). Loose packing under [345.5.0](#) is not permitted.

9.3.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in [9.3.2](#), a mailer may choose to cobundle automation rate and Presorted rate flat-size pieces, subject to the conditions in [11.0](#).

9.3.4 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in [9.3.5](#), the provisions of [345.7.4.2](#) apply.

9.3.5 Sack Preparation and Labeling

Presorted rate and automation rate bundles prepared under 9.3.2 and 9.3.3 must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and 345.4.0 for other sack label criteria.

- a. 5-digit/scheme, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; 125-piece/15-pound minimum; labeling:
 1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
 2. Line 2: For 5-digit scheme sacks, "STD FLT 5D SCH BC/NBC"; for 5-digit sacks, "STD FLT 5D BC/NBC."
- b. 3-digit, required, 125-piece/15-pound minimum; labeling:
 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; labeling:
 1. Line 1: use L002, Column A.
 2. Line 2: "STD FLTS 3D BC/NBC."
- d. ADC, required, 125-piece/15-pound minimum; use L004 to determine ZIP Codes served by each ADC; labeling:
 1. Line 1: use L004, Column B.
 2. Line 2: "STD FLTS ADC BC/NBC."
- e. Mixed ADC, required, no minimum; labeling:
 1. Line 1: use L009, Column B.
 2. Line 2: "STD FLTS BC/NBC WKG."

9.3.6 Tray Preparation and Labeling

Presorted rate and automation rate bundles meeting the standards in 345.3.0 for letter trays and prepared under 9.3.2 must be presorted together into trays (cotrayed) in the sequence in 9.3.5. Trays must be labeled using the information for Lines 1 and 2 and 345.4.0 for other tray label criteria. Cobundling under this option is not permitted.

9.4 Bound Printed Matter

9.4.1 Basic Standards

Bundles of flat-size pieces in a Presorted rate mailing qualifying for and claiming the barcode discount under 363.2.0, 363.3.0, and 363.5.0 must be cosacked with bundles of flat-size pieces from a Presorted rate mailing (not claiming the barcode discount) under the following conditions:

705.9.4.2

- a. The Presorted rate pieces qualifying for and claiming the barcode discount and the Presorted rate pieces must be part of the same mailing job and be reported on the same postage statement.
- b. The Presorted rate pieces qualifying for and claiming the barcode discount must meet the criteria for flat-size mail under [301.3.0](#). Pieces in the Presorted rate mailing must meet the criteria for flat-size mail under [301.2.0](#).
- c. The Presorted rate mailing qualifying for and claiming the barcode discount must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.5.0](#), the mail preparation standards in [365.7.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.5.0](#), the mail preparation standards in [365.5.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- e. The rates for pieces in the Presorted rate mailing qualifying for and claiming the barcode discount are applied based on meeting the sortation requirements in [365.7.0](#), and when applicable, the zone. The rates for pieces in the Presorted rate mailing are based on meeting the sortation requirements in [365.5.0](#), and when applicable, the zone.
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the Presorted rate mailing qualifying for the barcode discount and the bundles prepared from the Presorted rate mailing must be sorted into the same sacks as described in [9.4.4](#).
- 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, standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for the barcode discount and the number of pieces qualifying for each applicable Presorted rate.
- i. Barcoded sack labels under [708.6.0](#) must be used to label the sacks.

9.4.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.4.3](#), the Presorted rate mailing qualifying for and claiming the barcode discount must be bundled and labeled under [365.7.0](#), and the Presorted rate mailing must be bundled and labeled under [365.5.0](#).

9.4.3 Optional Cobundling Preparation

As an alternative to the basic bundling requirements in [9.4.2](#), flat-size Presorted rate pieces qualifying for and claiming the barcode discount may be cobundled with flat-size Presorted rate pieces, subject to [11.0](#).

9.4.4 Sack Preparation and Labeling

Bundles of Presorted rate pieces qualifying for and claiming the barcode discount and Presorted rate pieces prepared under 9.4.2 or 9.4.3 must be presorted together into sacks (cosacked) using the following preparation sequence, sack size, and labeling:

- a. *5-digit/scheme*, required; scheme sort required, only for pieces meeting the automation-compatibility criteria in 301.3.0; minimum 20 addressed pieces; labeling:
 1. Line 1: For 5-digit scheme sacks, use L007, Column B. For 5-digit sacks, use city, state, and 5-digit ZIP Code destination on pieces.
 2. Line 2: For 5-digit scheme sacks, "PSVC FLT 5D SCH BC/NBC"; for 5-digit sacks, "PSVC FLT 5D BC/NBC."
- b. *3-digit*, required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002, when optional SCF sacks are prepared; minimum 20 addressed pieces; labeling:
 1. Line 1: L002, Column A.
 2. Line 2: "PSVC FLTS 3D BC/NBC."
- c. *SCF*, optional, minimum 20 addressed pieces; labeling:
 1. Line 1: L005, Column B.
 2. Line 2: "PSVC FLTS SCF BC/NBC."
- d. *ADC*, required, minimum 20 addressed pieces (use L004 to determine ZIP Codes served by each ADC); labeling:
 1. Line 1: L004, Column B.
 2. Line 2: "PSVC FLTS ADC BC/NBC."
- e. *Mixed ADC*, required, no minimum; labeling:
 1. Line 1: use L009, Column B.
 2. Line 2: "PSVC FLTS BC/NBC WKG."

10.0 Merging Bundles of Flats in Sacks and Pallets Using the City State Product

10.1 Periodicals

10.1.1 Basic Standards

[7-15-07] Carrier route bundles in a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit bundles from a machinable barcoded rate mailing and 5-digit bundles from a machinable nonbarcoded rate mailing (including pieces cobundled under 11.0) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under 11.0 using 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation, and sacked under 10.1.4.

705.10.1.1

- b. The pieces in the carrier route mailing, the machinable barcoded rate mailing, and the machinable nonbarcoded rate mailing must be part of the same mailing job.
- c. Pieces in the machinable rate mailing must meet the flats criteria in [301.3.0](#); pieces that meet the flats criteria in [707.26.0](#) also may be sacked under this option. Pieces in the machinable nonbarcoded rate mailing and the carrier route mailing must be flat-size.
- d. Mailers must use the Carrier Route Indicators field in the City State Product (see [509.1.2](#)) 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 bundles may be cosacked or copalletized with machinable barcoded rate 5-digit bundles, machinable nonbarcoded rate 5-digit bundles, and cobundled 5-digit bundles 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 eligibility for such cosacking 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 ([L001](#)) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme ([L007](#)) bundles may not be placed in merged 5-digit containers.
- 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 [10.1.4](#) or such a pallet under [10.1.5](#). In addition, all possible merged 5-digit scheme sacks must be prepared under [10.1.4](#), or all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under [10.1.5](#).
- g. For mailings prepared in sacks, mailers may not combine firm bundles and 5-digit scheme pieces in 5-digit scheme bundles or in 5-digit scheme sacks. Firm bundles must be placed in a separate individual 5-digit sack under [10.1.4g](#) to maintain 5-digit rate eligibility. Mailers may combine firm bundles with 5-digit scheme, 3-digit scheme, and other presort destination bundles in carrier route, 5-digit, 3-digit, SCF, ADC, and mixed ADC sacks. Only an In-County firm bundle can contribute toward the six-piece minimum for rate eligibility.
- h. The bundles from each separate mailing must be sorted together into sacks (cosacked) under [10.1.4](#) or on pallets (copalletized) under [10.1.5](#) 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. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each cosacked 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 rate.
- j. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

10.1.2 Bundle Preparation

Bundles must be prepared as follows:

- a. *Sacked mailings*. The carrier route mailing must be bundled and labeled under [707.23.0](#). Except when prepared under the cobundling option in [11.0](#), the barcoded rate mailing must be bundled and labeled under [707.25.0](#) and the nonbarcoded rate mailing must be bundled and labeled under [707.22.0](#).
- b. *Palletized mailings*. Bundles placed on pallets must be prepared under the standards in [8.9](#).

10.1.3 Bundles With Fewer Than Six Pieces

[7-15-07] Carrier route, 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC rate (Outside-County) or basic rate (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place low-volume carrier route, 5-digit, 3-digit scheme, and 3-digit bundles in only the following containers:
 1. Carrier route, merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces.
 2. Merged 3-digit sacks that contain at least one six-piece carrier route bundle.
 3. Origin/entry SCF sacks.
 4. On merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate.
- b. Place low-volume 5-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.

10.1.4 Sack Preparation and Labeling

[7-15-07] Mailers must prepare sacks containing the individual carrier route and 5-digit bundles from the carrier route, barcoded, and nonbarcoded rate mailings in the mailing job in the following manner and sequence. All carrier route bundles must be placed in sacks under [10.1.4a](#) through [10.1.4e](#) and [10.1.4h](#) as described below. When sorting is performed under this section, mailers must prepare merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks 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 [10.1.4](#), [Sack Preparation and Labeling](#). Mailers must label sacks according to the Line 1 and Line 2 information listed below and under [707.20.1](#), [Basic Standards](#). If, due to the physical size of the mailpieces, the barcoded pieces are considered flat-size under [707.26.0](#), and the carrier route pieces and nonbarcoded pieces are considered

irregular parcels under [401.1.6](#), “FLTS” must be shown as the processing category on the sack label. If a mailing job does not contain barcoded rate pieces and the carrier route pieces and the nonbarcoded pieces 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 bundles. Must be prepared when there are 24 or more pieces for the same carrier route. Smaller volume not permitted. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) 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 at 24 pieces, fewer pieces not permitted. Must contain 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 bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as machinable barcoded rate 5-digit bundles and machinable nonbarcoded rate 5-digit bundles for those 5-digit ZIP Codes in the schemes that have an “A” or “C” indicator in the City State Product. For 5-digit ZIP Code(s) in a scheme that has a “B” or “D” indicator in the City State Product, prepare sack(s) under [10.1.4g](#) and [10.1.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.1.4d](#) through [10.1.4h](#). Labeling:
 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 at 24 pieces, fewer pieces not permitted. May contain only carrier route bundles 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. Mailers must prepare this sack if there are any carrier route bundle(s) for such a scheme. Labeling:
 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 at 24 pieces, fewer pieces not permitted. 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 bundles, machinable barcoded rate 5-digit bundles, and machinable nonbarcoded rate 5-digit bundles. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) 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 at 24 pieces, fewer pieces not permitted. Include only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.1.4a](#) through [10.1.4d](#). May contain only carrier route bundles 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. Labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) 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 scheme*, required at 24 pieces, fewer pieces not permitted. May contain only machinable barcoded rate and cobundled machinable barcoded and nonbarcoded rate 5-digit scheme bundles for the same 5-digit scheme destination. Labeling:
 - 1. Line 1: [L007](#), Column B.
 - 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D SCH BC.”
- g. *5-digit*, required at 24 pieces, fewer pieces not permitted, except as provided in [10.1.1g](#) for firm bundles. May contain only barcoded rate 5-digit bundles and nonbarcoded rate 5-digit bundles 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. Labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
 - 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 5D BC/NBC,” except if there are no barcoded rate bundles in the mailing job, label under [707.22.6](#).
- h. *Merged 3-digit*. May contain carrier route bundles, any 5-digit and 5-digit scheme bundles remaining after preparing sacks under [10.1.4a](#) through [10.1.4g](#), and any 3-digit and 3-digit scheme bundles. When preparation of this sack level is permitted, mailers must prepare a sack if there are any remaining carrier route bundles for the 3-digit area. Required with at least one six-piece carrier route bundle. Must contain at least one carrier route bundle for the 3-digit area, or a minimum of 24 pieces. Labeling:
 - 1. Line 1: use [L002](#), Column A.
 - 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “CR/5D/3D.” If there are no barcoded rate bundles in the mailing job, label under [707.22.6](#).
- i. *SCF through mixed ADC*. Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under [10.1.4a](#) through [10.1.4h](#) and all 3-digit, 3-digit scheme, ADC, origin mixed ADC, and mixed ADC bundles must be sacked and labeled under [9.2](#) for cosacking of barcoded rate and nonbarcoded rate bundles, except if there are no barcoded rate bundles in the mailing job, sack and label under [707.22.6](#), or if there are no nonbarcoded rate bundles in the mailing job, sack and label under [707.25.4](#).

10.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0, Preparing Pallets](#). 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 [8.6, Pallet Labels](#).

- 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 bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as machinable barcoded rate 5-digit bundles and machinable nonbarcoded rate 5-digit bundles 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 [10.1.5c](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [10.1.5c](#) (merged 5-digit pallet). Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D SCHEME.”
- b. *5-digit scheme carrier routes*, required. May contain only carrier route bundles 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. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR-RTS SCHEME.”
- c. *Merged 5-digit*, required. May contain carrier route bundles, machinable barcoded rate 5-digit bundles, and machinable nonbarcoded 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. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CR/5D.”
- d. *5-digit carrier routes*, required. May contain only carrier route rate bundles 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. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “CARRIER ROUTES” or “CR-RTS.”

- e. *5-digit*, required. May contain only machinable barcoded rate 5-digit bundles and machinable nonbarcoded rate 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme (L007) bundles. Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
 - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded mail.
- f. *5-digit metro*, optional. May contain carrier route, machinable barcoded, and machinable nonbarcoded rate bundles for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B. Labeling:
 - 1. Line 1: use L006, Column C.
 - 2. Line 2: “PER” or “NEWS”; followed by “FLTS”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded rate and/or carrier route mail.
- g. *3-digit*, optional. Option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route rate, machinable barcoded rate, and machinable nonbarcoded rate mail, including 3-digit scheme (L008) bundles. Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code. Labeling:
 - 1. Line 1: use L002, Column A.
 - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “3D,” followed by “BARCODED” or “BC” if the pallet contains machinable barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded rate mail and/or carrier route mail.
- h. *SCF*, required. May contain carrier route rate, machinable barcoded rate, and machinable nonbarcoded rate bundles. Labeling:
 - 1. Line 1: use L002, Column C.
 - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains machinable barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains machinable nonbarcoded rate mail and/or carrier route mail.
- i. *ADC*, required. May contain carrier route rate, machinable barcoded rate, and machinable nonbarcoded rate bundles. Labeling:
 - 1. Line 1: use L004, Column B.

2. Line 2: "PER" or "NEWS" as applicable; followed by "FLTS"; followed by "ADC"; followed by "BARCODED" or "BC" if the pallet contains machinable barcoded rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains machinable nonbarcoded rate mail and/or carrier route mail.

10.2 Standard Mail

10.2.1 Basic Standards

Carrier route bundles from a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under [11.0](#)) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under [11.0](#) utilizing 5-digit scheme ([L007](#)) or 3-digit scheme ([L008](#)) bundle preparation and sacked under [10.1.4](#).
- 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 [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under [301.1.0](#).
- 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 bundles may be cosacked or copalletized with automation rate 5-digit bundles, Presorted rate 5-digit bundles, and cobundled 5-digit bundles 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 eligibility for such cosacking 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 ([L001](#)) sortation is also performed are called "merged 5-digit scheme" sacks or pallets. Pieces in 5-digit scheme ([L007](#)) bundles may not be placed in merged 5-digit containers.
- 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. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in [343.6.0](#), the rates for pieces in the automation rate mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under [343.7.0](#), and the rates for pieces in the Presorted rate mailing are based on the number of pieces in the bundle and the level of sack to which they are sorted under [343.5.0](#).
- h. The pieces in each separate mailing must bear the applicable markings required under [345.5.0](#), [345.6.0](#), or [345.7.0](#) and under [302](#).

- i. For palletized mailings, the rates are based on the level of bundle that the pieces are contained in under [343.6.0](#) and [343.7.0](#).
- j. The bundles from each separate mailing must be sorted together into sacks (cosacked) under [10.2.3](#) and [10.2.4](#) or on pallets (copalletized) under [10.2.5](#) 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 applicable postage statement, documentation produced by PAVE-certified software must be submitted with each cosacked 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.
- m. Barcoded sack labels under [708.6.0](#) must be used to label sacks.

10.2.2 Bundle Preparation

Bundles must be prepared as follows:

- a. *Sacked mailings*. The carrier route mailing must be bundled and labeled under [345.6.0](#). Except when prepared under the cobundling option in [11.0](#), the automation rate mailing must be bundled and labeled under [345.7.0](#) and the Presorted rate mailing must be bundled and labeled under [345.5.0](#).
- b. *Palletized mailings*. Bundles placed on pallets must be prepared under the standards in [8.0](#), *Preparing Pallets*.

10.2.3 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in [10.2.4](#), the provisions of [345.7.4.2](#) apply.

10.2.4 Sack Preparation and Labeling

Mailers must prepare sacks in the following manner and sequence. All carrier route bundles must be placed in sacks under [10.2.4a](#) through [10.2.4e](#) 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 [345.4.0](#), *Sack and Tray Labels*.

- a. *Carrier route*, required, may contain only carrier route bundles. Must be prepared when there are 125 pieces or 15 pounds of pieces for the same carrier route. Smaller volume not permitted. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.f](#) for military mail).
 2. Line 2: "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.

705.10.2.4

- 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 bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation rate 5-digit bundles and Presorted rate 5-digit bundles 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 bundle(s) for the scheme. If there is not at least one carrier route bundle 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 bundles 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 bundles under [10.2.4g](#) and [10.2.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.2.4d](#) through [10.2.4h](#). Labeling:
 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 bundles 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 bundle(s) for such a scheme. Labeling:
 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 bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles. Must be prepared if there are any carrier route bundles for the 5-digit destination. If there is not at least one carrier route bundle for the 5-digit destination, must be prepared when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for the same 5-digit destination (smaller volume not permitted). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.f](#) for military mail).
 2. Line 2: “STD FLTS CR/5D.”
- e. *5-digit carrier routes*, required. Sack only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.2.4a](#) through [10.2.4d](#) to this level. May contain only carrier route bundles 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. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.f](#) for military mail).
 2. Line 2: “STD FLTS CR-RTS.”

- f. *5-digit scheme*, required. May contain automation rate, Presorted rate, and cobundled automation and Presorted rate 5-digit scheme bundles for the same 5-digit scheme destination. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit scheme destination. Smaller volume not permitted. Labeling:
 - 1. Line 1: L007, Column B.
 - 2. Line 2: "STD FLTS 5D SCH BC."
- g. *5-digit*, required, may contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles 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. Labeling:
 - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 345.f. for military mail).
 - 2. Line 2: "STD FLTS 5D BC/NBC," except if there are no automation rate bundles in the mailing job, use "STD FLTS 5D NON BC."
- h. *3-digit through mixed ADC sacks*. Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under 10.2.4a through 10.2.4g, and all 3-digit, ADC, and Mixed ADC bundles, must be sacked and labeled according to the applicable requirements under 9.3 for cosacking of automation rate and Presorted rate bundles, except if there are no automation rate bundles in the mailing job, sack and label under 345.5.7, or, if there are no Presorted rate bundles in the mailing job, sack and label under 345.7.4.3.

10.2.5 Pallet Preparation and Labeling

Mailers must prepare pallets in the manner and sequence listed below and under 8.0. 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 8.6.

- 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 bundles for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit bundles and Presorted rate 5-digit bundles 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 10.2.5b (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 10.2.5c (merged 5-digit pallet). Labeling:
 - 1. Line 1: use L001, Column B.
 - 2. Line 2: "STD FLTS CR/5D SCHEME."

705.10.2.5

- b. *5-digit scheme carrier routes*, required, may contain only carrier route bundles 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. Labeling:
 1. Line 1: use [L001](#), Column B.
 2. Line 2: “STD FLTS CR-RTS SCHEME.”
- c. *Merged 5-digit*, required, may contain carrier route rate bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles 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. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS CR/5D.”
- d. *5-digit carrier routes*, required, may contain only carrier route rate bundles 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. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-digit*, required, may contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) 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.
- f. *5-digit metro*, optional, may contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B. Labeling:
 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.
- g. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled

automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code.

Labeling:

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.
- h. *SCF*, required, may contain carrier route rate, automation rate, and Presorted rate bundles. Labeling:
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.
- i. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility. Labeling:
1. Line 1: use [L602](#), Column B.
 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.
- j. *BMC*, required, may contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility. Labeling:
1. Line 1: use [L601](#), Column B.
 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.

705.11.1

11.0 Combining Automation Rate and Nonautomation Rate Flats in Bundles

11.1 First-Class Mail

11.1.1 Basic Standards

Mailers may choose to cobundle (see [335.1.4m](#)) automation rate and nonautomation rate pieces as an option to the basic bundling requirements in [9.0](#), *Combining Bundles of Automation and Nonautomation Flats in Trays and Sacks*, subject to the following conditions:

- a. The pieces in the automation rate mailing and the nonautomation 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 [9.0](#) must be met.
- d. A minimum of 500 automation rate pieces and 500 nonautomation rate pieces are required. The total number of automation rate and nonautomation rate pieces must be used to meet the minimum volume requirements for bundles and containers to a presort destination.
- e. Nonautomation rate pieces must contain a 5-digit barcode and be cobundled with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and nonautomation rate pieces in the same mailing job and reported on the same postage statement must be cobundled.
- f. Mailers must sort automation rate pieces and nonautomation rate pieces for each presort destination so that only one physical bundle for each logical presort destination (see [335.1.4i](#)) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and nonautomation rate pieces (containing a 5-digit barcode).

11.1.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

- a. *5-digit*, required, 10-piece minimum; red Label 5 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 X or OEL.

11.2 Periodicals

11.2.1 Basic Standards

[\[7-15-07\]](#) Mailers may choose to cobundle (see [707.18.4ab](#)) barcoded rate and nonbarcoded rate flat-size pieces as an option to the basic bundling requirements in [707.22.0](#) and [707.25.0](#). 5-digit scheme and 3-digit scheme bundles also must meet

the additional standards in [707.18.4i](#) and [707.18.4r](#). Mailing jobs (for flats meeting the criteria in [301.3.0](#)) prepared using the 5-digit scheme and/or the 3-digit scheme bundle preparation must be sacked under [9.0](#) or [10.0](#) or palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions:

- a. The pieces in the barcoded rate mailing and the nonbarcoded rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. Mailings prepared in sacks must meet the basic standards in [9.0](#) or [10.0](#).
- c. Mailings prepared on pallets must meet the basic standards in [8.0](#), [10.0](#), [12.0](#), or [13.0](#).
- d. The total number of barcoded rate and nonbarcoded rate pieces must be used to meet the minimum volume requirements for bundles and containers.
- e. Nonbarcoded rate pieces must contain a 5-digit barcode and be cobundled with barcoded rate pieces for the same presort destination. All pieces in the mailing job are reported on the same postage statement and must be cobundled.
- f. Within a bundle, all pieces must meet the machinable flats requirements in [301.3.0](#) or all pieces must meet the nonmachinable flats requirements in [707.26.0](#).
- g. Mailers must sort pieces for each presort destination so that only one physical bundle for each logical presort destination (see [707.18.4aa](#)) includes both barcoded rate pieces (containing a ZIP+4 or delivery point barcode) and nonbarcoded rate pieces (containing a 5-digit barcode).

11.2.2 Bundle Preparation

[7-15-07] Pieces meeting the criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. *Firm*, two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. *5-digit scheme*, required for pieces prepared under [301.3.0](#), six-piece minimum, fewer pieces permitted under [11.2.3](#); OEL required.
- c. *5-digit*, required, six-piece minimum, fewer pieces permitted under [11.2.3](#); red Label 5 or OEL.
- d. *3-digit scheme*, required for pieces prepared under [301.3.0](#), six-piece minimum, fewer pieces permitted under [11.2.3](#); OEL required.
- e. *3-digit*, required, six-piece minimum, fewer pieces permitted under [11.2.3](#); green Label 3 or OEL.
- f. *ADC*, required, six-piece minimum; pink Label A or OEL.
- g. *Origin mixed ADC*, required, no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; tan Label X or OEL.
- h. *Mixed ADC*, required, no minimum; tan Label X or OEL.

11.2.3 Bundles With Fewer Than Six Pieces

[7-15-07] 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC rate (Outside-County) or basic rate (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

- a. Place low-volume 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces; or in origin/entry SCF sacks; or on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate.
- b. Place low-volume 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, or on 3-digit or SCF pallets, as appropriate.

11.3 Standard Mail**11.3.1 Basic Standards**

Mailers may choose to cobundle (see [345.1.4u](#)) automation rate and nonautomation rate flat-size pieces as an option to the basic bundling requirements in [345.5.0](#) and [345.7.0](#). All pieces in the same bundle must meet the standards in [301.3.0](#). 5-digit scheme and 3-digit scheme bundles must meet the additional standards in [345.1.4f](#), and [345.1.4n](#). Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle preparation (for flats meeting the criteria in [301.3.0](#)) must be sacked under [10.0](#) or palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions:

- a. The pieces in the automation rate mailing and the nonautomation rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. Mailings prepared in sacks must meet the basic standards in [9.0](#) or [10.0](#).
- c. Mailings prepared on pallets must meet the basic standards in [8.0](#), [10.0](#), [12.0](#), or [13.0](#).
- d. A minimum of 200 pieces or 50 pounds of automation rate pieces are required; the nonautomation rate mailing may meet the residual volume requirements in [343.3.6](#). The total number of automation rate and nonautomation rate pieces must be used to meet the minimum volume requirements for bundles and containers.
- e. Nonautomation rate pieces must contain a 5-digit barcode and be cobundled with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and nonautomation rate pieces in the same mailing job and reported on the same postage statement must be cobundled.
- f. Mailers must sort nonautomation rate pieces and automation rate pieces for each presort destination so that only one physical bundle for each logical presort destination (see [345.1.4t](#)) includes both nonautomation rate pieces (containing a 5-digit barcode) and automation rate pieces (containing a ZIP+4 or delivery point barcode).

11.3.2 Bundle Preparation

Pieces meeting the criteria in [301.3.0](#) must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Preparation sequence, bundle size, and labeling:

- a. *5-digit scheme*, required:
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; optional endorsement line (OEL) required.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; OEL required.
- b. *5-digit*, required:
 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.
- c. *3-digit scheme*, required, 10-piece minimum; OEL required.
- d. *3-digit*, required, 10-piece minimum; green Label 3 or OEL.
- e. *ADC*, required, 10-piece minimum; pink Label A or OEL.
- f. *Mixed ADC*, required, no minimum; tan Label X or OEL.

11.4 Bound Printed Matter

11.4.1 Basic Standards

Mailers may choose to cobundle (see [365.1.5](#)) nonautomation rate flat-size with and without a barcode, as an option to the basic bundling requirements in [365.5.0](#) and [365.7.0](#), subject to the following conditions:

- a. The pieces in the nonautomation rate mailing qualifying for and claiming the barcode discount and the pieces in the nonautomation rate mailing must be part of the same mailing job and reported on the same postage statement.
- b. The mailing job must consist entirely of automation-compatible pieces meeting the criteria in [301.3.0](#), and may be prepared in 5-digit scheme bundles using [L007](#) and 3-digit scheme bundles using [L008](#).
- c. Cobundled pieces must be cosacked under [9.0](#) or palletized under [8.0](#).
- d. A separate minimum of 300 nonautomation rate pieces qualifying for and claiming the barcode discount and a separate minimum of 300 nonautomation rate pieces are required. The combined total number of pieces qualifying for and claiming the barcode discount and the nonautomation rate must be used to meet the minimum volume requirements for bundles and sacks.
- e. Nonautomation rate pieces must contain a 5-digit barcode and be cobundled with nonautomation rate pieces qualifying for and claiming the barcode discount for the same presort destination.

705.11.4.2

- f. Unless presented using an approved manifest mailing system under 2.0, nonautomation rate pieces qualifying for and claiming the barcode discount and nonautomation rate pieces for each presort destination must be sorted so that only one physical bundle for each logical presort destination includes both nonautomation rate pieces qualifying for the barcode discount (containing a ZIP+4 or delivery point barcode) and nonautomation rate pieces (containing a 5-digit barcode).

11.4.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

- a. *5-digit scheme*, optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; optional endorsement line (OEL) required.
- b. *5-digit*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 or optional endorsement line (OEL).
- c. *3-digit scheme*, optional, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; OEL required.
- d. *3-digit*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 or OEL.
- e. *ADC*, required, minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; pink Label A or OEL.
- f. *Mixed ADC*, required, no minimum, maximum bundle weight 20 pounds; tan Label X or OEL.

12.0 Merging Bundles of Flats on Pallets Using a 5% Threshold

12.1 Periodicals

12.1.1 Basic Standards

Five-digit scheme bundles (under L007) and 3-digit scheme bundles (under L008) must be prepared according to standards in 12.1.5. However, neither 5-digit scheme bundles nor 3-digit scheme bundles may be copalletized on any merged pallets. Five-digit bundles from a barcoded rate mailing and 5-digit bundles from a nonbarcoded rate mailing (including pieces cobundled under 11.0) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the same mailing job as the barcoded rate mailing and/or the nonbarcoded rate mailing.
- b. Pieces in the barcoded rate mailing must meet the criteria for a flat under 301.3.0 or 707.26.0. These two types of flats cannot be combined in the same bundle.
- c. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet, pieces in 5-digit bundles (other than firm bundles) must not exceed the 5% limit described in 12.1.4.

- d. All possible merged 5-digit scheme and 5-digit scheme pallets must be prepared according to standards in [12.1.5](#).
- e. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [12.1.5](#) using presort software that is PAVE-certified.
- f. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation prepared by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each “logical” pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route rate, each Presorted rate, and each automation rate. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination. *Note:* The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the “logical” pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:
 1. The total number of all addressed pieces.
 2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
 3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
 4. Of the total number of all addressed pieces in [12.1.1f1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
- g. Portions of the mailing job that cannot be palletized must be prepared in sacks.

12.1.2 Bundle Preparation

Bundles must be prepared under the standards in [8.0](#).

12.1.3 Low-Volume Bundles

[\[7-15-07\]](#) Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC rate (Outside-County) or basic rate (In-County).

12.1.4 5% Threshold

[\[7-15-07\]](#) Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under [12.1.5](#) if all of the following conditions in items [12.1.4a](#) through [12.1.4e](#) below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the rate claimed) are added together with the number of addressed pieces in carrier route bundles.

705.12.1.5

- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code on a “logical” merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for that presort destination.
- c. 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. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- d. When firm bundles, other than those claimed at carrier route rates, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: nonbarcoded rate bundles, followed by barcoded rate bundles.
- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC rate (Outside-County) or basic rate (In-County) is paid for such pieces.

12.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. 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 8.6. If, due to the physical size of the mailpieces, the barcoded rate pieces are considered flat-size under 301.3.0 and the carrier route sorted pieces and nonbarcoded rate pieces are considered irregular parcels under 401.1.6, “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no barcoded rate pieces and the carrier route mailing and the nonbarcoded 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 bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in 12.1.4. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain barcoded rate 5-digit bundles and nonbarcoded rate 5-digit bundles up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 12.1.4. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.1.5d (merged 5-digit pallet). Labeling:
 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 bundles for all carrier routes in an [L001](#) scheme when a merged 5-digit scheme pallet could not be prepared under [12.1.5a](#). Labeling:
 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*, not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in [301.3.0](#) (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of barcoded rate and nonbarcoded rate mail for the same 5-digit scheme under [L001](#) that could not be placed on a merged 5-digit scheme pallet. Labeling:
 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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail; followed by “SCHEME” or “SCH.”
- d. *Merged 5-digit*, required; permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in [12.1.4](#) for a 5-digit ZIP Code that is not part of an [L001](#) scheme. May contain carrier route bundles, barcoded rate 5-digit bundles, and nonbarcoded rate 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under [12.1.4](#). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) 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 bundles 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 [12.1.5d](#). Labeling:
 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) 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 barcoded rate 5-digit bundles and nonbarcoded rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (barcoded rate and cobundled barcoded and nonbarcoded rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:

705.12.1.5

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail.
- g. *5-digit metro*, optional; may contain carrier route, barcoded, and nonbarcoded rate bundles for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B. Labeling:
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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate and/or carrier route mail.
- h. *3-digit*, optional; option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route rate, barcoded rate, and nonbarcoded rate mail, including 3-digit scheme (L008) bundles (barcoded and cobundled barcoded and nonbarcoded rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code. Labeling:
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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail and/or carrier route mail.
- i. *SCF*, required; may contain carrier route rate, barcoded rate, and nonbarcoded rate bundles. Labeling:
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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail and/or carrier route mail.
- j. *ADC*, required; may contain carrier route rate, barcoded rate, and nonbarcoded rate bundles. Labeling:
1. Line 1: use L004, Column B.
 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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail and/or carrier route mail.

12.2 Standard Mail

12.2.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) and 3-digit scheme bundles (under [L008](#)) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles 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 [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under [301.1.0](#).
- d. Automation rate 5-digit bundles, Presorted rate 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles only when the pieces in the 5-digit bundles do not exceed the 5% limit described in [12.2.3](#). 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. Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- 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 bundles under [8.0](#) and [12.2.3](#) to prepare such pallets.
- f. The carrier route mailing must meet the eligibility criteria in [343.6.0](#), the automation rate mailing must meet the eligibility criteria in [343.7.0](#), and the Presorted rate mailing must meet the eligibility criteria in [343.5.0](#).
- g. The rates are based on the level of bundle that the pieces are contained in under [343.5.0](#) and [343.7.0](#).
- h. The bundles 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 [345.5.0](#), *Preparing Nonautomation Flats*, [345.6.0](#), *Preparing Enhanced Carrier Route Flats*, or [345.7.0](#), *Preparing Automation Rate Flats*, and under [302](#), *Elements on the Face of a Mailpiece*.
- 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 [708.1.0](#). A separate 5% threshold summary also must be provided under [708.1.0](#) 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: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles 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.

- I. Portions of the mailing job that cannot be palletized must be prepared in sacks.

12.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in [8.0, *Preparing Pallets*](#).

12.2.3 5%-Threshold Standard

Five-digit bundles and carrier route bundles 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 bundles 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 bundles must not be greater than the number of pieces in carrier route bundles 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. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- c. Except when bundles are prepared under the cobundling option in [11.0](#), all the mail in a logical 5-digit bundle must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit bundle is all pieces for a mailing (rate level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation rate mail and a logical 5-digit bundle of Presorted rate mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle 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 bundles (both an automation rate 5-digit bundle and

- a Presorted rate 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit bundle 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 bundle 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 bundles prepared under the cobundling option in 11.0, if the total number of pieces in both the logical 5-digit automation rate bundle and the logical 5-digit Presorted rate bundle each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.
 - e. For mailing jobs prepared using the cobundling option in 11.0, if the total number of pieces prepared in a logical 5-digit bundle (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 12.2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle 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 or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(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.

12.2.4 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. 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 8.6.

- a. *Merged 5-digit scheme*, required, permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in 12.2.3. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain automation rate 5-digit bundles and Presorted rate 5-digit bundles up

705.12.2.4

to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 12.2.3. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.2.4c (merged 5-digit pallet). Labeling:

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 bundles for all carrier routes in an L001 scheme when a merged 5-digit scheme pallet could not be prepared under 12.2.4a. Labeling:
1. Line 1: use L001, Column B.
 2. Line 2: "STD FLTS CR-RTS SCHEME."
- c. *Merged 5-digit*, required, permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in 12.2.3 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route rate bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under 12.2.3. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
 2. Line 2: "STD FLTS CR/5D."
- d. *5-digit carrier routes*, required, may contain only carrier route rate bundles 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 12.2.4c. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
 2. Line 2: "STD FLTS"; followed by "CARRIER ROUTES" or "CR-RTS."
- e. *5-digit*, required, may contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 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.
- f. *5-digit metro*, optional, may contain carrier route, automation, and Presorted rate bundles 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.
- g. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code. Labeling:
 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.
- h. *SCF*, required, may contain carrier route rate, automation rate, and Presorted rate bundles. Labeling:
 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.
- i. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility. Labeling:
 1. Line 1: use [L602](#), Column B.
 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.
- j. *BMC*, required, may contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility. Labeling:
 1. Line 1: use [L601](#), Column B.

705.13.1

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.

13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5% Threshold

13.1 Periodicals

13.1.1 Basic Standards

Five-digit scheme bundles (using [L007](#)) and 3-digit scheme bundles (using [L008](#)) must be prepared according to standards in [13.1.4](#). Five-digit scheme bundles and 3-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from a barcoded rate mailing and 5-digit bundles from a nonbarcoded rate mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the same mailing job as the barcoded rate mailing and/or the nonbarcoded rate mailing.
- b. Pieces in the barcoded rate mailing must meet the criteria for a flat under [301.3.0](#) or [707.26.0](#). These two types of flats cannot be combined in the same bundle.
- c. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.1.4](#) to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.
- d. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet according to standards in [13.1.4](#) and [13.1.5](#), the following conditions also apply:
 1. For 5-digit ZIP Codes identified with an "A" or "C" indicator in the City State Product, merged 5-digit scheme and merged 5-digit pallets may be prepared with no limit to the number of addressed pieces placed in 5-digit bundles.
 2. For 5-digit ZIP Codes identified with a "B" or "D" indicator in the City State Product, the number of addressed pieces placed in 5-digit bundles (other than firm bundles) must not exceed 5% of the total number of addressed pieces placed on the merged 5-digit scheme or merged 5-digit pallet, for each corresponding 5-digit ZIP Code. For merged 5-digit scheme pallets, the 5% threshold is calculated separately for each individual 5-digit ZIP Code.
- e. All possible merged 5-digit scheme, 5-digit scheme carrier routes, and 5-digit scheme pallets must be prepared according to standards in [13.1.5](#).
- f. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [13.1.5](#) using presort software that is PAVE-certified.

- g. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation produced by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each “logical” pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route rate, each nonbarcoded rate, and each barcoded rate. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination that contains mail for one or more 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product. *Note:* The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the “logical” pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:
1. The total number of all addressed pieces.
 2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
 3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
 4. Of the total number of all addressed pieces in [13.1.1g1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
- h. Portions of the mailing job that cannot be palletized must be prepared in sacks.

13.1.2 Bundle Preparation

Bundles must be prepared under the standards in [8.0](#).

13.1.3 Low-Volume Bundles

[\[7-15-07\]](#) Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC rate (Outside-County) or basic rate (In-County).

13.1.4 5% Threshold—5-Digit ZIP Codes Identified with a “B” or “D” Indicator

Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under [13.1.5](#) if all of the following conditions in items [13.1.4a](#) through [13.1.4e](#) below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the rate claimed) are added together with the number of addressed pieces in carrier route bundles.
- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code with a “B” or “D” indicator (in the City State Product) on a logical merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. Five-digit ZIP Codes with an “A” or “C” indicator (in the City State Product) are not subject to the 5% limit.

- c. 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. (5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.) Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- d. When firm bundles, other than those claimed at carrier route rates, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: presorted rate bundles, followed by cobundles (if using 11.0), followed by automation rate bundles.
- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the mixed ADC rate (Outside-County) or basic rate (In-County) is paid for such pieces.

13.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. 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 (8.0) using L001, the City State Product, and the 5% threshold (13.1.4), as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6. If, due to the physical size of the mailpieces, the barcoded rate pieces are considered flat-size under 301.3.0 and the carrier route sorted pieces and nonbarcoded rate pieces are considered irregular parcels under 401.1.6, “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no barcoded rate pieces and the carrier route mailing and the nonbarcoded 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 bundles for all 5-digit ZIP Codes in the scheme, 2) 5-digit barcoded rate and 5-digit nonbarcoded rate bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product, and 3) 5-digit barcoded rate and/or 5-digit nonbarcoded rate bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under 13.1.4. 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 bundles may be placed on the pallet under the 5%

limit in 13.1.4, place all carrier route bundles plus the 5-digit bundles 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 bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under 13.1.5b through 13.1.5j). Labeling:

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 bundles 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 bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold. Labeling:
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*, not permitted for flats that meet the dimension, weight, and flexibility criteria for automation flats in 301.3.0 (including pieces in merged bundles) and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of barcoded rate and nonbarcoded 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 bundles could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5% threshold). Labeling:
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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail; and followed by “SCHEME” or “SCH.”
- d. *Merged 5-digit*, required, may contain carrier route bundles, barcoded rate 5-digit bundles, and nonbarcoded rate 5-digit bundles 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 bundles that may be placed on the pallet and a merged 5-digit pallet is prepared even if there are no 5-digit bundles 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 bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under 13.1.4. However, if no 5-digit bundles 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 bundles under 13.1.5e through 13.1.5j). Labeling:

705.13.1.5

1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 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 bundles 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. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 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 barcoded rate 5-digit bundles and nonbarcoded rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (barcoded rate and cobundled barcoded and nonbarcoded rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 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 barcoded rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail.
- g. *5-digit metro*, optional, may contain carrier route, barcoded, and nonbarcoded rate bundles for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B. Labeling:
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 barcoded rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate and/or carrier route mail.
- h. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route rate, barcoded rate, and nonbarcoded rate mail, including 3-digit scheme (L008) bundles (barcoded and cobundled barcoded and nonbarcoded rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code. Labeling:
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 barcoded rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail and/or carrier route mail.

- i. *SCF*, required, may contain carrier route rate, barcoded rate, and nonbarcoded rate bundles. Labeling:
 - 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 barcoded rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail and/or carrier route mail.
- j. *ADC*, required, may contain carrier route rate, barcoded rate, and nonbarcoded rate bundles. Labeling:
 - 1. Line 1: use [L004](#), Column B.
 - 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 barcoded rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains nonbarcoded rate mail and/or carrier route mail.

13.2 Standard Mail

13.2.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) and 3-digit scheme bundles (under [L008](#)) must be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles 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 [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under [301.1.1](#).
- d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.2.3](#) 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 bundles, Presorted rate 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles and firm bundles 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 bundles may be merged with no limit on the number of pieces in 5-digit bundles placed on the pallet. 5-digit scheme bundles may not be used.

705.13.2.1

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 bundles must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in [13.2.3](#). Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- 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 bundles under [8.0](#) to prepare such pallets using the criteria in [13.2.1e](#) and the sortation criteria in [13.2.4](#).
 - g. The carrier route mailing must meet the eligibility criteria in [343.6.0](#), the automation rate mailing must meet the eligibility criteria in [343.7.0](#), and the Presorted rate mailing must meet the eligibility criteria in [343.5.0](#).
 - h. The rates are based on the level of bundle that the pieces are contained in under [343.5.0](#) and [343.7.0](#).
 - i. The pieces in each separate mailing must bear the applicable markings required under [345.5.0](#), [345.6.0](#), or [345.7.0](#) and under [302, Elements on the Face of a Mailpiece](#).
 - j. The bundles 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 applicable postage statement, documentation produced 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. A separate 5% threshold summary also must be provided under [708.1.0](#) 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: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles 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.

13.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in [8.0](#).

13.2.3 5% Threshold Standard

Five-digit bundles, carrier route bundles, and firm bundles may be placed on the same merged 5-digit scheme or merged 5-digit pallet under [13.2.4](#) if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit bundles 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 bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95. 5-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.) Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- c. Except when bundles are prepared under the cobundling option in [11.0](#), all mail in a logical 5-digit bundle 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 bundle is all pieces for a mailing (rate level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation rate mail and a logical 5-digit bundle of Presorted rate mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle 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 bundles (both an automation rate logical 5-digit bundle and a Presorted rate logical 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit bundle 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 bundle 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 bundles prepared under the cobundling option in [11.0](#), if the total number of pieces in both the logical 5-digit automation rate bundle and the logical 5-digit Presorted rate bundle 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 bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.

- e. For mailing jobs prepared using the cobundling option in 11.0, if the total number of pieces prepared in a logical 5-digit bundle (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 13.2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle 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 or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(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.

13.2.4 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. 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 8.6.

- 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: carrier route bundles for all 5-digit ZIP Codes in the scheme; 5-digit automation rate and 5-digit Presorted rate bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product; and 5-digit automation rate and/or 5-digit Presorted rate bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under 13.2.3. 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 bundles may be placed on the pallet under the 5% limit in 13.2.3, place all carrier route bundles plus the 5-digit bundles 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 bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under 13.2.4b through 13.2.4j). Labeling:
 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 bundles 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 bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold. Labeling:
1. Line 1: use [L001](#), Column B.
 2. Line 2: "STD FLTS CR-RTS SCHEME."
- c. *Merged 5-digit*, required, may contain carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles 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 bundles that may be placed on the pallet, and a merged 5-digit pallet is prepared even if there are no 5-digit bundles 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 bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under [13.2.3](#). However, if no 5-digit bundles 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 bundles to pallets under [13.2.4d](#) through [13.2.4j](#)). Labeling:
1. Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: "STD FLTS CR/5D."
- d. *5-digit carrier routes*, required, may contain only carrier route rate bundles 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. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
 2. Line 2: "STD FLTS," followed by "CARRIER ROUTES" or "CR-RTS."
- e. *5-digit*, required, may contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code. Labeling:
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) 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.
- f. *5-digit metro*, optional, may contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B. Labeling:

705.13.2.4

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.
- g. *3-digit*, optional, option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code. Labeling:
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.
- h. *SCF*, required, may contain carrier route rate, automation rate, and Presorted rate bundles. Labeling:
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.
- i. *ASF*, required, except that an ASF sort may not be required if using bundle reallocation under [8.13.3](#). May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [6.3](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility. Labeling:
1. Line 1: use [L602](#), Column B.
 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.
- j. *BMC*, required, may contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed

ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in 6.3. See 363.3.0 for additional requirements for DBMC rate eligibility. Labeling:

1. Line 1: use L601, Column B.
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.

14.0 Plant Load Mailings

14.1 Basic Information

14.1.1 Purpose

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 ¹
Collection ²	USPS	USPS	Affixed/Mailer Plant	None
Pickup ³	USPS with fee	USPS	Affixed/Mailer Plant	None
Drop Shipment ⁴	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

1. Postage statements and other appropriate mailing documentation forms are required.

2. 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.

3. Express Mail, Priority Mail, and scheduled Parcel Post only.

705.14.1.2

4. 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.

14.1.2 Service Objectives

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.

14.1.3 Service Not Provided

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.

14.2 Application for Plant Load Privileges**14.2.1 Application**

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.

14.2.2 Approval

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.

14.2.3 Denial and Appeal

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.

14.3 Plant Load Operations**14.3.1 Mixed Mail Classes**

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.

14.3.2 Compliance

The mailer must meet all relevant mailing standards and the terms of the plant load agreement. Destination loads must be prepared under [14.5](#) through [14.7](#) and as specified by the postmaster administering the plant load.

14.3.3 Reimbursement by Mailer

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.

14.4 Expedited Plant Load Shipment

14.4.1 Definition

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.

14.4.2 Authorization

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.

14.4.3 Liability

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 or not 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.

14.4.4 Postage Refund

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.

14.5 Mailer Responsibilities

14.5.1 General

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.

14.5.2 Verification at USPS Facility

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.

705.14.5.3

14.5.3 Postage

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.

14.6 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).

14.7 Interdistrict Plant-Loaded Shipments**14.7.1 One Mailing**

The mailer must prepare interdistrict plant-loaded vehicles containing one mailing under [14.7.2](#) through [14.7.4](#) as appropriate to the class of mail.

14.7.2 First-Class Mail

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.

14.7.3 Periodicals

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.

14.7.4 Standard Mail and Package Services

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.

14.7.5 Two or More Mailings

The mailer must prepare interdistrict plant-loaded vehicles containing two or more mailings under [14.7.6](#) and [14.7.7](#) as appropriate to the class of mail.

14.7.6 Insufficient Volume

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 [14.7.7](#).

14.7.7 Sufficient Volume

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.

14.7.8 Destination

The preparation standards for plant-loaded vehicles are determined by the destination of the mailings accepted by the USPS at the mailer's plant.

14.7.9 Two Options

If a plant-loaded mailing does not meet the preparation standards for plant-loaded vehicles under [14.7.1](#) through [14.7.8](#), 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.

15.0 Plant-Verified Drop Shipment

15.1 Description

15.1.1 Purpose

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.

15.1.2 Function

Under PVDS:

705.15.1.3

- 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.

15.1.3 Other Mailings

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 [707.16.0](#) and [707.17.0](#)). 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.

15.1.4 Dates

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.

15.1.5 Postage Refund

The USPS does not refund postage for any failure to provide service caused by any event that occurs before the shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility, except under [604.9.0](#).

15.2 Program Participation**15.2.1 Mailer Responsibility**

A mailer participating in PVDS must comply with [15.0](#). 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 [607.2.0](#).

15.2.2 Verification at Mailer's Plant

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.

15.2.3 Verification at Origin BMEU

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 [15.2.3d](#), (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.

15.2.4 Periodicals

[\[7-15-07\]](#) Periodicals postage must be paid at the post office verifying the copies or as designated by the district. Postage is calculated from the destination USPS facility where the mail is deposited and accepted (or from the facility where the Express Mail or Priority Mail Open and Distribute destinates). The publisher must ensure that sufficient funds are on deposit to pay for all mailings before their release. A publisher authorized under an alternative postage payment system must pay postage under the corresponding standards.

15.2.5 Standard Mail and Package Services

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.

15.2.6 Postage Statement—Periodicals

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.

15.2.7 Postage Statement—Standard Mail

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.

15.2.8 Postage Statement—Package Services

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.

15.2.9 Form 8125 and Form 8125-C

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 15.2.11). 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.

15.2.10 Facsimile Forms 8125 and 8125-C

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.

15.2.11 Mailer Transport of PVDS

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 [601.10.0](#) may not be carried in the same vehicle as PVDS mailings.

15.2.12 Separation of PVDS Mailings

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.

15.3 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.

15.4 Standard Mail Documentation

15.4.1 Same Day

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).

15.4.2 Documentation

In addition to the documentation required in [708.1.0](#), 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.

15.5 Package Services PVDS Option

15.5.1 General Standards

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.

15.5.2 Individual Postage Statements

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.

15.5.3 Postage Statement Register

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.

15.5.4 Submitting Register

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.

15.5.5 Consolidated Postage Statement

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 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. 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.

15.5.6 Calculating and Reporting Data

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 [604.7.1.3](#). All fields containing data on the individual statements must be rolled up to the consolidated

705.15.5.7

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.

15.5.7 Submitting Statement

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.

16.0 Express Mail Open and Distribute and Priority Mail Open and Distribute

16.1 Rates and Fees

16.1.1 Basis of Rate

[7-15-07] Mailers must pay Express Mail and Priority Mail postage based on the weight of the entire contents of the Express Mail or Priority Mail shipment. Do not include the tare weight of the external container. Do not apply Priority Mail dimensional weight pricing or Periodicals container rates to the external container.

16.1.2 Zone Rates

Compute zone rates for Priority Mail from the accepting post office to the destination facility for the container (not the destination post office for the enclosed mail).

16.1.3 Enclosed Mail

The mail enclosed in an Express Mail or Priority Mail Open and Distribute container must be either entirely single-piece rate matter or entirely presorted matter that is part of the same mailing.

16.1.4 Calculating Payment for Enclosed Mail

Mailers must prepay postage and fees for the enclosed mail under the applicable standards. When the enclosed mail is zone-rated, the zone is computed from the postal facility where the Express Mail Open and Distribute or Priority Mail Open and Distribute container destines.

16.1.5 Payment Method

Postage on the enclosed mail may be paid by any method permitted for that mail class, except for ordinary postage stamps requiring cancellation. Express Mail postage must be paid under 114. Priority Mail postage must be paid with adhesive stamps or meter stamps affixed to green Tag 161, pink Tag 190, or orange Label 23 or with a permit imprint through a manifest mailing system, optional procedure mailing system, or alternate mailing system authorized under 2.0, 3.0, or 4.0. If a permit imprint is used for Priority Mail postage, the permit imprint must be affixed to or hand-stamped on the Tag 161, Tag 190, or Label 23, or be part of the address label.

16.1.6 Postage Statement for Enclosed Mail

The mailer must provide the correct postage statement for the enclosed mail. The postage statement must show the total number of Express Mail Open and Distribute or Priority Mail Open and Distribute containers used for the mailing in addition to the number of sacks, trays, or other enclosed containers. If the enclosed

mail is zone-rated, the mailer must either provide documentation that details the pieces and postage, by zone for each Express Mail Open and Distribute or Priority Mail Open and Distribute shipment destination, or provide a separate postage statement for each Express Mail Open and Distribute or Priority Mail Open and Distribute shipment destination. The mailer must always present the mailing to the designated USPS acceptance unit for verification of postage and fees. A postage statement is not required for the Express Mail or Priority Mail portion of the Open and Distribute shipment, unless Priority Mail postage is paid by permit imprint.

16.1.7 Authorization

No authorization is required for Express Mail Open and Distribute or Priority Mail Open and Distribute. The mailer must pay all applicable fees, obtain necessary authorizations for the enclosed mail, and pay postage at the post office where the Express Mail Open and Distribute or Priority Mail Open and Distribute shipment is mailed.

16.2 Basic Standards

16.2.1 Description of Express Mail Open and Distribute and Priority Mail Open and Distribute

Express Mail Open and Distribute and Priority Mail Open and Distribute provide alternatives for mailers who want to expedite mailings of other classes of mail to destination postal facilities. Mailers prepare the mailings according to standards for the enclosed class of mail, enclose the mail in containers for expedited service as either Express Mail Open and Distribute or Priority Mail Open and Distribute, and present the mailings to a postal acceptance unit by the critical entry time for USPS shipment under [16.0](#). Mailers may use Express Mail Open and Distribute or Priority Mail Open and Distribute for all or part of their mailings.

16.2.2 Content Standards

The Express Mail or Priority Mail shipment and the enclosed mail must meet all corresponding eligibility and preparation standards (see [110](#) for Express Mail standards and [120](#) for Priority Mail standards). For mail enclosed in an Express Mail Open and Distribute container, available extra services are indicated in [16.3.2](#). For mail enclosed in a Priority Mail Open and Distribute container, available extra services are indicated in [16.4.2](#). Mailpieces requiring cancellation may not be included in an Express Mail Open and Distribute or a Priority Mail Open and Distribute shipment. Mailers are not required to place bundles of mail in sacks or trays when all of the mail enclosed in an Open and Distribute container is destined to a 5-digit facility.

16.3 Additional Standards for Express Mail Open and Distribute

16.3.1 Service Objectives

The Express Mail service guarantee for an Express Mail Open and Distribute shipment ends upon receipt of the Express Mail container at the destination postal facility of the shipment. The service guarantee does not apply to the delivery of the enclosed mail to the addressees.

705.16.3.2

16.3.2 Extra Services

No extra services may be added to the Express Mail segment of an Express Mail Open and Distribute shipment, and the enclosed mail may receive only the following extra services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.
- b. Priority Mail pieces may be sent with Certified Mail service, special handling, Delivery Confirmation, or Signature Confirmation service.
- c. Standard Mail parcels and NFMs (except Customized *MarketMail* pieces) may be sent with electronic option Delivery Confirmation service.
- d. Package Services mail may be sent with special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.

16.4 Additional Standards for Priority Mail Open and Distribute**16.4.1 Service Objectives**

All Priority Mail Open and Distribute containers receive expeditious handling and transportation. The USPS follows uniform guidelines for delivering the containers to a destination postal facility but does not guarantee delivery within a specified time.

16.4.2 Extra Services

The only authorized extra service for Priority Mail Open and Distribute containers is the electronic option for Delivery Confirmation service (see [16.5.4c](#)). The mail enclosed in the container may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.
- b. Standard Mail parcels and NFMs (except Customized *MarketMail* pieces) may be sent with electronic option Delivery Confirmation service.
- c. Package Services mail may be sent with special handling or, for parcels only, Delivery Confirmation or Signature Confirmation service.

16.5 Preparation**16.5.1 Containers for Expedited Transport**

Acceptable containers for expedited transport are as follows:

- a. An Express Mail Open and Distribute shipment must be contained in a USPS-approved sack, except as provided in [16.5.1c](#).
- b. A Priority Mail Open and Distribute shipment must be contained in either a USPS-approved sack using either Tag 161 or Tag 190 or in a letter-size tray using Label 23, except as provided in [16.5.1c](#).
- c. Customized *MarketMail* (CMM) pieces may be contained in USPS-provided Express Mail or Priority Mail envelopes and boxes or in any properly labeled container supplied by the mailer.

16.5.2 Express Mail and Priority Mail Container Labels

Sack and tray labels for Express Mail or Priority Mail sacks and trays containing Open and Distribute shipments must be barcoded and meet the requirements in [708.6.0](#). All lines of information must be completely visible when inserted into the label holder. Label sacks and trays as follows:

- a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed. For destination delivery unit (DDU) distribution, use the facility name and ZIP Code found in the Drop Shipment Address File available at the USPS FAST Web site at: <https://fast.usps.com>. (click on “Resources” in the left-hand navigation bar, then “Drop Ship Product File Download”).
 1. For SCF distribution, use the destination in [L005](#), Column B. For ADC distribution, use the destination in [L004](#), Column B. For BMC distribution, use the destination in [L601](#), Column B. For ASF distribution, use [L602](#), Column B.
 2. For Line 2 (content line), print “EXPRESS MAIL OPEN AND DIST” or “PRIORITY MAIL OPEN AND DIST,” as applicable.
 3. For Line 3 (origin line), 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. See [708.6.1.5](#) for additional standards.

16.5.3 Tag 157—Express Mail Open and Distribute

In addition to the Express Mail sack label, mailers must place the proper Express Mail mailing labels in EP-13 envelopes and attach the envelope to a black-and-white Tag 157 to each sack or container to identify it as an Express Mail Open and Distribute shipment. This tag or an approved facsimile also must be affixed to containers used for Express Mail Open and Distribute shipments of CMM.

16.5.4 Tags 161 and 190—Priority Mail Open and Distribute

Tag 161 and Tag 190 (or approved facsimiles) provide a place to affix Priority Mail postage and the address label for the destination facility. In addition to the Priority Mail sack label, Tag 161 or Tag 190 must be attached to each Priority Mail sack to identify it as a Priority Mail Open and Distribute shipment as follows:

- a. Attach Tag 161 to sacks used as Priority Mail Open and Distribute containers to a BMC, ASF, ADC, or SCF facility.
- b. Attach Tag 190 to sacks used as Priority Mail Open and Distribute containers to a DDU. This tag also must be affixed to containers used for Priority Mail Open and Distribute shipments of CMM.
- c. Electronic option Delivery Confirmation service is the only authorized extra service for the Open and Distribute Priority Mail containers. Delivery Confirmation barcodes must be incorporated in the address label and formatted as specified in Publication 91, *Confirmation Services Technical Guide*.

705.16.5.5

16.5.5 Label 23—Priority Mail Open and Distribute

As an alternative to sacks for Priority Mail Open and Distribute shipments, mailers may use letter trays (or mailer-supplied containers for CMM pieces) as follows:

- a. Label 23 is affixed to the letter tray or mailer-supplied container. A single Label 23 may be used to identify two letter trays strapped together. Mailer-supplied containers may not be strapped together.
- b. If two letter trays are strapped together, each tray must be of identical size and individually strapped under [235.3.4](#). Label 23 must be affixed to the sleeve of the top tray before strapping. The trays must be strapped securely around the length of the two trays.
- c. The total weight of two trays strapped together or mailer-supplied containers used for CMM may not exceed 70 pounds.

16.5.6 Address Labels

In addition to Tag 157, Label 23, Tag 161, or Tag 190, USPS-supplied containers and envelopes and mailer-supplied containers used as Express Mail Open and Distribute or Priority Mail Open and Distribute containers must be addressed “OPEN AND DISTRIBUTE AT:” followed by the facility name. Find the facility name and other information to address the labels according to the type of facility in [16.5.8](#) through [16.5.11](#).

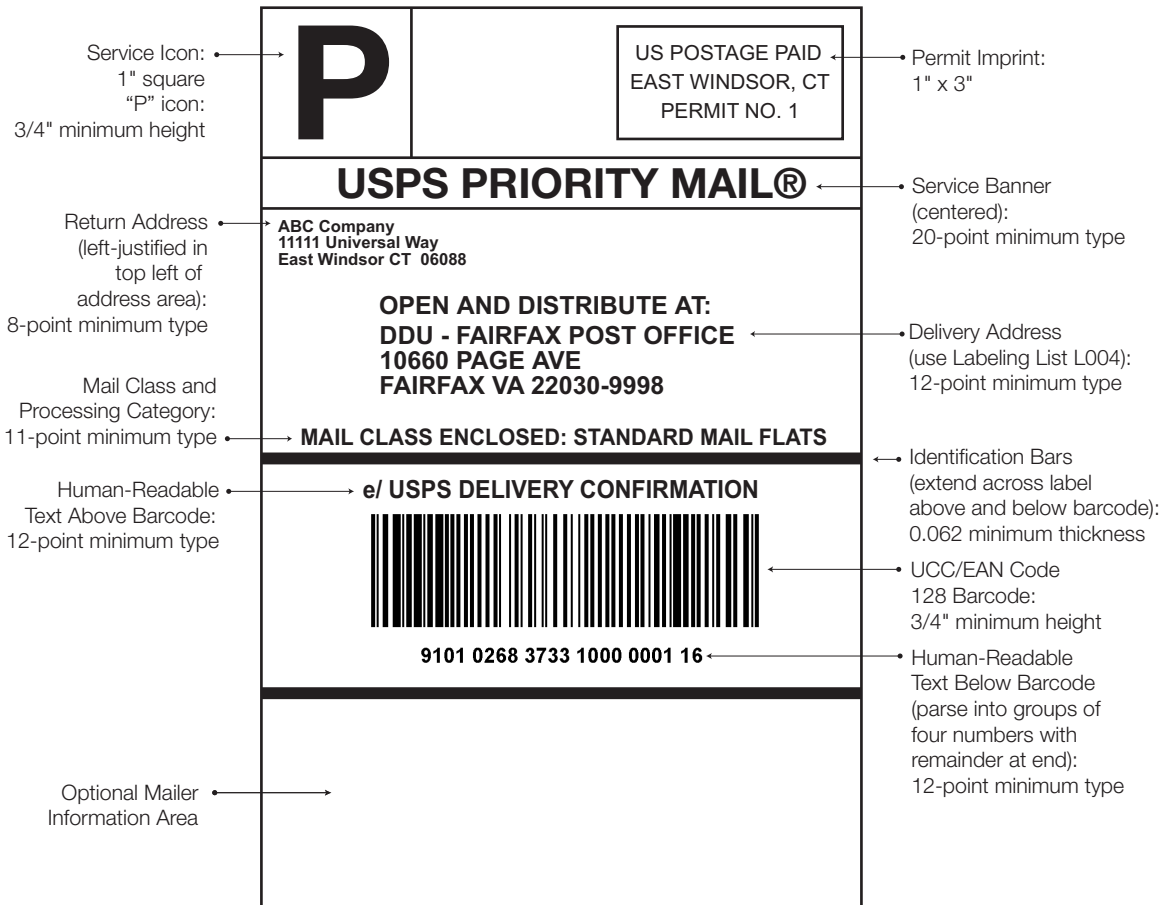
16.5.7 Delivery Confirmation Service

Mailers are encouraged to use the electronic option Delivery Confirmation service, under [503.9.4](#), on all address labels on Label 23, Tag 161, or Tag 190. Mailers who want access to delivery or service performance data for their Priority Mail Open and Distribute shipments must use electronic Delivery Confirmation service in accordance with requirements in Publication 91. Mailers should prepare address labels on Label 23 and on Tag 161 and Tag 190 using the formats in [16.5.8](#) through [16.5.11](#).

16.5.8 DDU Address Labels

For the DDU address label, use the name of the DDU on the top line; the street address of the facility on the next line; and city, state, and ZIP+4 code on the last line of the address block. For DDU distribution, use the facility name and ZIP Code found in the Drop Shipment Address File available at USPS' FAST Web site at <https://fast.usps.com>. (click on "Resources" in the left-hand navigation bar, then "Drop Ship Product File Download"). Directly below the address, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.8 for an example of a DDU address label.

Exhibit 16.5.8 DDU Address Label



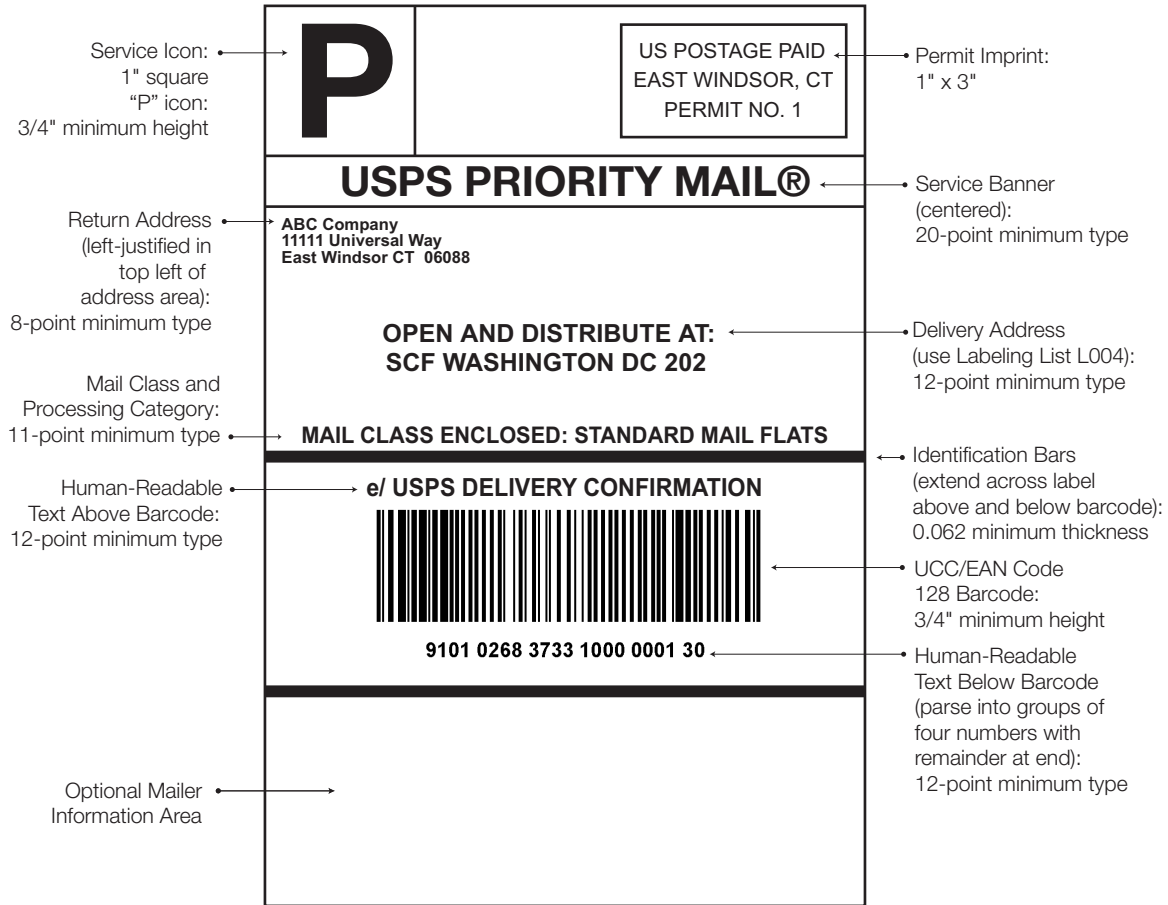
Label:
4" x 6"

705.16.5.9

16.5.9 SCF Address Labels

For the SCF address label, use the destination information in Column B of labeling list [L005](#). Directly below the SCF facility name, indicate the class and processing category of the enclosed mail. See [Exhibit 16.5.9](#) for an example of an SCF address label.

Exhibit 16.5.9 SCF Address Label

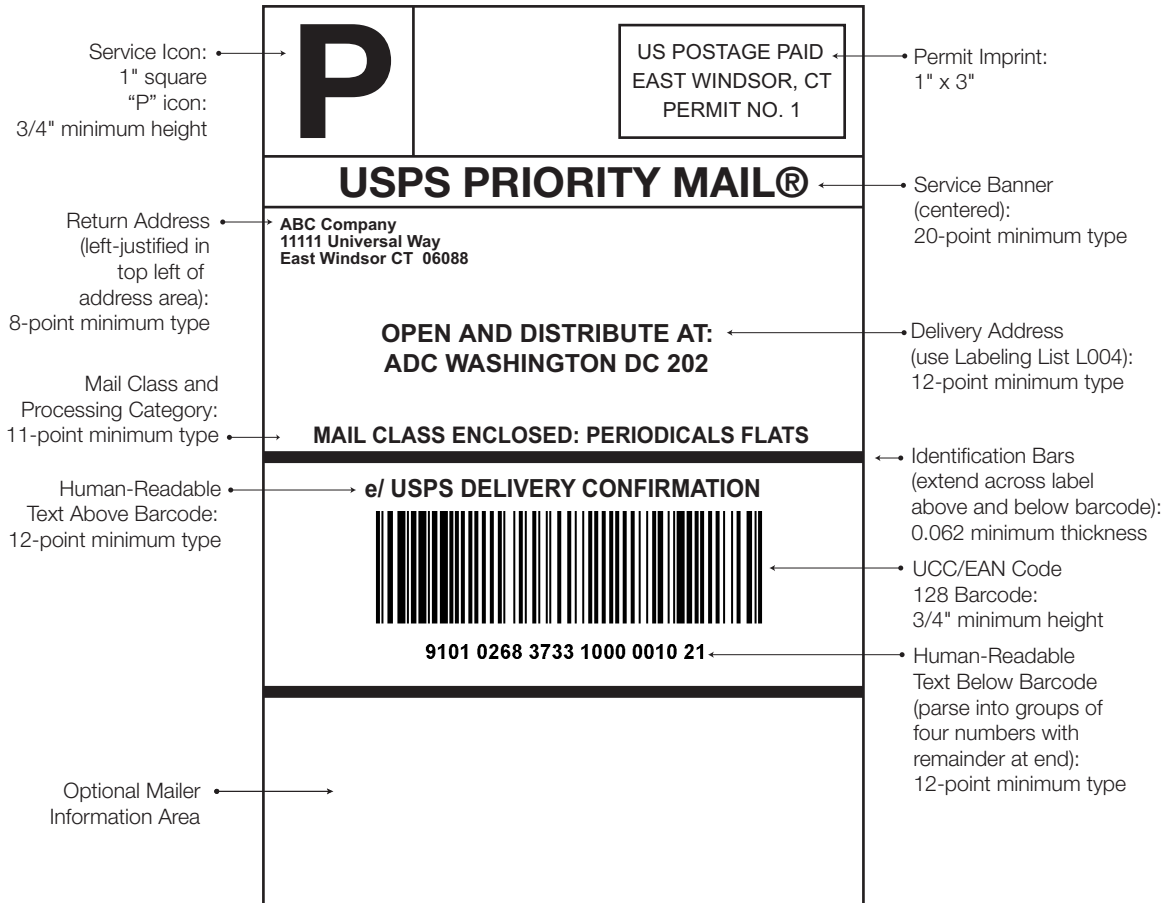


Label:
4" x 6"

16.5.10 ADC Address Labels

For the ADC address label, use the destination information in Column B of labeling list L004. Directly below the ADC facility name, indicate the class and processing category of the enclosed mail. See Exhibit 16.5.10 for an example of an ADC address label.

Exhibit 16.5.10 ADC Address Label



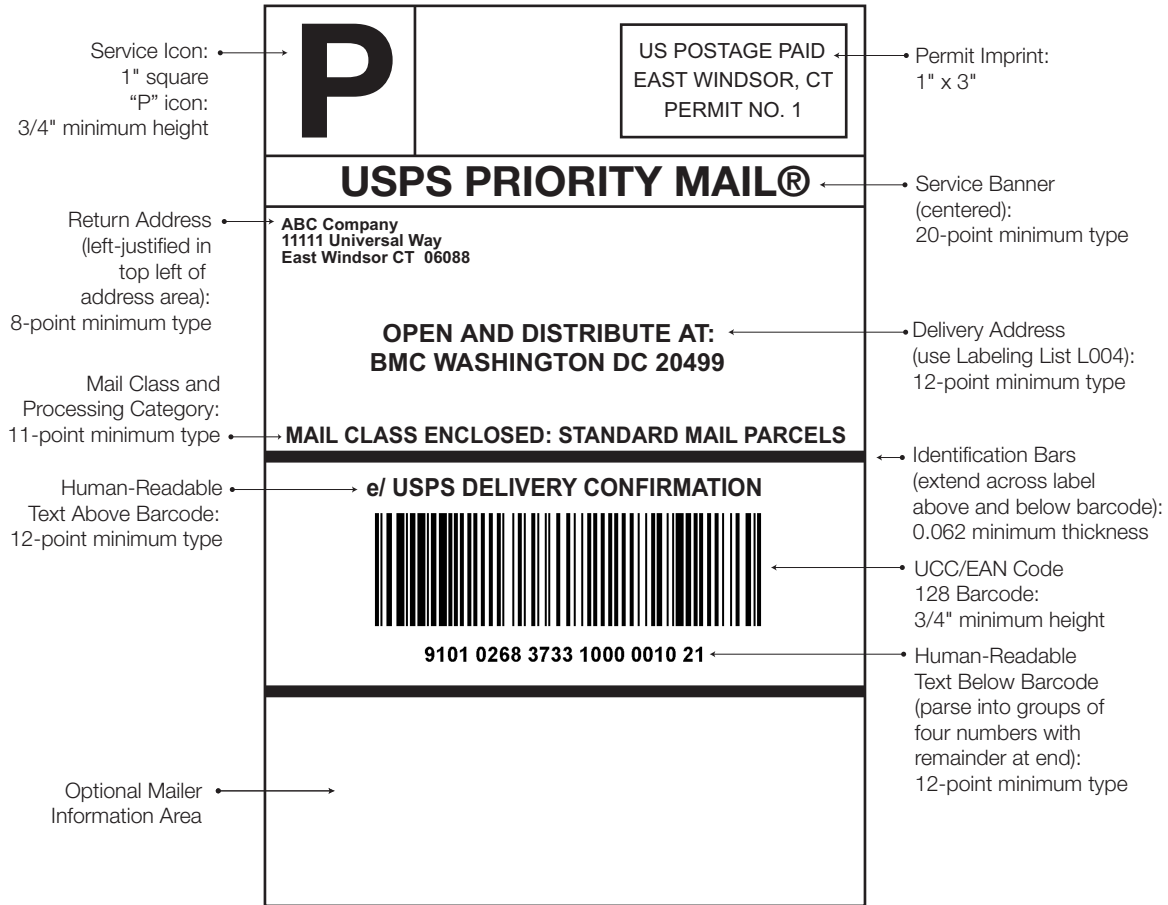
Label:
4" x 6"

705.16.5.11

16.5.11 BMC Address Labels

For a BMC address label, use the destination information in Column B of labeling list [L601](#). (For an ASF address label, use Column B of labeling list [L602](#).) Directly below the facility name, indicate the class and processing category of the enclosed mail. See [Exhibit 16.5.11](#) for an example of a BMC address label.

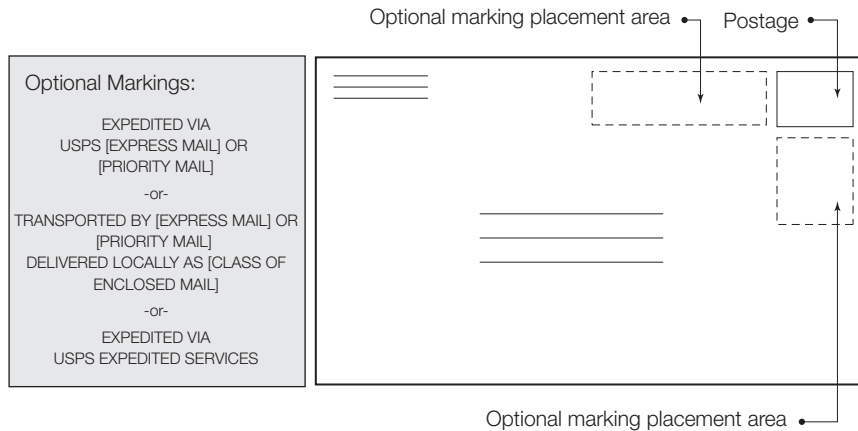
Exhibit 16.5.11 BMC Address Label



Label:
4" x 6"

16.5.12 Markings on Enclosed Mail

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 font. When an optional marking is used, the type size of the required rate marking (see 202 for letters, 302 for flats, or 402 for parcels) must be at least 8 points.



16.6 Enter and Deposit

16.6.1 Verification and Entry

Mailers must prepare Express Mail Open and Distribute and Priority Mail Open and Distribute shipments under 16.2 and 16.5 and present shipments at a business mail entry unit (BMEU) or other location designated by the postmaster to accept both the enclosed mail and when applicable, Express Mail. Mailers must present shipments to the BMEU with enough time for acceptance, processing, and dispatch, before the facility's critical entry time for Express Mail or Priority Mail.

17.0 Express Mail Reship Service

The USPS picks up shipments 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 5637) 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 Pickup on Demand 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.

705.18.1

- e. Express Mail reship service is not available for Registered Mail, Certified Mail, COD, insured mail, 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 list the Expedited Service specialist at the originating office as the "Firm Representative" and show that 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.

18.0 Metered Mail Drop Shipment

18.1 Basic Information

18.1.1 General

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 [18.2.6](#) when the USPS determines that information or circumstances supporting the original authorization may no longer be accurate, complete, or applicable. ([604.4.0](#) 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.
- d. Annual mailing fees, as applicable for the class of mail, must be paid at the office(s) where mailings will be entered, as required under [233.3.4](#) or [243.3.4](#).

18.1.2 Effect on Service

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.

18.1.3 Changes

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.

18.2 Authorization

18.2.1 Options 1 & 2

Authorizations under Options 1 and 2 in [18.3, Option 1: Deposit at P&DC/F](#), and [18.4, Option 2: Deposit at Another Post Office](#), are granted to meter license holders. The meter license holder must apply in writing to the district manager of business mail entry whose district includes the licensing post office of the meter holder.

18.2.2 Options 3 & 4

Authorization under Option 3 in [18.5, Option 3: Consolidated Drop Shipment With Endorsement](#), is granted to mailers intending to present mail for other meter license holders (including their own mail, if applicable) at one location other than the licensing office(s), whereas authorization under Option 4 in [18.6, Option 4: Consolidated Drop Shipment Without Endorsement](#), is granted for mailings presented at more than one location. For authorization under Option 3, the mailer or consolidator must apply in writing to the district manager of business mail entry whose district includes the post office(s) where the mailings are verified for presort preparation and payment of postage. Applications under Option 4 must be submitted to the manager, Business Mailer Support.

18.2.3 Application

The application must describe the classes of mail to be deposited and the volume, processing category, frequency of mailing, and requested deposit schedule of each. The application must also state how the mail to be entered meets applicable eligibility and service standards and must identify any third party preparing and presenting the mail. The application must be prepared on the mailer's letterhead and signed by an authorized manager or representative. There is no USPS form for this purpose. Additional information is required for Options 3 and 4. Mailers seeking authorization under Option 4 must contact Business Mailer Support, USPS Headquarters, for guidance (see [608.8.0](#) for address).

18.2.4 Notification

The manager of business mail entry (or the manager, Business Mailer Support under Option 4) notifies the applicant in writing of approval or conditions of approval, including the drop shipment (DS) authorization number, or denial.

18.2.5 Application Denial

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 [607.2.0](#).

18.2.6 Revocation

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.

705.18.2.7

18.2.7 USPS Authorities

Authorization is revoked by:

- a. The manager of business mail entry of the district originally issuing authorization or the manager, Business Mailer Support.
- b. 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.

18.2.8 Nonuse

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.

18.2.9 Appeal

Written appeal of the revocation notice may be made within 15 days of its receipt, under [607.2.0](#).

18.3 Option 1: Deposit at P&DC/F

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at the local processing and distribution center/facility (P&DC/F) making the initial originating distribution of mail deposited at the post office where the meter license is held. Mail must be prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. The mailer may be required to prepare and deposit the mail in an additional manner that best enhances postal handling as specified in the drop shipment authorization. Any such requirements are modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

18.4 Option 2: Deposit at Another Post Office**18.4.1 Eligibility**

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at a post office other than the licensing post office or P&DC/F serving the licensing post office. Mail must be prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. The mailer may be required to perform additional preparation and meet specific deposit schedules to enhance postal handling. Any such requirements are specified in the drop shipment authorization and may be modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization.

18.4.2 Endorsement

Each mailpiece deposited under this option 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 manager of business mail entry serving the entry post office. If the abbreviation "D/S AUTH" is not used, the mailing office ZIP Code may be used instead of the city and state of mailing. The endorsement must be included in digital indicia or placed outside the indicium boundary in 8-point or larger type by a

computer or mechanical method providing a clear and legible impression. For letter press indicia, the endorsement must appear in the ad plate area. The application and the endorsement format must be approved by the district manager of business mail entry before mail is deposited under this option.

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

18.4.3 Not Valid

Drop shipment endorsements authorized before March 19, 1989, are no longer valid.

18.4.4 Rate and Class Marking

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 [202](#) for letters, [302](#) for flats, and [402](#) for parcels. The marking may also be provided separately directly below the indicium boundary if the marking meets the relevant size and legibility standards.

18.5 Option 3: Consolidated Drop Shipment With Endorsement

18.5.1 General

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different post offices and present such mailings at one post office, subject to the conditions and limitations in [18.5](#). All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under [604.9.4](#), [Value Added Refunds](#), and [5.0](#), [First-Class Mail or Standard Mail Mailings With Different Payment Methods](#), must also be met.

18.5.2 Barcoded and Nonbarcoded Portions

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.

18.5.3 Service Objective

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.)

18.5.4 Information

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 [18.2.3](#), the application must identify the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters.

18.5.5 Notice to Licensees

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.

18.5.6 Additional Standards

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.

18.5.7 Endorsement

Each mailpiece deposited under this option must be endorsed with the letters "DS," followed by a unique drop shipment authorization number (issued by the manager of business mail entry of the district in which the mail is entered) and the words "MAILED AT," followed by the 3-digit ZIP Code prefix of the entry post office. The endorsement may also include the correct mailing date. (Including this date does not relieve the meter licensee(s) 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 mailpiece, in 8-point or larger type, by a computer or another mechanical method providing a clear and legible

endorsement. The district manager of business mail entry issuing the authorization number must approve the endorsement before drop shipment mailings may be made under this option.

EXAMPLES

DS12 MAILED AT 606 – 04/01/04

MAILED AT 606 DS12 – 04/01/04

DS48 MAILED AT 981

MAILED AT 981 DS48

18.5.8 Placement

The drop shipment endorsement must not interfere with the barcode clear zone or any other marking.

18.5.9 Preparation

The preparation and documentation standards that apply to the rates claimed in the mailing remain unaffected by entry under Option 3.

18.5.10 Consolidation

Mail collected from licensees for mailing under Option 3 may not be further collected or consolidated by any other mailer or consolidator.

18.6 Option 4: Consolidated Drop Shipment Without Endorsement**18.6.1 General**

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different post offices and consolidate that mail for mailing (entry and deposit) at other entry post offices, subject to the conditions and limitations in 18.6. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under 604.9.4, *Value Added Refunds*, and 5.0, *First-Class Mail or Standard Mail Mailings With Different Payment Methods*, must also be met.

18.6.2 Barcoded and Nonbarcoded Portions

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.

18.6.3 Service Objective

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.)

18.6.4 Information

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 [18.2, Authorization](#), 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.

18.6.5 Notice to Licensees

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.

18.6.6 Additional Standards

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.

18.6.7 Transportation

The mailer must provide transportation for the consolidated mailing, unless the USPS provides plant load service.

18.6.8 Endorsement

A drop shipment endorsement is not required on pieces mailed under Option 4.

18.6.9 Preparation

The preparation and documentation standards that apply to the rates claimed in the mailing remain unaffected by entry under Option 4.

18.6.10 Consolidation

Mail collected from licensees for mailing under Option 4 may not be further collected or consolidated by any other mailer or consolidator.

18.6.11 Documentation

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.

707 Periodicals

Overview

- 1.0 Rates and Fees
- 2.0 Rate Application and Computation
- 3.0 Physical Characteristics and Content
- 4.0 Basic Eligibility Standards
- 5.0 Applying for Periodicals Authorization
- 6.0 Qualification Categories
- 7.0 Mailing to Nonsubscribers or Nonrequesters
- 8.0 Record Keeping Standards for Publishers
- 9.0 Changing Title, Frequency, or Known Office of Publication
- 10.0 Preferred Periodicals
- 11.0 Basic Rate Eligibility
- 12.0 Nonbarcoded (Presorted) Rate Eligibility
- 13.0 Carrier Route Rate Eligibility
- 14.0 Barcoded (Automation) Rate Eligibility
- 15.0 Ride-Along Rate Eligibility
- 16.0 Postage Payment
- 17.0 Documentation
- 18.0 General Mail Preparation
- 19.0 Bundles
- 20.0 Sacks and Trays
- 21.0 Sack and Tray Labels
- 22.0 Preparing Nonbarcoded (Presorted) Rate Periodicals
- 23.0 Preparing Carrier Route Rate Periodicals
- 24.0 Preparing Letter-Size Barcoded (Automation) Rate Periodicals
- 25.0 Preparing Flat-Size Barcoded (Automation) Rate Periodicals
- 26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals
- 27.0 Combining Multiple Editions or Publications
- 28.0 Enter and Deposit
- 29.0 Destination Entry
- 30.0 Additional Entry

707.1.1

1.0 Rates and Fees

1.1 Outside-County—Including Science-of-Agriculture

1.1.1 Pound Rates

Per pound or fraction:

ADVERTISING PORTION			NONADVERTISING PORTION			
Zone	Regular Rate	Science-of-Agriculture	Zone	Regular Rate	Science-of-Agriculture	
DDU	\$0.160	\$0.120	DDU	\$0.133	\$0.133	Preferred Rate Discount: Authorized nonprofit and 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 in DMM 707.7.
DSCF	0.209	0.157	DSCF	0.174	0.174	
DADC	0.219	0.164	DADC	0.182	0.182	
1 & 2	0.239	0.179	Other	0.199	0.199	
3	0.257	0.257				
4	0.303	0.303				
5	0.372	0.372				
6	0.446	0.446				
7	0.534	0.534				
8	0.610	0.610				

1.1.2 Piece Rates

Per addressed piece:

Bundle Level	LETTERS		MACHINABLE FLATS		NONMACHINABLE FLATS		PARCELS
	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	
5-Digit	\$0.211	\$0.276	\$0.268	\$0.276	\$0.285	\$0.289	\$0.289
3-Digit/SCF	0.275	0.348	0.331	0.348	0.362	0.373	0.373
ADC	0.289	0.370	0.350	0.370	0.412	0.432	0.432
MXD ADC	0.327	0.431	0.404	0.431	0.504	0.534	0.534

1.1.3 Bundle Rates

Rate for each bundle containing Outside-County Periodicals mail (see 2.1.8 for how to apply these rates):

Bundle Level	CONTAINER LEVEL			
	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Firm	\$0.027	\$0.045	\$0.048	\$0.079
Carrier Route	0.039	0.095	0.104	---
5-Digit	0.008	0.084	0.095	0.161
3-Digit/SCF	---	0.039	0.063	0.134
ADC	---	---	0.038	0.129
MXD ADC	---	---	---	0.100

1.1.4 Container Rates

Rate for each pallet, sack, tray, or other USPS-approved container containing Outside-County Periodicals mail (see 2.1.9 for how to apply these rates):

Entry	PALLET			TRAY/SACK			
	5-Digit	3-Digit/SCF	ADC	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Destination Delivery Unit	\$1.20	---	---	\$0.70	---	---	---
Destination SCF	8.00	\$6.70	---	0.90	\$0.60	---	---
Destination ADC	15.50	12.20	\$8.90	1.30	1.00	\$0.60	---
Destination BMC	17.50	14.40	13.00	1.50	1.20	1.10	---
Origin	26.95	22.98	18.61	2.24	1.90	1.80	\$0.42

1.1.5 Discounts

Discounts for nonadvertising content, for each 1% of nonadvertising: \$0.00091 per addressed piece.

1.1.6 Nonprofit Publications

Authorized nonprofit publications 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 7.0.

1.1.7 Classroom Publications

Authorized Classroom publications 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 7.0.

1.2 In-County**1.2.1 Pound Rates**

Per pound or fraction:

LETTERS, FLATS, & PARCELS	
Zone	Rate
DDU	\$0.132
None	0.171

1.2.2 Piece Rates

Per addressed piece:

Presort Level	AUTOMATION		NONAUTOMATION
	Letters	Flats	Letters, Flats, and Parcels
Carrier Route			
<i>Saturation</i>	---	---	\$0.028
<i>High Density</i>	---	---	0.041
<i>Basic</i>	---	---	0.056
5-Digit	\$0.044	\$0.093	0.098
3-Digit	0.046	0.099	0.110
Basic	0.055	0.107	0.122

707.1.2.3

1.2.3 Discount

Destination delivery unit discount for each addressed piece: \$0.008.

1.3 Ride-Along Rate

Rate per ride-along piece: \$0.155.

1.4 Fees

Per application:

- a. Original entry: \$500.00.
- b. News agent registry: \$45.00.
- c. Additional entry: \$75.00.
- d. Reentry: \$55.00.

2.0 Rate Application and Computation**2.1 Rate Application****2.1.1 Rate Elements**

[7-15-07] Postage for Periodicals mail includes a pound rate charge, a piece rate charge, bundle and container rate charges for Outside-County mail, and any discounts for which the mail qualifies under the corresponding standards.

2.1.2 Applying Outside-County Piece Rates

[7-15-07] The per piece charge applies to each copy and each firm bundle in the mailing. Outside-County piece rates are based on the shape of the mailpiece (letter, flat, or parcel); the characteristics of the mailpiece (machinable or nonmachinable, see [18.4ac](#) and [18.4ad](#)); the application of a barcode; and the bundle presort level. Firm bundles and carrier route pieces pay separate piece rates that do not vary based on these criteria. For pieces properly prepared loose in trays, the rate is based on the tray presort level. Apply piece rates for Outside-County mail as follows:

- a. *Letters.*
 1. Apply the “Letters—Barcoded” rates to pieces that meet all of the standards for automation letters in [201.3.0](#) and include a barcode.
 2. Apply the “Letters—Nonbarcoded” rates to pieces that meet the standards for all letters in [201](#) but do not include a barcode. Apply these rates also to pieces that are barcoded but do not meet all of the automation letter standards in [201.3.0](#).
- b. *Machinable flats.*
 1. Apply the “Machinable Flats—Barcoded” rates to pieces that meet all of the standards for automation flats in [301.3.0](#) and include a barcode. Apply the 5-digit rate also to barcoded pieces prepared under the alternative flats criteria in [26.0](#) and placed in 5-digit bundles.

2. Apply the “Machinable Flats—Nonbarcoded” rates to pieces that meet all of the standards for automation flats in 301.3.0 but do not include a barcode.
- c. *Nonmachinable flats.*
1. Apply the “Nonmachinable Flats—Barcoded” rates to pieces that meet all of the alternative standards for flats in 26.0 and include a barcode. Exception: Barcoded pieces prepared under 26.0 and placed in 5-digit bundles pay the “Machinable Flats—Barcoded” 5-digit rate.
 2. Apply the “Nonmachinable Flats—Nonbarcoded” rates to pieces that meet all of the alternative standards for flats in 26.0 but do not include a barcode. Apply these rates also to all nonmachinable flats, whether or not a barcode is used.
- d. *Parcels.* Apply the “Parcels” rates to all parcels, whether or not a barcode is used.

2.1.3 Applying In-County Piece Rates

[7-15-07] An *addressed piece* can be a single individually addressed copy or a firm bundle 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). For In-County mail, piece rates apply to each addressed piece, based on the sorting done by the publisher. Piece rates for automation mailings are based on the bundle level (or tray level for unbundled pieces in trays); piece rates for nonautomation mailings are based on the tray or sack level.

2.1.4 Applying Pound Rate

[7-15-07] Apply pound rates to the weight of the pieces in the mailing as follows:

- a. Outside-County (including Science-of-Agriculture) pound rates are based on the weight of the advertising portion sent to each postal zone (as computed from the entry office) or destination entry zone, and the weight of the nonadvertising portion to a destination entry zone or a single rate to all other zones.
- b. In-County pound rates consist of a DDU entry rate and an unzoned rate for eligible copies delivered to addresses within the county of publication.

2.1.5 Computing Weight of Advertising and Nonadvertising Portions

[7-15-07] The pound rate charge is the sum of the charges for the computed weight of the advertising portion of copies to each destination entry and zone, plus the sum of the charges for the computed weight of the nonadvertising portion of copies to each destination entry and all other zones. The following standards apply:

- a. The minimum pound rate charge for any zone to which copies are mailed is the 1-pound rate. For example, three 2-ounce copies for a zone are subject to the minimum 1-pound charge.
- b. 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.

2.1.6 Per Piece Charge

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 bundle of unaddressed copies with a single delivery address for the bundle, or a firm bundle 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).

2.1.7 Discounts

Discounts and reductions apply as specified in [2.0](#), [10.0](#), and [29.0](#).

2.1.8 Applying Outside-County Bundle Rates

[\[7-15-07\]](#) For Outside-County mail prepared in bundles, mailers pay the bundle rate according to the presort level of the bundle and the presort level of the container that the bundle is placed in or on. Firm bundles pay a firm bundle rate that is based only on the presort level of the container. Bundle rates do not apply to barcoded letter-size mail prepared in full letter trays or to flat-size mail prepared in flat trays under the optional tray preparation in [22.7](#) and [25.5](#). The bundle rates are in addition to the container rates. The following additional standards apply:

- a. Bundles of fewer than six pieces under [25.1.4](#) (including single-piece bundles) must each pay the applicable bundle charge.
- b. For bundles with both In-County and Outside-County pieces, mailers do not pay the bundle charge for carrier route and 5-digit/scheme bundles.

2.1.9 Applying Outside-County Container Rates

[\[7-15-07\]](#) For Outside-County mail prepared in trays, sacks, pallets, and other USPS-approved containers, mailers pay the container rate according to the type of container, the presort level of the container, and where the mail is entered. The container level is determined by the least-finely presorted bundle that container could contain according to standards (for example, a "5-digit metro pallet" may contain 3-digit and/or 5-digit bundles and would always pay the 3-digit/SCF pallet rate). For mailer-supplied air freight containers, mailers pay the container charge based on the original presort of the mail before it is transferred to the airfreight container. The container rates are in addition to the bundle rates. The following additional standards apply:

- a. For mailings prepared in trays or sacks, mailers pay the container rate for each tray or sack based on container level and entry.
- b. For mailings prepared on pallets under [705.8.0](#):
 1. For bundles placed directly on pallets, mailers pay the container rate for each pallet.
 2. For trays or sacks on pallets, mailers pay the container rate for each tray or sack, and not for the pallets. The container rate for each tray or sack is based on the tray or sack level and where the pallet is entered.

- c. For containers with both In-County and Outside-County pieces, mailers do not pay the container rate for carrier route, 5-digit carrier routes, and 5-digit/scheme pallets, sacks, and trays.

2.2 Computing Postage

2.2.1 Percentage of Advertising

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 [16.0, Postage Payment](#), and [17.0, Documentation](#).

2.2.2 Weight Per Copy

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 [16.0](#) and [17.0](#).

2.2.3 Computing Other Weights

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.

2.2.4 Pound Rate

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.

2.2.5 Piece Rate

[7-15-07] Determine the piece rate postage as follows:

- a. *Outside-County*. Multiply the number of copies by the appropriate rate, based on the criteria in [2.1.2a](#). For firm bundles, multiply the number of firm bundles by the firm bundle piece rate.

707.2.2.6

- b. *In-County*. Multiply the number of addressed pieces (not copies) by the appropriate rate, based on the presort of the pieces as mailed. An addressed piece can be a single individually addressed copy or a firm bundle containing multiple copies for the same address.

2.2.6 Nonadvertising Adjustment

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.

2.2.7 Outside-County Bundle and Container Charges

[7-15-07] The Outside-County bundle charge is the sum of the number of bundles for each bundle level and container level in the mailing subject to the Outside-County bundle rates (see 1.1.3), multiplied by the applicable bundle rates. The Outside-County container charge is the sum of the number of containers for each container type, container level, and entry level in the mailing subject to the Outside-County container rates (see 1.1.4), multiplied by the applicable container rates. Mailers must document the number of bundles and containers required for the rates claimed. If the documentation shows more bundles and containers are required than are presented for mailing, the mailer must pay the charges according to the documentation. Mailers cannot reduce the bundle and container charges by preparing fewer bundles and containers than standards require. Mailers who prepare Periodicals publications as a combined mailing by merging copies or bundles of copies under 27.0 may pay the Outside-County bundle and container charges in one of the following ways:

- a. On one publisher's Form 3541.
- b. On one consolidated Form 3541. Under this option, the consolidator must complete the appropriate sections of the form and pay the charges from the consolidator's own advance deposit account.
- c. Apportioned on each publisher's Form 3541. The following standards apply:
 1. The qualification report must be submitted electronically via Mail.dat. See 708.1.0 for additional documentation requirements.
 2. The total charges on all Form 3541s in a combined mailing must equal the total charges for all bundles and containers subject to the Outside-County container rates presented for mailing.
 3. Apportion the bundle charge for each title or edition by determining how many of each type of bundle that title or edition is in. Next calculate the percentage of copies in each of those bundles and convert to four decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of bundle in the mailing and multiply the total by the applicable bundle rate in 1.1.3. Add the bundle charges to determine the total for each title or edition.
 4. Apportion the container charge for each title or edition by determining how many of each type of container that title or edition is in. Next calculate the percentage of copies in each of those containers and convert to four

decimal places, rounding if necessary (for example, convert 20.221% to 0.2022). Add the decimal values for each type of container in the mailing and multiply the total by the applicable container rate in [1.1.4](#). Add the container charges to determine the total for each title or edition.

2.2.8 Total Postage

[\[7-15-07\]](#) Total Outside-County postage is the sum of the per pound and per piece charges, the bundle charges, the container charges, and any Ride-Along and Repositionable Notes charges; minus 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 and Repositionable Notes charges, less all discounts, rounded off to the nearest whole cent.

3.0 Physical Characteristics and Content

3.1 Physical Characteristics

3.1.1 General

See [201](#) for the physical characteristics for letter-size Periodicals, [301](#) for flat-size Periodicals, and [401](#) for parcel-size Periodicals.

3.2 Addressing

3.2.1 General

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

3.2.2 Address Label

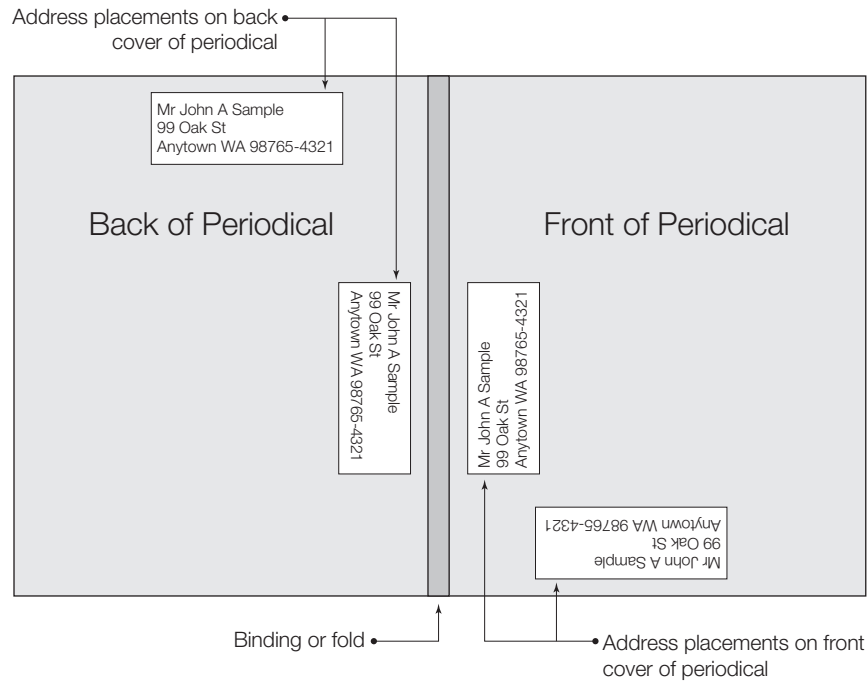
White or other light-colored paper must be used for the address label. To identify the mailpiece as Periodicals, the mailer may place, vertically along the left-hand side of the label, a 1/4-inch or narrower strip of solid pink or of pink "PER" characters.

3.2.3 Address Placement

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 3.2.4](#)). 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.

3.2.4 Return Address

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

Exhibit 3.2.4 Address Placement for Periodicals**3.3 Permissible Mailpiece Components****3.3.1 Pages**

Pages are the printed sheets forming the publication or one of the mailpiece's components, bearing advertising, nonadvertising, or both, including pages with text and graphics, 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 3.3.4) 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.

3.3.2 Parts and Sections

Parts and sections are pages 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.

3.3.3 Enclosures at First-Class Mail or Standard Mail Rates

Material paid at First-Class Mail or Standard Mail rates may be enclosed in a Periodicals mailpiece subject to these conditions:

- a. The total weight of all enclosed Standard Mail material must be less than 16 ounces.
- b. Postage and fee payment is subject to [703.9.8](#) and [703.9.9](#) and [707.16.3](#). 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.
- 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. See [703.9.7.2](#).

3.3.4 Loose Enclosures at Periodicals Rates

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. If the publication otherwise consists entirely of nonadvertising material, an incidental First-Class enclosure may be treated as nonadvertising material. In all other cases, an incidental First-Class enclosure is considered part of the advertising portion of the publication. 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 material containing information related exclusively to a receipt or request or order for a subscription provided the printed material does not advertise, promote, or offer for sale other products or services.

707.3.3.5

- 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 [3.3.4b](#) and [3.3.4c](#) 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.

3.3.5 Supplement

A supplement is one or more pages (subject to [3.3.1](#)) 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 (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 material and bear the endorsement "Supplement to" followed by the title of the publication; the name of the publisher; or "Periodicals Publication." A bound publication with one or more supplements must be enclosed in a wrapper. 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 [3.5.4](#). If the supplement is included loose outside the unbound publication, the publication and its supplement must be enclosed in a wrapper or envelope, and the supplement must bear the endorsement "Supplement to" followed by the title of the publication; the name of the publisher; or "Periodicals Publication."

3.3.6 Cover and Protective Cover

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 [3.5.6](#). 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 [3.3.8, Attachment](#).

3.3.7 Mailing Wrapper

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 [3.3.8](#).

3.3.8 Attachment

Mailers may attach the following material 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 [3.3.3, Enclosures at First-Class Mail or Standard Mail Rates](#), or [3.3.4, Loose Enclosures at Periodicals Rates](#). When nonincidental First-Class Mail and/or Standard Mail enclosures (see [3.3.3](#)) 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 or prepared under [3.5.4](#). No portion of the publication title may be obscured.

3.3.9 Printed Addition

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 bundle (on the outside of the bundle) or a bundle count such as “2 of 4” (on the bundle 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.

3.3.10 Label Carrier

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, subject to these conditions:

- a. The label carrier must include the following elements:
 - 1. The title of the Periodicals publication or the name and address of the publisher. Mailers may also include incidental graphics of the host Periodicals publication, other Periodicals publications of the publisher, or Periodicals publications of one or more affiliates or subsidiaries of the publisher (or any combination thereof), provided that all of the publications are under common 100% ownership. If such graphics are used they are

707.3.4

- treated as advertising, and mailers must use an area no larger than 3 inches by 5 inches to show the title of the Periodicals publication or the name and address of the publisher and the graphic or graphics.
2. 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).
 3. 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,” “Standard Mail Enclosed,” or “Ride-Along 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. Incidental text calling attention to information on the reverse, or to information within the contents of the Periodicals publication, may be placed on the front of the label carrier. If any information referred to on the reverse of the label carrier or within the contents of the Periodicals publication is advertising, the incidental text on the front also is treated as advertising.

3.4 Impermissible Mailpiece Components

3.4.1 General

Regardless of preparation or characteristics, the materials described in [3.4.2](#) through [3.4.5](#) are not eligible for Periodicals rates.

3.4.2 Prohibited Material

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.

3.4.3 Products

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 material; and wall, desk, and blank calendars. Printed pages, including oversized pages and calendars, are not considered products if they are not offered for sale.

3.4.4 Package Services

Package Services may not be combined with a Periodicals publication.

3.4.5 Nonprinted Sheets

Any matter not formed of printed sheets (except as permitted under [3.3.1a](#)) is not eligible for Periodicals rates.

3.5 Mailpiece Construction**3.5.1 Bound/Unbound**

Publications may be prepared in either a bound or unbound form, with or without wrappers unless required by [3.5.7](#). 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.

3.5.2 Size and Weight

[\[7-15-07\]](#) Periodicals mail may not weigh more than 70 pounds or measure more than 108 inches in length and girth combined. Additional size and weight limits apply to letters and machinable and nonmachinable flat-size pieces. Requester publications must contain at least 24 pages per issue.

3.5.3 Uniformity

Flat-size pieces must remain uniformly thick. Cover attachments, tabbed or glued half covers, flat-surfaced ride-along enclosures, loose subscription materials, and flat-surfaced enclosures of other classes may be included as long as the overall uniform thickness of the flat is maintained.

3.5.4 Without Mailing Wrapper

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 [3.3.4](#) may be included loose inside a bound unwrapped publication. An enclosure under [3.3.3, Enclosures at First-Class Mail or Standard Mail Rates](#), or [3.3.4, Loose Enclosures at Periodicals Rates](#), or a single sheet prepared as an attachment under [3.3.8c](#), may be securely attached along the bound edge on the outside of an unwrapped publication 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.

707.3.5.5

3.5.5 With Mailing Wrapper

Except as provided in 3.3.5, *Supplement*, 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.

3.5.6 Cover Page and Protective Cover

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 301.3.5.2. If the host publication is bound, the protective cover must be permanently attached to the publication.

3.5.7 APO/FPO Copy

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.

3.5.8 Postal Inspection

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.

3.6 Printed Features**3.6.1 Publication Title and Address Notice**

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, for example, THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY (USPS 123-456).

3.6.2 Periodicals Imprint

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.

3.6.3 Advertising

Advertising 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 3.3.4d, all advertising must be included in the advertising portion of the issue measured under 16.0 and 17.0. Different advertising may occupy the same space in different editions of the same issue.

3.6.4 Marking of Paid Reading Matter

Under 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.

4.0 Basic Eligibility Standards

4.1 Second-Class Mail

On July 1, 1996, Second-Class Mail was renamed “Periodicals.”

4.2 Qualification Categories

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.

4.3 General

Only newspapers and periodical publications meeting the mailability standards in 601 and the general and applicable specific standards in 4.0 through 15.0 and 29.0 may be authorized mailing at the Periodicals rates.

4.4 Periodical Publications

4.4.1 Definition and Characteristics

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.

707.4.4.2

- 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.

4.4.2 Other Publication Types

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.

4.4.3 Restriction

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.

4.5 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.

4.6 Known Office of Publication**4.6.1 Location**

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.

4.6.2 Purpose

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.

4.7 Regular Issuance**4.7.1 Frequency**

Each Periodicals publication must be issued at a regular frequency of at least four times a year.

4.7.2 Statement of Frequency

The publisher must adopt a statement of frequency showing how many issues are to be published each year and at which regular intervals (for example: daily; weekly; quarterly; four times a year in January, February, October, and November; weekly during school year; monthly except during July and August).

4.7.3 Compliance With Frequency

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 PCSC revokes the publication's Periodicals mailing privileges.

4.8 Eligible Formats**4.8.1 Complete Copies**

Complete copies of the regular issues of a Periodicals publication may be mailed at the applicable Periodicals rates. Incomplete copies (for example, those lacking pages or parts of pages) are subject to the applicable First-Class Mail, Standard Mail, or Package Services rates.

4.8.2 Issues and Editions

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 [4.9, Issues](#), or [4.10, Editions](#).

4.9 Issues**4.9.1 Regular Issues**

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.

4.9.2 Extra Issues

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.

4.9.3 Content

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.

707.4.9.4

4.9.4 Mailing Issues—Same Day

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.

4.9.5 Mailing Issues—Different Day

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.

4.10 Editions**4.10.1 Types**

Issues mailed at Periodicals rates may be prepared in editions (such as demographic or morning). Subscribers and requesters must not routinely receive more than one edition of any issue.

4.10.2 Extra Editions

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.

4.10.3 Content

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.

4.11 Back Issues 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.

4.12 Identification

4.12.1 Title

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.

4.12.2 Identification Statement

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.

4.12.3 Unbound Publication

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.

4.12.4 Bound Publication

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 4.12.3 or on one of the last three nonadvertising pages inside the back cover.

4.12.5 Identification Statement Content

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 (for example, "THE WEEKLY JOURNAL" (ISSN 9876-543X)). If an ISSN is not assigned, the USPS number assigned by the PCSC must appear in the identification statement within 90 days after being provided (for example, "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 4.7.2.
- 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

707.4.13

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 [3.6.1](#). Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags.

4.13 Advertising Standards

4.13.1 Definition of Advertising

Advertising is restricted or prohibited by [6.1.3](#) and [6.2.3](#) 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.

4.13.2 Definition of Public Service Announcement

The term *public service announcement* means any announcement for which no valuable consideration is received by the publisher, which does not include any material 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.

4.14 Fees

4.14.1 Fee Required

The required fee must accompany an application for:

- a. Periodicals mailing privileges (original entry).
- b. News agent registry.
- c. Additional entry (unless excepted in [4.14.2](#) or [4.14.3](#)).

- d. Reentry (unless excepted in 4.14.2 or 4.14.3) 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.

4.14.2 No Fee

No fee is charged if reentry is only to change eligibility to preferred rates or the preferred rate discount.

4.14.3 Single Fee

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.

4.14.4 Return of Fee

After an application is filed with the USPS, no part of the fee is returned to the applicant.

4.14.5 Address Correction

The fee for manual or automated address correction service is charged per notice issued.

5.0 Applying for Periodicals Authorization

5.1 Original Entry Application

5.1.1 General Publications

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.

5.1.2 Publications of Institutions and Societies

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.

707.5.1.3

- b. When a publication issued by an institution or society carries general advertising, individual subscriptions or receipts are not required; a resolution is acceptable (for example: *"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.

5.1.3 Publications of State Departments of Agriculture

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.

5.1.4 Requester Publications

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.

5.1.5 Foreign Publications

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.

5.1.6 News Agent Registry

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 the copies are sent to actual subscribers or other news agents for sale or

distribution to requesters. The evidence provided in support of the application must include a listing of the publishers, the corresponding titles, and the publication numbers for the qualifying Periodicals publications.

5.1.7 Publication Copies

Applications under 5.1.1 through 5.1.5 must be accompanied by two copies of the issue published nearest to the date of application. These copies must be identified as required in 4.12, marked to show the advertising content, and the percentage of advertising must be shown on the cover.

5.1.8 Translation

If a publication is printed in a foreign language, a brief translation of the contents of the copies (a synopsis of each article and advertisement) must accompany the application.

5.1.9 Fee

The applicable fee must accompany an application for Periodicals mailing privileges or news agent registry. The fee is not refundable.

5.1.10 Location

The location shown on the application as the original entry post office must be a post office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) may not be authorized as original entries.

5.2 Mailing While Application Pending

5.2.1 Mailing Before Approval

A publisher or news agent may not mail at Periodicals rates before the PCSC 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.

5.2.2 Record of Deposits

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 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. Records are kept for First-Class rate mailings that may qualify for a refund under the exception in 5.3.6e.

5.3 Decision on Application

5.3.1 Ruling

The PCSC manager rules on all applications for Periodicals mailing privileges or news agent registry.

5.3.2 Additional Information

Before acting on an application, the PCSC 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.

5.3.3 Mailability

If the PCSC 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).)

5.3.4 Effective Date

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.

5.3.5 Refund

Except as noted in [5.3.6](#), 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.

5.3.6 No Refund

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.

5.3.7 Denial and Appeal

If the PCSC manager 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 PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). If the manager of Mailing Standards 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.

5.4 Revocation or Suspension of Privileges**5.4.1 Revocation**

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.

5.4.2 Initial Decision

The PCSC manager 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.

5.4.3 Appeal

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 PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). 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.

6.0 Qualification Categories

6.1 General Publication

6.1.1 Basic Standards

General publications must meet the applicable basic standards for Periodicals in [4.0](#) through [9.0](#) and [11.0](#) 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.

6.1.2 Circulation Standards

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 [6.1.2](#), including the amount paid for the subscription. The USPS may require evidence of compliance (such as 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]*."

707.6.1.3

- 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 70% 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. For this standard, the distribution of all copies of a publication is considered, whether circulated in the mail or otherwise. 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.

6.1.3 Advertising Standards

Advertising is defined in 4.13. 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.

6.2 Publications of Institutions and Societies

6.2.1 Basic Standards

A publication that meets the applicable basic standards in 4.0 through 9.0 and 11.0 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, that is, 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.

6.2.2 Types of Publications

Publications are eligible for Periodicals mailing privileges if they meet the basic standards of 4.0, contain only the publisher's own advertising or general advertising subject to 6.2.3, 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, that is, 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, that is, 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.

707.6.2.3

- e. A strictly historical society, that is, 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 material, holding regular meetings, presenting addresses and lectures, or using mass media.
- f. A strictly scientific society, that is, 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 (a congregation of worshippers who conduct religious services) or a church organization (organizations of individual churches, organizations that are subsidiary to individual churches, and national or regional organizations of churches).

6.2.3 Advertising Standards

Advertising is defined in 4.13. A publication qualifying for Periodicals mailing privileges under 6.2.2 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.

6.3 Publications of State Departments of Agriculture**6.3.1 Basic Standards**

A publication issued by a state department of agriculture that meets the basic standards in 4.0 is eligible for Periodicals mailing privileges if it is published to further only the objectives of the department and contains no advertising.

6.3.2 In-County Rates

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.

6.4 Requester Publications**6.4.1 Basic Standards**

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 4.0 and:

- a. Each issue contains at least 24 pages.
- b. No issue contains more than 75% advertising (as defined in 4.13).

- 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.

6.4.2 Circulation Standards

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.

6.5 Foreign Publications

6.5.1 Basic Standards

Foreign newspapers and other periodicals that meet the basic standards in 4.0 and have the same general character as domestic publications entered as Periodicals may be granted Periodicals mailing privileges.

6.5.2 Known Office

The known office of publication may be the office of the publisher's agent.

6.5.3 Rates

Foreign publications eligible for Periodicals mailing privileges are subject to the same Periodicals rates as domestic (U.S.) publications.

6.5.4 Circulation Standards

Review of applications is based only on U.S. circulation.

707.6.5.5

6.5.5 Copyright

This standard does not authorize the mailing of a publication that violates a copyright granted by the United States.

6.6 News Agent Registry**6.6.1 Definition**

The term *news agent* means a person or concern selling two or more Periodicals publications published by more than one publisher.

6.6.2 Authorization

A news agent must be authorized by the USPS before the agent may mail Periodicals publications at Periodicals rates.

6.6.3 Remailing

A news agent may not remove bundles 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.

6.6.4 Unsold Copies

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.

6.6.5 Parts Returned

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.

7.0 Mailing to Nonsubscribers or Nonrequesters**7.1 Sample Copies**

Sample copies are nonsubscriber or nonrequester copies. They may be mailed at the rates and under the applicable standards below and in [10.0, Preferred Periodicals](#).

7.2 Simplified Address

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.

7.3 Advertising Copies

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.

7.4 Gift Subscriptions

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.

7.5 Exchange Copies

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.

7.6 Expired Subscription

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, the base for computing the 10% nonsubscriber limits, or whether an issue is a bona fide issue under [8.0, Record Keeping Standards for Publishers](#).

7.7 Complimentary Copies

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.

7.8 Proof Copies

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.

7.9 Nonrequester and Nonsubscriber Copies**7.9.1 Nonrequester Copies**

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

707.7.9.2

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.

7.9.2 Nonsubscriber Copies

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.

7.9.3 Preferred Rates

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 [11.3](#), 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 is not exceeded.

7.9.4 Publications of Institutions and Societies

For publications of institutions and societies that are not authorized to contain general advertising, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation.

7.9.5 Mixed Preferred and Regular Rates

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.

7.9.6 Copies Over 10% Allowance

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.

7.9.7 Excess Noncommingled Mailing

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.

7.9.8 Mixed Mailing

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.

8.0 Record Keeping Standards for Publishers**8.1 Basic Standards****8.1.1 Purpose**

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 [5.0, Applying for Periodicals Authorization](#).

8.1.2 Information Required

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.

8.1.3 Retention

The publisher must keep records for each issue of a publication for 3 years from its issue date, except for circulation records for general or requester publications for which USPS verification of circulation 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.

8.1.4 Types of Records

These records may be used to meet the standards in [8.1.1](#) and [8.1.2](#):

707.8.2

- 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.

8.2 Verification**8.2.1 Purpose**

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.

8.2.2 Authorized Verification

USPS employees or an authorized audit bureau may conduct verifications of circulation for an application for Periodicals mailing privileges, reentry application, or other required circulation verification of general or requester publications.

8.2.3 Independent Audit Bureau

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.

8.3 Statement of Ownership, Management, and Circulation**8.3.1 Filing Form 3526**

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.

8.3.2 Content

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.

8.3.3 Publication

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.

8.3.4 Noncompliance

If a publisher does not comply with the filing or publishing standards of 8.3 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.

8.4 Nonsubscriber and Nonrequester Copy Distribution**8.4.1 Multiple Issues—Same Day**

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.

8.4.2 Multiple Issues—Different Days

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.

9.0 Changing Title, Frequency, or Known Office of Publication**9.1 General****9.1.1 When Required**

Except under 9.1.2, 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.

9.1.2 When Not Required

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 10.0 for Preferred Periodicals rates or from authorized entry under 6.0 as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

9.1.3 Where to File

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.

9.1.4 Accompanying Documentation

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 [8.0, Record Keeping Standards for Publishers](#)).
- 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 [30.0, Additional Entry](#)) is not required if distribution changes affect only the original entry post office.

9.1.5 Location

The location shown on Form 3510 for the new original entry post office must be a post office. Other postal facilities (such as branches, stations, contract offices, and processing hubs) are not authorized as original entries.

9.1.6 Same County

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.

9.1.7 Filing Date

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.

9.1.8 Effective Date

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.

9.1.9 Reentry Denial

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.

9.1.10 Application Fee

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.

9.1.11 Multiple Reentry Requests

A publisher may file a single Form 3510 and pay a single fee to request more than one reentry action under [9.1](#) 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 that cannot meet these conditions.

9.1.12 Other Actions

A publisher must submit a separate Form 3510 (and pay any required fee) for each reentry action under [28.4, Deposit at AMC/AMF](#), [30.0, Additional Entry](#), [10.0, Preferred Periodicals](#) (no fee), or [9.2, Changing Qualification Categories](#). A publisher must file a separate Form 3510 (and pay the applicable fee) if modifications are made to the publication's distribution plan other than the frequency of issuance or the location of the original entry post office.

9.2 Changing Qualification Categories

9.2.1 When Required

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.

9.2.2 When Not Required

An application for reentry is not required if only the ownership of the publication is changed, unless that change disqualifies the publication for eligibility for Preferred Periodicals rates, or for entry as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication.

9.2.3 Forms Required

The publisher must submit Form 3500 and Form 3510 to change a publication's authorization category.

9.2.4 Filing

The publisher must make all filings under [9.2.3](#) to the original entry postmaster.

9.3 Application for Reentry

9.3.1 Pending

While an application for reentry is pending, copies of an authorized Periodicals publication are accepted for mailing at the Periodicals rates, subject to [9.3.5, Effective Date](#).

9.3.2 Additional Information

The PCSC manager may ask for more information or evidence from the publisher to complete or clarify an application. Failure to provide such information is sufficient grounds to deny the application.

9.3.3 Proof of Compliance

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.

9.3.4 Ruling

The PCSC manager reviews and rules on an application for reentry.

9.3.5 Effective Date

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 [9.1.12](#) through [9.1.10](#), 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.

9.3.6 Denial After Verification

If a verification shows that the publication (as modified by the requested reentry) does not meet applicable Periodicals standards, the PCSC manager 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 [9.3.8](#). If no appeal is filed, the denial takes effect 15 days from the publisher's receipt of the manager's decision.

9.3.7 Denial—No Verification

If the PCSC manager 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 [9.3.8](#) within that time.

9.3.8 Appeal

An appeal must be filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). The manager of Mailing Standards may ask the publisher for more information or evidence to clarify the appeal. Failure to provide such information is sufficient grounds to deny the appeal.

9.3.9 Mailing During Appeal

During the appeal:

- a. Copies of any issue of a publication denied reentry under [9.1](#) 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 [9.2](#) 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 [9.3.12](#).

9.3.10 Refund

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.

9.3.11 Final Decision

The manager of Mailing Standards (see [608.8.0](#) for address) issues the final agency decision on appeals under [9.1](#).

9.3.12 Denial

If the manager denies an appeal under [9.2](#), *Changing Qualification Categories*, 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.

10.0 Preferred Periodicals**10.1 Nonprofit Eligibility—Basic Standards****10.1.1 Authorization**

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 [10.2](#) or [10.3](#).

10.1.2 Other Rates and Discounts Claimed

Each piece must also meet the standards for rates or discounts claimed. Nonsubscriber copies are subject to [7.0](#).

10.1.3 Advertising Percentage

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

707.10.2

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.

10.2 Nonprofit Eligibility—Qualified Organizations**10.2.1 Types of Organizations**

A publication issued by and in the interest of one of the types of organizations described in 10.2.3 through 10.2.10 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.

10.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in 10.2.3 through 10.2.10 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.

10.2.3 Religious Organization

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (such as 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.

10.2.4 Educational Organization

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 (such as 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.

10.2.5 Scientific Organization

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.

10.2.6 Philanthropic (Charitable) Organization

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.

10.2.7 Agricultural Organization

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, and so forth; or by other activities related to agricultural interests.

10.2.8 Labor Organization

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, and so forth (such as labor unions and employee associations).

10.2.9 Veterans' Organization

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.

10.2.10 Fraternal Organization

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

707.10.3

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.

10.3 Nonprofit Eligibility—Other Qualified Organizations

10.3.1 Basic Standards

Subject to [10.3.2](#), 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 [6.0](#) 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.

10.3.2 Limits

Only one publication (other than a requester publication) per qualifying organization may qualify for the Nonprofit rates under [10.3.1c](#) or [10.3.1d](#).

10.4 Classroom Eligibility

10.4.1 Authorization

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.

10.4.2 Types of Publications

Classroom rates apply only to educational, religious, or scientific publications designed for use in school classrooms or religious instruction classes.

10.4.3 Other Rates and Discounts Claimed

Each piece must also meet the standards for rates or discounts claimed. Nonsubscriber copies are subject to [7.0](#). Subject to [29.0](#), the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate.

10.4.4 Advertising Percentage

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.

10.5 Application**10.5.1 Filing**

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 [10.0](#).

10.5.2 Fee

No fee is required for an application to mail at a preferred Periodicals rate.

10.6 Mailing While Application Pending**10.6.1 Mailing Before Approval**

A publisher or news agent may not mail at a Periodicals Preferred rate or deduct the Preferred rate discount until the PCSC 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).

10.6.2 Record of Deposits

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.

10.7 Decision on Application**10.7.1 Ruling**

The PCSC manager rules on special rate applications that are filed concurrently with an original entry application. The PCSC manager also rules on requests for special rates made on Form 3510 for publications authorized Periodicals mailing privileges.

10.7.2 Additional Information

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.

10.7.3 Effective Date

The authorization takes effect on the application date or the eligibility date, whichever is later.

10.7.4 Refund

Except as noted in [10.7.5](#), 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

707.10.7.5

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.

10.7.5 No Refund

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.

10.7.6 Denial and Appeal

If the application to mail at special rates is denied, the PCSC manager 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 manager of Mailing Standards (see [608.8.0](#) for address). Before taking action, the manager of Mailing Standards may ask the publisher for more information or evidence to support the appeal. Failure to provide such information is sufficient grounds for denying the appeal. The manager of Mailing Standards issues the final agency decision.

11.0 Basic Rate Eligibility

11.1 Outside-County Rates

11.1.1 General

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 [11.3](#). Outside-County rates consist of an addressed per piece charge, a zoned charge for the weight of the advertising portion of the publication, an unzoned charge for the weight of the nonadvertising portion, and a bundle and container charge.

11.1.2 Nonrequester and Nonsubscriber Copies

For excess noncommingled mailings under [7.0](#), nonrequester and nonsubscriber copies are not eligible for Periodicals rates unless the publication is authorized under [6.2, Publications of Institutions and Societies](#), and is not authorized to contain general advertising. Nonrequester and nonsubscriber copies in excess of the 10% allowance under [7.0](#) are subject to Outside-County rates when commingled with requester or subscriber copies, as appropriate.

11.1.3 Preferred Rate Discount

Periodicals publications qualifying as Nonprofit or Classroom Periodicals 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 [7.0](#).

11.2 Outside-County Science-of-Agriculture Rates**11.2.1 Authorization**

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.

11.2.2 General

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.

11.2.3 Other Rates and Discounts Claimed

All Outside-County rates apply. Nonsubscriber copies are subject to [7.0](#).

11.2.4 Filing

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 [11.0](#).

11.3 In-County Rates**11.3.1 Subscriber Copies**

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.

11.3.2 Exceptional Conditions

The standard in [11.3.1](#) 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.

707.11.3.3

- 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.

11.3.3 Nonsubscriber Copies

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 [7.0](#). 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 [7.0](#), whichever occurs first.

11.4 Discounts

[7-15-07] The following discounts are available:

- a. *Nonadvertising*. The nonadvertising discount applies to the Outside-County piece rate and is computed under [2.0](#).
- b. *Destination Entry*. Destination entry rates are available under [29.0](#) for copies entered at specific USPS facilities.

11.5 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.

12.0 Nonbarcoded (Presorted) Rate Eligibility

12.1 Basic Standards

12.1.1 General

The standards for nonbarcoded (Presorted) rates are in addition to the standards for other rates or discounts claimed and the applicable preparation standards. Not all combinations of presort level, automation, and destination entry discounts are permitted.

12.1.2 Address Quality

All pieces in a Periodicals nonbarcoded rate mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The ZIP Code accuracy standard in [12.4](#).
- b. If an alternative addressing format is used, the additional standards in [602.3.0](#).

12.1.3 Barcode Quality

Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in [708.4.0](#) and [708.3.0](#).

12.1.4 Documentation

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 [708.1.0](#). 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 (such as DDU and DSCF).

12.2 Rates—Outside-County

[\[7-15-07\]](#) Outside-County nonbarcoded (Presorted) rates are based on the following criteria (see [2.0](#) for rate application and computation):

- a. Piece rates are based on shape, machinability, barcoding, and presort level. The presort level of the piece is based primarily on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level.
- b. Bundle rates are based on the bundle and container sortation level.
- c. Container rates are based on the type of container (tray, sack, or pallet), the level of sortation of the container, and where the container is entered.

12.3 Rates—In-County**12.3.1 Five-Digit Rates**

5-digit rates apply to:

- a. Letter-size pieces in 5-digit bundles of six or more pieces each, placed in 5-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)) bundles and 5-digit bundles of six or more addressed pieces each, placed in applicable merged 5-digit scheme ([L001](#)) sacks, merged 5-digit sacks, 5-digit scheme ([L001](#)) sacks, or 5-digit sacks, or palletized under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#).

12.3.2 Three-Digit Rates

3-digit rates apply to:

- a. Letter-size pieces in 5-digit and 3-digit bundles of six or more pieces each, placed in 3-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)), 5-digit, 3-digit scheme ([L008](#)) and 3-digit bundles of six or more addressed pieces each, placed in 3-digit sacks; or 3-digit scheme, and 3-digit bundles of six or more addressed pieces each, prepared under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#).

12.3.3 Basic Rates

Basic rates apply to pieces that are not eligible for and claimed at 5-digit and 3-digit rates, including pieces prepared using the optional flat tray sortation under [22.7](#).

707.12.4

12.4 ZIP Code Accuracy

12.4.1 General

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [12.4.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate.
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Periodicals nonbarcoded rates, regardless of any required surcharge, must meet the ZIP Code accuracy standard.

12.4.2 Authorized Methods

The following methods are authorized for meeting the ZIP Code accuracy standard:

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
 1. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
 2. Any mailing list service in [507.6.0](#).
 3. An authorized service provider.
 4. CASS-certified matching software.
 5. USPS Web site www.usps.com.

12.4.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

13.0 Carrier Route Rate Eligibility

13.1 Basic Standards

13.1.1 General

The standards for carrier route rates are in addition to the standards for other rates or discounts claimed and the applicable preparation standards. Not all combinations of presort level, automation, and destination entry discounts are permitted.

13.1.2 Address Quality

All pieces in a Periodicals carrier route rate mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The carrier route accuracy standard in [13.4](#).
- b. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- c. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#).

13.1.3 Carrier Route Sequencing

All pieces in a carrier route rate mailing must also meet the applicable sequencing requirements in [13.2.2](#), [13.3](#), and [23.7](#).

13.1.4 Barcode Quality

Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in [708.4.0](#) and [708.3.0](#).

13.1.5 Documentation

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 [708.1.0](#). 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 (such as DDU and DSCF). Documentation of sequencing and of density standards under [23.7](#) must be submitted with each mailing.

13.2 Sorting

13.2.1 Basic Standards

Preparation to qualify eligible pieces for carrier route rates is optional and need not be performed for all carrier routes in a 5-digit area. Carrier route rates apply to copies that are prepared in carrier route bundles of six or more addressed pieces each, subject to these standards:

- a. *Letter-size mailings.* Carrier route rates apply to carrier route bundles that are sorted into carrier route, 5-digit carrier routes, or 3-digit carrier routes trays under [23.0](#). Trays may be palletized under [705.8.0](#).
- b. *Nonletter-size mailings.* Carrier route rates apply to carrier route bundles that are sorted in one of the following ways:

707.13.2.2

1. Bundles sorted onto pallets prepared under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#), as appropriate.
2. Bundles in carrier route, 5-digit scheme carrier routes, 5-digit carrier routes sacks, or 3-digit carrier routes sacks under [23.0](#). Sacks may be palletized under [705.8.0](#).
3. Unsacked bundles entered at a destination delivery unit according to preparation standards in [23.4.2](#) and entry standards in [29.5.5](#).

13.2.2 Sequencing Requirements

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 ([23.7](#)).
- b. The high density and saturation rates apply to pieces that are eligible for carrier route rates under [13.2.1](#), are prepared in carrier walk sequence, and meet the applicable density standards in [13.3](#) for the rate claimed.

13.3 Walk-Sequence Rates**13.3.1 Eligibility**

The high density or saturation rates apply to each walk-sequenced piece in a carrier route mailing, eligible under [13.2.1](#) and prepared under [705.8.0](#), [23.0](#), or (nonletter-size mail only) [705.10.0](#), [705.12.0](#), or [705.13.0](#), that also meets the corresponding addressing and density standards in [13.3.4](#). High density and saturation rate mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS (see [23.7](#)).

13.3.2 Copies Claimed at Other Rates

A mailing that includes copies claimed at a walk-sequence rate may include other copies claimed at other 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.

13.3.3 Addressing

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, whether mailed under congressional frank or by certain government entities for delivery on a city route, may use the appropriate simplified address format described in [23.7](#).

13.3.4 Density

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 [13.3.4c](#), 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 [13.3.4e](#). In-County rate pieces may also qualify for high density rates under [13.3.4c](#).
- 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 [602.](#), [3.0 Use of Alternative Addressing](#).
- 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 [13.3.4b](#) for the high density rate. Only one piece per delivery address may be counted toward the density standards for high density in [13.3.4c](#) and for the saturation rate in [13.3.4d](#).

13.4 Carrier Route Accuracy

13.4.1 General

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [13.4.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate.

707.13.4.2

- d. Except for mail bearing a simplified address, addresses used on pieces claiming Periodicals carrier route rates, regardless of any required surcharge, must meet the carrier route accuracy standard.

13.4.2 Authorized Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0](#) and [708.3.0](#). Printed Carrier Route Files (schemes) may be used only for Periodicals carrier route mail and for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation rates.

13.4.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS.

14.0 Barcoded (Automation) Rate Eligibility

14.1 Basic Standards

14.1.1 General

[5-1-07] All pieces in a Periodicals barcoded (automation) rate mailing must:

- a. Be in the same processing category and meet the physical standards in [201.3.0](#), or [301.3.0](#).
- b. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
 1. The address matching and coding standards in [14.4](#) and [708.3.0](#).
 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- c. Bear an accurate barcode meeting the standards in [708.4.0](#), under these conditions:
 1. If a letter: the mailer may use a DPBC or an Intelligent Mail barcode (see [708.4.3](#)).
 2. If a flat: the mailer may use a ZIP+4 barcode, a DPBC, or an Intelligent Mail barcode with a ZIP+4 or delivery point routing code, under [708.4.0](#).
Mailers may apply the barcode either on the piece or on an insert showing through a window.
- d. Be marked, sorted, and documented as specified in [705.8.0](#) (if palletized), or [24.0](#) (for letters) or [25.0](#) (for flats) or, for nonletter-size mail, [705.9.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Meet the applicable documentation standards in [708.1.0](#) and postage payment standards in [2.0](#), [16.0](#), and [17.0](#).

14.1.2 Enclosed Reply Cards and Envelopes

All letter-size reply cards and envelopes provided as enclosures in barcoded rate Periodicals and addressed for return to a domestic delivery address must meet the standards in [201.3.14](#) 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.

14.2 Rates—Outside-County

[\[7-15-07\]](#) Outside-County barcoded (automation) rates are based on the following criteria (see [2.0](#) for rate application and computation):

- a. Piece rates are based on mailpiece shape (letter, flat, or parcel), machinability, barcoding, and presort level. The presort level of the piece is based on the bundle level of the piece, except the presort level of pieces loose in trays is based on the tray level.
- b. Bundle rates are based on the bundle and container sortation level.
- c. Container rates are based on the type of container (tray, sack, pallet), the level of sortation of the container, and where the container is entered.

14.3 Rates—In-County**14.3.1 Five-Digit Rates**

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 [24.0](#). (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 bundles and 5-digit scheme bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#).

14.3.2 Three-Digit Rates

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 [24.0](#).
- b. Flats in 3-digit scheme, and 3-digit bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#).

14.3.3 Basic Rates

Basic automation rates apply to:

- a. Letters prepared under [24.0](#) that are not claimed at 5-digit or 3-digit rates.
- b. Flats prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#) that are not claimed at 5-digit or 3-digit rates.
- c. All pieces in any bundle that contains fewer than six pieces.

14.4 Address Standards for Barcoded Pieces

14.4.1 General

To qualify for barcoded rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in 708.4.0 that appears on a mailpiece must be the correct barcode for the corresponding delivery address on the piece.

14.4.2 ZIP+4 Code

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

14.4.3 Numeric Delivery Point Barcode

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in 708.4.0. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code.

14.4.4 Firm Name

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 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, 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 Product 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 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used.

14.4.5 Address Elements

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 Product.

14.4.6 Secondary Designator

If a secondary address designator (for example, 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 Product. 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 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used.

14.4.7 Rural and Highway Contract Routes

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 Product. 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.

14.4.8 Post Office Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect.

15.0 Ride-Along Rate Eligibility

15.1 General

The standards in 15.0 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 material at the Ride-Along rate.

15.2 Basic Standards

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 pieces. 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 must be eligible as Standard Mail and must:

- a. Not exceed any dimension of the host publication except when the host publication and the Ride-Along piece are contained in an envelope, polybag, or other complete wrapper.
- 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.

15.3 Physical Characteristics

[7-15-07] 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 letter-size or flat-size piece with the addition of a Ride-Along must remain uniformly thick.

707.15.4

- c. A Periodicals piece with a Ride-Along must maintain the same processing category as before the addition of the Ride-Along.

15.4 Marking

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, label carrier, 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.

16.0 Postage Payment

16.1 Filing Each Issue

The publisher must file a copy of each issue with the postmaster of the original entry office.

16.2 Filing Marked Copy

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 2.0. Mailers are not required to submit marked copies if they are certified by the USPS to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program.

16.3 Mailer and Publisher Responsibility

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.

16.4 Payment Method

[7-15-07] Mailers must pay Periodicals postage by advance deposit account at the original or additional entry post office, except under procedures in 16.5 for Centralized Postage Payment or in 705.15.2.4. Mailers may not pay postage for Periodicals using permit imprint, meter stamp, postage stamp, or precanceled stamps. Mailers must pay postage for First-Class Mail and Standard Mail enclosures under 703.9.8 through 703.9.12 and 705.16.1. Mailers who prepare Periodicals publications as a combined mailing by merging copies or bundles of copies under

[27.0](#) may pay the Outside-County bundle and container charges on one mailer's Form 3541, on one consolidated Form 3541, or on each mailer's Form 3541 (see [2.2.7](#)).

16.5 Centralized Postage Payment System

Subject to specific standards and authorization by the Pricing and Classification Service Center (PCSC), the Centralized Postage Payment (CPP) System allows the publisher of a Periodicals publication to pay Periodicals postage for that publication at the PCSC 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 [30.0](#).

16.6 Periodicals Accuracy, Grading, and Evaluation Program

16.6.1 General

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.

16.6.2 Program Elements

The PAGE Program evaluates and tests PPP software. In addition, the PAGE Program tests and qualifies publishing personnel to submit data to the USPS using PAGE-certified PPP software. The USPS National Customer Support Center (NCSC) certifies 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 bundles 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, PCSC.

16.6.3 Participation

For information about charges and the PAGE Program, publishers may request a technical guide (including order forms) from the NCSC (see [608.8.0](#) for address). Additional information is also available from the PCSC (see [608.8.0](#) for address).

707.17.1

17.0 Documentation

17.1 Postage Statement

Periodicals mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile. A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction.

17.2 Documentation

The postage statement must be supported by documentation (see [708.1.0](#)) 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 (DDU, DSCF, DADC, and DBMC). Additional documentation must be submitted if required by the standards for the rate or discount claimed. Subject to [17.5](#), 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.

17.3 Basic Standards for Documentation

17.3.1 General

Documentation describes the preparation and rate levels 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.

17.3.2 Format

Periodicals 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 [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

17.3.3 Presenting Documentation

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.

17.3.4 Multiple Standards

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.

17.3.5 Additional Information

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 PCSC under [607.2.0](#).

17.4 Basic Standards for Postage Statements**17.4.1 General**

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 [8.0](#) or, for specific rates, under [10.0](#), [12.0](#) through [15.0](#), and [29.0](#).

17.4.2 Reporting Multiple Mailings on One Statement

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 (for example, a carrier route 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.

17.4.3 Facsimile Postage Statements

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 (such as 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. 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 PCSC.

17.4.4 Advertising Percentage

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.

17.4.5 Measuring Advertising

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

707.17.4.6

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.

17.4.6 Waiving Nonadvertising Rates

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.

17.4.7 Copies of Previous Issues

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.

17.4.8 Mailing While Application Pending

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.

17.4.9 Sequenced Postage Statement

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 (for example, 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.

17.4.10 Official Mail

Official (penalty) Periodicals matter is also subject to the standards in [703.7.0](#), which supersede conflicting standards below.

17.4.11 News Agent's Statement

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.

17.5 Monthly Postage Statements

17.5.1 General

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.

17.5.2 Measuring Advertising

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.

17.5.3 Determining Combined Weight

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 [2.0](#).
- 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.

17.6 Detailed Zone Listing for Periodicals

17.6.1 Basic Standards

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 [17.3](#) to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records

707.17.6.2

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.

17.6.2 Format

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 (for example, 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 (for example, In-County and Outside-County rate copies within the same 3-digit ZIP Code area).

17.6.3 Zone Abbreviations

Use the actual rate name or the authorized zone abbreviation in the listings in [17.5, Monthly Postage Statements](#), and [17.6.2, Format](#):

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, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

17.7 Additional Standards**17.7.1 Presorted Mailings**

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 [708.1.0](#). 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 (such as DDU and DSCF). For Carrier Route rate mailings, documentation of sequencing and of density standards under [23.7](#) and [23.8](#) also must be submitted with each mailing.

17.7.2 Destination Entry Rate Mailings

Subject to [708.1.0](#), the mailer must be able to show compliance with eligibility requirements (by bundle, 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.

17.7.3 Outside-County Bundle and Container Rate Documentation

[\[7-15-07\]](#) The documentation must show how many bundles are used and how many trays, sacks, and pallets are required for the rates and discounts claimed.

18.0 General Mail Preparation

18.1 Definition of Presort

“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 bundle reallocation for Periodicals flats and irregular parcels and Standard Mail flats on pallets, mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations.

18.2 Definition of Mailings

“Mailings” are defined as:

- a. 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 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 (for example, machinable, nonmachinable, and carrier route) must be prepared as separate mailings. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. 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, nonmachinable flats rates, and machinable flats 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 [705.8.0](#), [22.0](#), and [23.0](#) for copalletized, combined, or mixed-rate mailings. See [705.9.0](#) through [705.13.0](#) for advanced preparation options for nonletter-size mail.

18.3 Presort Terms

[7-15-07] 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 barcoded 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 Product.
- e. *5-digit scheme (bundles and sacks) for flats prepared according to 301.3.0*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L007.
- f. *5-digit scheme carrier routes (pallets and sacks) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.
- g. *5-digit scheme (pallets) for Periodicals flats and irregular parcels*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in L001.
- h. *Merged 5-digit sacks*: the carrier route bundles and/or machinable barcoded or nonbarcoded rate 5-digit bundles 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.
- i. *Merged 5-digit pallets*: the carrier route bundles and/or machinable barcoded or nonbarcoded rate 5-digit bundles are prepared under one of the following standards:
 1. Prepared under 705.10.0 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.
 2. Prepared under 705.12.0 and the pieces in 5-digit bundles meet the 5% threshold requirement.
 3. Prepared under 705.13.0 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 bundles meet the 5% threshold requirement.
- j. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or machinable barcoded or nonbarcoded rate 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in L001, and the machinable barcoded or nonbarcoded rate 5-digit bundles 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.

- k. *Merged 5-digit scheme pallet:* contains carrier route bundles and noncarrier route 5-digit bundles (machinable barcoded or nonbarcoded rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#).
- l. *5-digit metro pallets for Periodicals flats and irregular parcels:* the 5-digit ZIP Codes on pieces in carrier route, machinable barcoded or nonbarcoded rate bundles 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. *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](#).
- o. *3-digit scheme bundles for flats prepared according to 301.3.0:* the ZIP Code in the delivery address on all pieces is one of the 3-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L008](#).
- p. *Origin/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. Separation is optional for each such 3-digit area.
- 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/entry SCF:* the separation includes bundles 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. *Origin mixed [ADC]:* the pieces are for delivery in the service area of the origin processing facility's surface preferential transportation network (see [L201](#)).
- u. *Mixed [ADC, AADC, etc.]:* the pieces are for delivery in the service area of more than one ADC, AADC, and so forth.

18.4 Mail Preparation Terms

[7-15-07] 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 85% 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* sack is defined in the standards for the class and rate claimed.
- f. A *full flat tray* is one that is physically full. Although a specific minimum volume may be 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 for certain presort destinations, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of full trays.
- g. A *less-than-full flat tray* is one that contains Periodicals 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.
- h. A *5-digit scheme sort for barcoded letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product 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 Product used to obtain the scheme information (see [708.3.0](#)). 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 required for rate eligibility but need not be used for all 5-digit ZIP Codes that are part of a scheme.
- i. A *5-digit scheme sort* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). When 5-digit scheme sorting is required, mailers must presort according to [L007](#). Pieces prepared in scheme bundles must meet the automation flat criteria in [301.3.0](#). Mailpieces must be labeled using an optional endorsement line under [708.7.0](#). Periodicals firm bundles must not be combined within 5-digit scheme bundles.
- j. A *5-digit scheme carrier routes sort for carrier route rate Periodicals flats and irregular parcels (nonletters) prepared in sacks or as bundles 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 bundles 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 bundles of flat-size and irregular parcel Periodicals. 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 prepared as bundles on pallets yields 5-digit scheme pallets containing machinable barcoded and nonbarcoded rate 5-digit bundles for those 5-digit ZIP Codes listed in L001 and for other areas. 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 bundles 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 Periodicals. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.*
- l. *A merged 5-digit sort for Periodicals flats prepared in sacks yields merged 5-digit sacks that contain carrier route bundles and/or machinable barcoded and nonbarcoded rate 5-digit bundles 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. The merged 5-digit sort is optional for Periodicals flats. Sacks prepared for a merged 5-digit destination that contain only a single rate level of bundles or that contain only two rate levels of bundles 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.*
- m. *A merged 5-digit sort for Periodicals flats prepared as bundles on pallets yields merged 5-digit pallets that contain carrier route bundles and machinable barcoded and nonbarcoded rate 5-digit bundles. The merged 5-digit sort is optional for Periodicals flats in sacks under 705.10.0. Pallets prepared for a merged 5-digit destination that contain only a single rate level of bundles or that contain only two rate levels of bundles are still considered to be merged 5-digit sorted and must be labeled accordingly.*
- n. *A merged 5-digit scheme sort for Periodicals flats prepared in sacks yields merged 5-digit scheme sacks that contain carrier route bundles and machinable barcoded and nonbarcoded rate 5-digit bundles for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Sacks prepared for a merged 5-digit scheme destination that contain only a single rate level of bundles, or only two rate levels of bundles, or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in L001.*
- o. *A merged 5-digit scheme sort for Periodicals flats prepared as bundles on pallets yields merged 5-digit scheme pallets that contain carrier route bundles and machinable barcoded and nonbarcoded rate 5-digit bundles for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Pallets*

prepared for a merged 5-digit scheme destination that contain only a single rate level of bundles, or only two rate levels of bundles, or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in [L001](#).

- p. A *5-digit metro sort for Periodicals nonletters (flats and irregular parcels) prepared as bundles on pallets* yields 5-digit metro pallets that contain carrier route, machinable flats, and parcel rate 5-digit and 3-digit bundles 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](#).
- q. 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 barcoded rate letter-size Periodicals.
- r. A *3-digit scheme sort* yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). When 3-digit scheme sorting is required, mailers must presort according to [L008](#). Pieces prepared in scheme bundles must meet the automation flat criteria in [301.3.0](#). Mailers must label mailpieces using an OEL under [708.7.0](#). Periodicals firm bundles must not be combined within 3-digit scheme bundles.
- 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. A separate tray/sack may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- t. An *origin/entry SCF sack* contains all 5-digit and 3-digit bundles (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 (for example, "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. Bundles 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. Bundles 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 (for example, “entry SCF”) 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 (such as for plant-verified drop shipment), the post office of entry determines the *entry* facility.
- x. The *group pieces* instruction means the pieces are to be sorted together but not secured into a bundle.
- y. A *bundle* is a group of addressed pieces secured together as a unit. Bundle preparation is described in [19.0](#).
- z. 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 or rubber bands in Periodicals 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 [708.4.4](#).
 - 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.
- aa. 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 bundle or in a single container (sack or 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 Periodicals “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. 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.

- ab. *Cobundling* is an alternate preparation method available under [705](#) for Periodicals that allows the combining of flat-size machinable barcoded and nonbarcoded rate pieces within the same bundle under the single minimum bundle size requirement. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).
- ac. *Machinable flats* are:
 - 1. Flat-size pieces meeting the standards in [301.3.0](#) that are sorted into 5-digit, 3-digit, ADC, and mixed ADC bundles. These pieces are compatible with processing on the AFSM 100.
 - 2. Barcoded flat-size pieces meeting the standards in [26.0](#) that are sorted into 5-digit bundles.
- ad. *Nonmachinable flats* are flat-size pieces meeting the standards in [26.0](#), with the exception of barcoded 5-digit pieces under [18.4ac](#) (item 2) above. Nonmachinable flats are not compatible with processing on the AFSM 100.

19.0 Bundles

19.1 Definition of a Bundle

Mailers assemble pieces available for different presort destinations into groups. A *bundle* is a group of addressed pieces secured together as a unit. The term *bundle* does not apply to pieces grouped or prepared loose in trays.

19.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [19.3](#), all pieces in a bundle must be “faced” (arranged with the addresses in the same read direction), with an address visible on the top piece.

19.3 Preparing Bundles of Nonuniform Pieces (“Counterstacking”)

Bundles 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 bundles 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 bundle of uniform thickness.
- d. Counter-stacked groups within a bundle 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 bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling.

19.4 Securing Bundles

Bundles must withstand normal transit and handling without breaking and without causing injury to USPS employees or damage to USPS equipment.

Mailers must meet the following standards when preparing and securing bundles:

- a. Secure bundles with banding, shrinkwrap, or shrinkwrap supplemented with one or more bands. *Banding* includes plastic bands, rubber bands, twine, string, and similar material. Mailers must meet the following standards when banding bundles:
 - 1. Do not place any bands closer than 1 inch from any bundle edge.
 - 2. When using twine or string to band bundles, secure the knot(s) so the twine or string does not come loose during transit and processing.
 - 3. Do not use wire or metal banding.
 - 4. Do not use any loose banding.
- b. When using only banding to secure bundles, apply banding under the following additional requirements:
 - 1. Use at least one band to encircle the length of the bundle and use at least one band to encircle the girth of the bundle.
 - 2. Use tension sufficient to tighten and depress the edges of the bundle so that pieces do not slip out of the banding during transit and processing.

19.5 Letter-Size Bundles

Letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles of carrier route rate mail is 4 inches. The maximum thickness for other bundles is 6 inches.
- b. Bundles must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; and for nonbarcoded Periodicals.
- c. Separator cards or tic marks *may* be used instead of bundling for letter-size pieces in full 5-digit carrier routes trays of Periodicals. 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.

- d. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, mailers must secure bundles with rubber bands, elastic strapping, flat plastic strapping, or string. Elastic strapping must be approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.
- e. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth.

19.6 Flat-Size Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0](#).
- b. If placed in sacks, the specific weight and height limits in [19.8](#).

19.7 Exception to Bundle Preparation—Full Single-Sort-Level Trays

Mailers must always bundle card-size pieces. For pieces larger than card-size, mailers need not prepare bundles when placing mail in a full tray to the corresponding tray level if none of the mail in that tray would have been more finely sorted if bundled. For example, mailers need not bundle the contents of a full ADC tray if, when correctly sorted, it would have all been prepared in ADC bundles to the same destination.

19.8 Preparing Bundles in Sacks

In addition to the standards in [19.4](#), mailers must prepare and secure bundles placed in sacks as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Measure bundles at the lowest (thinnest) point to determine the bundle height.
- c. A bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (for example, if a piece is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high, even though the maximum bundle height is 8 inches).
- d. Bundles of pieces with covers of “coated stock” (for example, magazines or catalogs with glossy covers) that are not individually enclosed in an envelope or mailing wrapper are subject to these conditions:
 - 1. Bundles secured with rubber bands, twine, string, or only shrinkwrap must not exceed 3 inches in height.
 - 2. Bundles 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.
- e. Bundles of pieces with outer surfaces of “uncoated stock” are subject to these conditions:
 - 1. Bundles must not exceed 8 inches in height (recommended maximum height is 6 inches).

2. “Uncoated stock” refers to pieces with outer surfaces composed of material other than paper (such as plastic, cloth, or fiberboard) and also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock, such as an envelope or polybag.

19.9 Preparing Bundles on Pallets

In addition to [19.2](#), [19.3](#), [19.4](#), and [19.13](#), bundles on pallets must meet the following standards:

- a. Bundles up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth, or with shrinkwrap. Bundles 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. Bundles may be secured with heavy-gauge shrinkwrap plus plastic banding, only shrinkwrap, or only banding material if they can stay together during normal processing. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited.

19.10 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (such as rural route, city route, or post office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, specific weight and height limits in [19.8](#) for Periodicals placed in sacks, and specific thickness limits in [19.5](#) for cards and letter-size pieces.

19.11 Bundles With Fewer Than the Minimum Pieces Required

An individual bundle 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 bundle and the total number of pieces for that presort destination meets the minimum volume standard (for example, 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (for example, 505 pieces prepared in 10 50-piece bundles and one five-piece bundle).

19.12 Address Visibility

Mailers preparing presort bundles must ensure that the delivery address information on the top mailpiece in each bundle is visible and readable by the naked eye. Mailers using strapping that might cover the address can avoid obstructing visibility by using clear, smooth strapping tightly secured around the bundle. Mailers using barcoded pressure-sensitive bundle labels, optional endorsement lines, carrier route

information lines, or carrier route facing slips also must ensure that the information in these presort designations is visible and readable by the naked eye. This standard does not apply to the following:

- a. Bundles placed in or on 5-digit or 5-digit scheme ([L001](#)) sacks or pallets.
- b. Bundles placed in carrier route and 5-digit carrier routes sacks.
- c. Bundles of mailpieces at carrier route rates entered at a destination delivery unit (DDU).

19.13 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. On letter-size mail (including card-size pieces), the bundle label must be placed in the lower left corner of the address side of the top piece in the bundle. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Barcoded pressure-sensitive bundle labels must not obscure the delivery address block. Banding or shrinkwrap must not obscure any bundle label. The following colors and presort characters apply to bundle labels:

- a. Firm (Periodicals use only), blue Label F.
- b. Five-digit presort level, red Label 5.
- c. Three-digit presort level, green Label 3.
- d. ADC presort level, pink Label A.
- e. Origin mixed ADC presort level, tan Label X or OEL.
- f. Mixed ADC presort level, tan Label X.

19.14 Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [19.0, Bundles](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Periodicals mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level.

19.15 Facing Slips for Carrier Route Mail

All facing slips used on carrier route bundles 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 (for example, "NEWS LTRS CR R 012").
- c. Line 3: City and two-letter state abbreviation of the origin post office.

20.0 Sacks and Trays

20.1 Basic Standards

20.1.1 General

Mailings must be prepared in trays or sacks as shown in [Exhibit 20.1.1](#) and under other applicable standards in this section. The following additional standards apply to [Exhibit 20.1.1](#):

- a. Palletized mail is subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing.

Exhibit 20.1.1 USPS Containers

PROCESSING CATEGORY	USPS CONTAINER
Periodicals	
Letter-size	Letter tray (with sleeve)
Flat-size, parcels	Sack

20.1.2 Letter Tray Sizes

These approximate measurements define the tray sizes that apply to all mail preparation standards:

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot managed mail (MM) trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended managed mail (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high.

20.1.3 Tray Sleeveing and Strapping

Each letter tray must be sleeved, using USPS-provided sleeves. Except under [20.1.4](#), 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.

20.1.4 Strapping Exception

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 destines in the same SCF (mail processing plant) service area.

20.1.5 Origin/Entry 3-Digit/Scheme Trays

For letter-size Periodicals, after all finer sort levels are prepared, an origin/entry 3-digit 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—for example, a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

20.1.6 Flats and Irregular Parcels—Origin/Entry SCF Sacks

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 bundles 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—for example, a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each SCF area.

20.1.7 Flats and Irregular Parcels—Origin Mixed ADC Sacks

For flat-size and irregular parcel-size Periodicals, after all finer sort levels are prepared, mailers must prepare an origin mixed sack containing any remaining bundles for the ZIP Codes listed in [L201](#), Column B, that correspond to the 3-digit origin entry point of the mailing as listed in Column A. Mailers may prepare only one less-than-full origin mixed sack.

20.2 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard managed mail trays must be used for all letter-size mail, except that extended managed mail trays must be used when available for letter-size mail that exceeds the inside dimensions of managed mail trays defined in [20.1.2](#). When extended managed mail trays are not available for those larger pieces, they must be placed in managed mail 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, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (for example, 150 pieces).
- 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 [1.3](#) and [1.4](#).
- 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.

20.3 Sack Preparation

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.

20.4 Use of Flat Trays (Optional)

20.4.1 General

When using this option (see [22.7](#) and [25.5](#)), mailers must prepare mailpieces in flat trays with white lids.

20.4.2 Flat Tray Sizes

Flat tray sizes are as follows:

- a. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide.
- b. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray.

20.4.3 Flat Tray Preparation

Mailers using this option must prepare flat trays 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 (double stacks of mail are allowed). Once the required minimum volume is reached to allow or require preparation of an ADC tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. Mail must not fill the tray enough to inhibit adequate closure or covering of the contents.
- c. The weight of a tray and its content must not exceed 70 pounds.
- d. Each tray must bear the correct tray label.
- e. When pieces remain after one or more full trays for an ADC destination are prepared, an additional ADC tray must be prepared if the remaining pieces reach the required volume. If the remaining volume is below the required minimum, the pieces must be moved to the appropriate origin mixed ADC or mixed ADC tray.
- f. Each flat tray must be covered with a white lid. Each covered flat tray must be secured with two straps placed tightly around the width (shorter dimension) of the tray.

707.21.1

21.0 Sack and Tray Labels

21.1 Basic Standards

21.1.1 General

Sack and tray labels are subject to the following:

- a. Use 1-inch labels for sacks with metal 1-inch label holders/closures.
- b. Use 2-inch labels for sacks with 2-inch label holder pockets.
- c. Use 2-inch labels for sacks with dual plastic label holders/closures. One-inch labels may be used but are not recommended.
- d. Use 2-inch labels for trays.
- e. Illegible labels are not acceptable. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable.
- f. Container labels for automation rate mailings are subject to 4.9 and 708.6.0.

21.1.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 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 of this 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.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (for example, "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (for example, 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray.

21.1.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 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. Except as provided in 27.0 for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
 1. "PER."
 2. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.

- b. *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
Flats	FLTS
General Delivery Unit	G
Highway Contract Route	H
Irregular Parcels	IRREG
Letters	LTR or LTRS
Machinable	MACH
Manual (cannot be processed on automated equipment or mailer requests manual processing)	MAN or MANUAL
Mixed	MXD
Nonbarcoded	NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0)
Origin Mixed	OMX
Periodicals	PER (see 21.1.3a) NEWS (see 21.1.3a)
Post Office Box Section	B
Rural Route	R
Scheme	SCH
Working	WKG

21.1.4 Line 3 (Office of Mailing or Mailer Information Line)

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.

21.1.5 Extraneous Information

Extraneous information is not permitted on the destination and content lines. It may be placed away from required lines, subject to these conditions:

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- 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.

707.21.1.6

- 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.

21.1.6 Abbreviations

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product.

21.2 Sack Labels**21.2.1 Physical Characteristics**

A sack label must meet these specifications:

- a. Color: pink for Periodicals.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- d. Height (perpendicular to printing):
 1. For 1-inch labels: 0.937 inch minimum; 0.980 inch maximum.
 2. For 2-inch labels: 1.860 inches minimum; 2.015 inches maximum.

21.2.2 Additional Standards for Barcoded Sack Labels

In addition to [21.2.1](#), barcoded sack labels must meet the standards in [21.4](#) and [708.6.2](#) (for 2-inch labels) or [708.6.3](#) (for 1-inch labels).

21.2.3 Additional Standards for Automation-Compatible Flats

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).

21.3 Tray Labels**21.3.1 Placement**

Place the tray label securely in an adhesive-backed label holder affixed to the location designated on the tray. If no specific location is indicated, place the label securely in an adhesive-backed label holder affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert the label completely into the label holder to ensure that it does not fall out during processing. Do not insert labels upside down.

21.3.2 Physical Characteristics

A tray label must meet these specifications:

- a. Color: 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.

21.3.3 Additional Standards for Barcoded Tray Labels

In addition to [21.3](#), barcoded tray labels must meet the standards in [708.6.2](#).

21.4 Use of Barcoded Sack and Tray Labels

[Exhibit 21.4](#) shows the types of mail requiring barcoded sack or tray labels.

Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label as described in [21.1.1](#).
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Do not make alterations (such as handwritten changes) to preprinted barcoded labels.
- d. Mailers must insert barcoded labels completely into the label holder on the sack or tray to prevent their loss during transport and processing.

Exhibit 21.4 Required Barcoded Sack and Tray Labels

RATE OR TYPE	PROCESSING CATEGORY
Periodicals	
Automation rate	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size

22.0 Preparing Nonbarcoded (Presorted) Rate Periodicals**22.1 Basic Standards****22.1.1 General**

For letter-size mail, nonletter-size mail in sacks, and palletized mail, the following standards apply:

- a. All pieces in each mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under [22.2](#) and prepared in trays under [22.5](#). Trays prepared under this section may subsequently be palletized under [705.8.0](#).
- c. Nonletter-size pieces must be bundled under [22.2](#). Bundles placed on pallets must meet additional bundling criteria under [705.8.0](#).
- d. Bundles of nonletter-size pieces must be sacked or palletized under one of the following:

707.22.1.2

1. Sacked under [22.6](#), except that a nonbarcoded rate mailing that is part of a mailing job that also contains a barcoded mailing must be sacked as described in [22.1.2](#).
2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Sacks prepared under [22.6](#), *Sack Preparation—Flat-Size Pieces and Parcels*, may subsequently be prepared on pallets under [705.8.0](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.

22.1.2 Additional Standards for Nonletter-Size Sacked Mailing Jobs Containing More Than One Mailing

The following standards apply:

- a. Mailings prepared in sacks that are part of a mailing job that includes a carrier route, barcoded rate, and nonbarcoded rate mailing must be prepared under one of the options listed below. Machinable nonbarcoded rate pieces may be cobundled with machinable barcoded rate pieces under the standards in [705.11.0](#).
 1. The carrier route mailing must be prepared under [13.0](#), *Carrier Route Rate Eligibility*, and [23.0](#), *Preparing Carrier Route Rate Periodicals*, and the barcoded rate and nonbarcoded rate mailing must be prepared under [705.9.0](#).
 2. All three mailings in the mailing job must be prepared under [705.10.0](#).
- b. Mailings prepared in sacks that are part of a mailing job that includes a barcoded rate and nonbarcoded rate mailing must be prepared under the cosacking standards in [705.9.0](#).
- c. Sacked mailing jobs that contain only a carrier route mailing and a nonbarcoded rate mailing may be separately sacked, or may be prepared using the merged sacking option under [705.10.0](#).
- d. Sacked mailing jobs that contain only a carrier route mailing and a barcoded rate mailing may be separately sacked under [23.0](#) and [25.0](#), or may be prepared using the merged sacking option under [705.10.0](#).

22.1.3 Documentation

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 [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). 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.

22.1.4 Merged Containerization of Nonletter-Size Carrier Route, Barcoded Rate, and Nonbarcoded Rate Mail

Under the optional preparation in [705.10.0](#), nonbarcoded rate 5-digit bundles prepared under [22.1](#) and [22.2](#) are cosacked with carrier route bundles prepared under [23.0](#) and with barcoded rate 5-digit bundles prepared under [25.0](#) in merged

5-digit sacks and in merged 5-digit scheme sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), nonbarcoded rate 5-digit bundles prepared under [22.1](#) and [22.2](#) are copalletized with carrier route bundles prepared under [23.0](#) and with barcoded rate 5-digit bundles prepared under [25.0](#) on merged 5-digit pallets and on merged 5-digit scheme pallets. See [22.1.2a](#) for information on when preparation under [705.10.0](#) may be required. Machinable barcoded and nonbarcoded rate pieces may be cobundled under [705.11.0](#).

22.2 Bundle Preparation

[\[7-15-07\]](#) Mailings consisting entirely of nonbarcoded pieces meeting the criteria in [301.3.0](#) may be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the minimum bundle size (except under [22.7](#)). Smaller volumes are not permitted except in mixed ADC bundles and 5-digit/scheme and 3-digit/scheme bundles prepared under [22.4](#). Bundling is also subject to [19.0](#), [Bundles](#). Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. 5-digit scheme (optional); six-piece minimum; OEL.
- c. 5-digit (required); six-piece minimum; red Label 5 or OEL; bundle labeling optional for pieces in full 5-digit trays.
- d. 3-digit scheme (optional); six-piece minimum; OEL.
- e. 3-digit (required); six-piece minimum; green Label 3 or OEL.
- f. ADC (required); six-piece minimum; pink Label A or OEL.
- g. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; tan label X or OEL.
- h. Mixed ADC (required); no minimum; tan Label X or OEL.

22.3 Firm Bundles

[\[7-15-07\]](#) A "firm bundle" is defined as two or more copies for the same address placed in one bundle. 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 bundle may be claimed as one addressed piece. A firm bundle claimed as one addressed piece must be physically separate from other bundles and may only be used to satisfy a six-piece bundle requirement to a presort destination for In-County rates. Firm bundles must not be placed in 5-digit scheme sacks.

22.4 Bundles With Fewer Than Six Pieces

[\[7-15-07\]](#) Nonletter-size Periodicals may be prepared in 5-digit and 3-digit bundles containing fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC rate (Outside-County) or basic rate (In-County). Low-volume bundles are permitted only when they are sacked or prepared on pallets as follows:

707.22.5

- a. Place bundles in only 5-digit, 3-digit, and SCF sacks that contain at least 24 pieces, or in origin/entry SCF sacks, as appropriate.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets.

22.5 Tray Preparation—Letter-Size Pieces

Preparation sequence, tray size, and labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece bundle minimum.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 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 bundle 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 bundle minimum.
 1. Line 1: use [L004](#), Column B.
 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS ADC NON BC.”
- d. *Mixed ADC*: required (no minimum).
 1. Line 1: Use [L011](#), Column B.
 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS NON BC WKG.”

22.6 Sack Preparation—Flat-Size Pieces and Parcels

[7-15-07] For mailing jobs that also contain a barcoded rate mailing, see [22.1.2](#) and [705.9.0](#) or [705.10.0](#). For other mailing jobs, preparation sequence, sack size, and labeling:

- a. *5-digit scheme*, optional; for pieces meeting the standards in [301.3.0](#); 24-piece minimum, fewer pieces not permitted.
 1. Line 1: [L007](#), Column B.
 2. Line 2: “PER” or NEWS” as applicable, followed by “FLTS 5D SCH NON BC.”
- b. *5-digit*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 2. Line 2: “PER” or NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “NON BC” for flats.
- c. *3-digit*, required at 24 pieces, fewer pieces not permitted.
 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 “NON BC” for flats.

- d. *SCF*, required at 24 pieces, fewer pieces not permitted.
 - 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 “NON BC” for flats.
- e. *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”; followed by “NON BC” for flats.
- f. *ADC*, required at 24 pieces, fewer pieces not permitted.
 - 1. Line 1: use [L004](#), Column B.
 - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “NON BC” for flats.
- g. *Origin mixed ADC*, required; no minimum; for any remaining bundles for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A.
 - 1. Line 1: Use [L201](#), Column C.
 - 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS” or “IRREG” as applicable, followed by “WKG W FCM.”
- h. *Mixed ADC*, required (no minimum).
 - 1. Line 1: Use [L009](#), Column B.
 - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “NON BC WKG” for flats or “WKG” for irregular parcels.

22.7 Optional Tray Preparation — Flat-Size Nonbarcoded Pieces

[7-15-07] As an option, mailers may place in flat-size trays pieces meeting the criteria in [301.3.0](#) that would normally be placed in ADC, origin mixed ADC, or mixed ADC sacks. The trays are subject to the container charge in [1.1.4](#). Pieces must not be secured in bundles and are not subject to a bundle charge. Mailers must group pieces together for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, and ADC destination as follows:

- a. *ADC*: required (24-piece minimum), no overflow tray allowed.
 - 1. Line 1: use [L004](#), Column B.
 - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “NON BC.”
- b. *Origin mixed ADC*: No minimum; for any remaining pieces for destinations in [L201](#), Column B, of the origin ZIP Code in Column A.
 - 1. Line 1: Use [L201](#), Column C.

707.23.1

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- c. *Mixed ADC*: No minimum.
 1. Line 1: Use [L009](#).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “NON BC WKG.”

23.0 Preparing Carrier Route Rate Periodicals

23.1 Basic Standards

23.1.1 General

Mailers must meet the following standards 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 bundled under [23.2](#) and prepared in trays under [23.3](#). Trays prepared under this section may subsequently be palletized under [705.8.0](#).
- c. Nonletter-size pieces must be bundled under [23.2](#). Bundles placed on pallets must meet additional bundling standards under [705.8.0](#).
- d. Except as noted in [23.4.2](#), mailers must sack or palletize bundles of nonletter-size pieces according to one of the following:
 1. Sack under [23.4](#), or under [705.10.1](#) if eligible to be cosacked with barcoded rate and nonbarcoded rate Periodicals pieces.
 2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Sacks prepared under [23.4](#), *Preparation—Flat-Size Pieces and Irregular Parcels*, may subsequently be prepared on pallets under [705.8.0](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.
- g. Pieces with a simplified address must meet the corresponding preparation standards in [602.3.0](#), *Use of Alternative Addressing*, and the eligibility standards in [7.0](#), *Mailing to Nonsubscribers or Nonrequesters*.

23.1.2 Documentation

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 [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). 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 [23.7](#) and [23.8](#) must be submitted with each mailing.

23.1.3 Sequencing

Preparation for carrier route rates is optional and subject to additional standards. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using either walk sequencing or line-of-travel sequencing, applicable to the rate claimed (see [23.7](#) and [23.8, *Delivery Sequence Documentation*](#)). Mailpieces prepared with a simplified address must meet the additional standards in [602.3.0, *Use of Alternative Addressing*](#).

23.1.4 Merged Containerization of Nonletter-Size Carrier Route and Machinable Barcoded and Nonbarcoded Rate Mail

For sacked mailing jobs that contain a machinable barcoded and nonbarcoded rate and a carrier route rate mailing, mailers must prepare the machinable barcoded and nonbarcoded rate mailings under [705.9.0](#) (see [22.1.2a](#)) and the carrier route mailing under [23.0](#), unless they elect to prepare the mailings under [705.10.0](#). Under the optional preparation in [705.10.0](#), carrier route bundles prepared under [23.1](#) and [23.2.3](#) are cosacked with machinable nonbarcoded rate 5-digit bundles prepared under [22.0](#) and with machinable barcoded rate 5-digit bundles prepared under [25.0](#) in merged 5-digit sacks and merged 5-digit scheme sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route bundles prepared under [23.1](#) and [23.2.3](#) are copalletized with machinable nonbarcoded rate 5-digit bundles prepared under [22.0](#) and with machinable barcoded rate 5-digit bundles prepared under [25.0](#) on merged 5-digit pallets and on merged 5-digit scheme pallets. Machinable barcoded and nonbarcoded rate pieces may be cobundled with automation rate pieces under [705.11.0](#).

23.2 Bundle Preparation

23.2.1 General

Bundle preparation is subject to [19.0, *Bundles*](#), and the specific standards below.

23.2.2 Walk-Sequence Identification

In addition to the bundle label showing carrier route type and number under [23.2.3](#), each bundle 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 bundle 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 bundle, or a slip of paper affixed to the top of the bundle. If bundles are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the bundle to provide the equivalent information.

23.2.3 Bundling and Labeling

Preparation sequence, bundle size, 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 pieces permitted under [23.6](#)); labeling required (facing slip, OEL, or carrier route information line) except for bundles placed in a carrier route tray or sack.

707.23.3

23.3 Preparation—Letter-Size Pieces**23.3.1 Basic Preparation**

Preparation sequence, tray size, and labeling:

- a. *Carrier route*: required at 24 pieces, optional with one six-piece bundle.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 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 bundle.
 1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).
 2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS CR-RTS.”
- c. *3-digit carrier routes*, optional with one six-piece bundle 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 bundles.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS 3D CR-RTS.”

23.3.2 Tray Line 2 for Simplified Address

For trays that contain letter-size pieces with a simplified address prepared under [602.3.0, Use of Alternative Addressing](#), use “MAN” on Line 2 in place of “BC.”

23.4 Preparation—Flat-Size Pieces and Irregular Parcels**23.4.1 Sacking and Labeling**

Preparation sequence, sack size, and labeling:

- a. *Carrier route*, required at 24 pieces, fewer pieces not permitted.
 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
 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 at 24 pieces, fewer pieces not permitted.
 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 at 24 pieces, fewer pieces not permitted.
 1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS.”
- d. *3-digit carrier routes*, required with one six-piece bundle.
 1. Line 1: use the city, state, and ZIP Code shown in [L002](#), Column A, that corresponds to the 3-digit ZIP Code prefix of bundles.
 2. Line 2: “PER” or “NEWS” as applicable, followed by “FLTS 3D” or “IRREG 3D” as applicable, followed by “CR-RTS.”

23.4.2 Exception to Sacking

[\[7-15-07\]](#) Sacking is not required for bundles prepared for and entered at a DDU when the mailer unloads bundles under 28.4.6. Mail presented under this exception is not subject to the container charge (but is still subject to the bundle charges). Mailers must prepare unsacked bundles as follows:

- a. The maximum weight for a single bundle is 40 pounds; the maximum number of bundles per carrier route is one bundle for each 10 pounds (or increment) of mail for that route, as follows:
 1. Mailers must make the fewest number of bundles possible, up to the 40-pound maximum, while maintaining bundle integrity. To determine the maximum number of bundles allowable for a route, divide the total weight of mail for that route by 10 and round up to the next whole number. For example, if there are 34 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($34 \div 10 = 3.4 = 4$ bundles).
 2. Mailers may balance the weight of the bundles across the maximum number of allowable bundles for a route. For example, if there are 36 pounds of mail for a carrier route, the maximum number of bundles for that route is four ($36 \div 10 = 3.6 = 4$ bundles), which may be in four 9-pound bundles.
- b. Mailers must clearly label carrier route bundles using optional endorsement lines under [708.7.0](#) or facing slips under [19.15](#).

23.5 Firm Bundles

A *firm bundle* is two or more copies for the same address placed in one bundle. 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 bundle may be claimed as one piece. The USPS considers a firm bundle that is sorted and claimed as one piece to be one addressed piece for rate eligibility purposes, regardless of the number of copies in the bundle. Mailers must clearly label firm bundles using facing slips or barcoded pressure-sensitive labels under [19.0](#), or optional endorsement lines under [708.7.0](#).

23.6 Bundles With Fewer Than Six Pieces

[\[7-15-07\]](#) Nonletter-size Periodicals may be prepared in carrier route bundles containing fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC rate (Outside-County) or basic rate (In-County). Low-volume carrier route bundles are permitted only when they are sacked or prepared on pallets as follows:

707.23.7

- a. Place bundles in only 5-digit scheme carrier routes and 5-digit carrier routes sacks that contain at least 24 pieces, or 3-digit carrier routes or merged 3-digit sacks that contain at least one six-piece carrier route bundle.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit metro, 3-digit, and SCF pallets.

23.7 Delivery Sequence Information

23.7.1 General

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 [23.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

23.7.2 Missing Addresses

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.

23.7.3 Pieces With Simplified Address

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.

23.7.4 Pieces Without Simplified Address

Walk-sequence rate pieces prepared with other than a simplified address format under [23.7.3](#) 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, Second Generation (DSF²).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer.

23.7.5 Out-of-Date Sequencing Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates.

23.7.6 Line-of-Travel Sequence

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 eLOT product

provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code 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.

23.8 Delivery Sequence Documentation

23.8.1 General

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 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. DSF² 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 [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software.

23.8.2 High Density Rate Mail

The following documentation must be submitted for high density rate mail:

- a. Periodicals Other Than In-County Mail. 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. 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, 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.

23.8.3 Saturation Density Rate Mail—Simplified Address

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.

23.8.4 Saturation Density Rate Mail—Other

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.

23.8.5 High Density and Saturation Density Rate Mail

If a mailing contains pieces qualifying for both walk-sequence rates, the documentation 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.

23.8.6 Carrier Route Rate Mail

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by [23.8.2](#) through [23.8.5](#), 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.

24.0 Preparing Letter-Size Barcoded (Automation) Rate Periodicals

24.1 Basic Standards

24.1.1 General

Letter-size barcoded rate Periodicals must be prepared under [24.0](#). Bundle and tray preparation are subject to [19.0](#) through [21.0](#). Trays must bear barcoded tray labels under [708.6.0](#).

24.1.2 Mailings

All pieces in a mailing must meet the standards in [201.3.0](#) and must be sorted together to the finest extent required for the rate claimed. A single barcoded rate Periodicals mailing may include pieces prepared at 5-digit, 3-digit, ADC and mixed ADC (Outside-County), and basic (In-County) rates.

24.1.3 Documentation

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 [708.1.0](#). *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. Combined mailings of more than one Periodicals publication also must be documented under [22.0](#) and [23.0](#).

24.1.4 Marking

Only pieces claimed at an automation rate may bear "AUTO."

24.1.5 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, *except* bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow, less-than-full trays; pieces must be grouped (or bundled, if applicable) as specified in [707.24.2, Additional Standards](#); bundle labels or OELs are required.

24.2 Additional Standards**24.2.1 Preparing Barcoded Rate Letters**

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 [21.1.2](#); for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
- 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](#), Column B.
- d. Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use [L011](#), Column B.

24.2.2 Tray Line 2

Line 2: "PER LTRS" or "NEWS LTRS" (except "NEWS LTR" for 5-digit scheme trays), as applicable, and:

707.25.1

- 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."

25.0 Preparing Flat-Size Barcoded (Automation) Rate Periodicals

25.1 Basic Standards

25.1.1 General

[7-15-07] Each piece must meet the physical standards in [301.3.0](#) or in [26.0](#). Bundle, sack, and tray preparation are subject to [18.0](#) through [21.0](#) and this section. Trays and sacks must bear the appropriate barcoded container labels under [708.6.0](#).

25.1.2 Documentation

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). 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 [22.0](#) and [23.0](#).

25.1.3 Marking

Only pieces claimed at a barcoded rate may bear "AUTO."

25.1.4 Bundle Preparation

[7-15-07] All pieces must be prepared in bundles (except under [25.5](#)) and meet the following requirements:

- a. Pieces that meet the standards in [301.3.0](#) must be prepared in separate bundles from pieces that meet the standards in [26.0](#).
- b. Firm bundles must not be included in Periodicals mailings prepared under [25.0](#).
- c. Each bundle of pieces prepared under [301.3.0](#) and each bundle of pieces prepared under [26.0](#) must separately meet the bundle minimums in [25.4](#).
- d. Bundles may contain fewer than six pieces when the mailpieces are too thick or too heavy to create a six-piece bundle. Piece rate eligibility is not affected if the total number of pieces bundled for a presort destination meets or exceeds the minimum for rate eligibility under [14.0](#).

25.1.5 Scheme Bundle Preparation

[7-15-07] Pieces must be prepared in 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). These bundles must meet the additional standards in [18.4i](#) or [18.4r](#).

25.1.6 Sack Preparation

[7-15-07] Mailers may combine bundles of pieces prepared under [301.3.0](#) and bundles of pieces prepared under [26.0](#) in the same sack, with the exception of 5-digit scheme sacks, which may contain only pieces prepared under [301.3.0](#).

25.1.7 Exception—Barcoded and Nonbarcoded Flats on Pallets

[7-15-07] When the physical dimensions of the mailpieces in a Periodicals mailing meet the definition of both a letter-size piece and a machinable barcoded flat-size piece, the entire job may be prepared, merged, and palletized under [705.9.0](#) through [705.13.0](#). The following standards apply:

- a. The nonbarcoded portion is paid at the nonbarcoded rates.
- b. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under [705.11.0](#).
- c. As an alternative to [705.9.0](#) through [705.13.0](#), if a portion of the job is prepared as palletized barcoded flats, the nonbarcoded portion may be prepared as palletized flats and paid at nonbarcoded machinable and carrier route rates. The nonbarcoded rate pieces that cannot be placed on ADC or finer pallets may be prepared as flats in sacks and paid at the nonbarcoded rates.

25.1.8 Bundles With Fewer Than Six Pieces

[7-15-07] 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in these low-volume bundles must be claimed at the applicable mixed ADC rate (Outside-County) or basic rate (In-County). These low-volume bundles are permitted only when they are sacked or prepared on pallets under these conditions:

- a. Place 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.
- b. Place 5-digit and 3-digit bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets, as appropriate.
- c. Place 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF sacks, as appropriate, that contain at least 24 pieces, or in merged 3-digit sacks that contain at least one six-piece carrier route bundle, or in origin/entry SCF sacks.
- d. Place 5-digit scheme and 3-digit scheme bundles on only 3-digit and SCF pallets, as appropriate.

25.1.9 Cotraying, Cosacking, and Cobundling With Nonbarcoded and Carrier Route Rate Mail

The following standards apply (except as provided in [25.1.7](#)):

- a. If the mailing job contains a carrier route mailing and a machinable barcoded and nonbarcoded rate mailing, then it must be prepared under one of the following options:
 1. The carrier route mailing must be prepared under [13.0](#) and [23.0](#) and the machinable barcoded and nonbarcoded mailings must be prepared under [705.9.0](#).
 2. All three mailings in the mailing job must be prepared under [705.10.0](#).
- b. If the mailing job contains an a machinable barcoded and nonbarcoded rate mailing, then it must be prepared under the cosacking standards in [705.9.0](#). Machinable barcoded and nonbarcoded rate pieces may be cobundled under the standards in [705.11.0](#), *Combining Automation Rate and Nonautomation Rate Flats in Bundles*.
- c. If the mailing job contains a carrier route mailing and a machinable barcoded rate mailing, then it must be separately sacked under [23.0](#) and [25.0](#) or prepared using the merged sack option under [705.10.0](#).

25.1.10 Merged Containerization With Nonbarcoded and Carrier Route Flats

When the standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of machinable barcoded, machinable nonbarcoded, 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. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Machinable barcoded rate pieces may be cobundled with machinable nonbarcoded rate pieces under [705.11.0](#).

25.2 Physical Standards

[\[7-15-07\]](#) Each flat-size piece must meet the standards in [301.3.0](#) or, for barcoded pieces in 5-digit bundles, the standards in [26.0](#).

25.3 Bundling and Labeling

[\[7-15-07\]](#) Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (required for pieces meeting the criteria in [301.3.0](#)); six-piece minimum (fewer pieces permitted under [25.1.4](#)); OEL required.
- b. 5-digit (required); six-piece minimum (fewer permitted under [25.1.8](#)); red Label 5 or OEL.
- c. 3-digit scheme (required for pieces meeting the criteria in [301.3.0](#)); six-piece minimum (fewer pieces permitted under [25.1.4](#)); OEL required.
- d. 3-digit (required); six-piece minimum (fewer permitted under [25.1.8](#)); green Label 3 or OEL.
- e. ADC (required); six-piece minimum (fewer permitted under [25.1.8](#)); pink Label A or OEL.

- f. Origin mixed ADC (required); no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; tan label X or OEL.
- g. Mixed ADC (required); no minimum; tan Label X or OEL.

25.4 Sacking and Labeling

[7-15-07] For mailing jobs that also contain a machinable nonbarcoded rate mailing, see [25.1.9](#) and [705.9.0](#). Other mailing jobs are prepared, sacked, and labeled as follows:

- a. 5-digit scheme, required at 24 pieces, fewer pieces not permitted; may contain 5-digit scheme bundles only; labeling:
 - 1. Line 1: [L007](#), Column B.
 - 2. Line 2: "PER FLTS 5D SCH BC" or "NEWS FLTS 5D SCH BC," as applicable.
- b. 5-digit, required at 24 pieces, fewer pieces not permitted; labeling:
 - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.1.2](#) for overseas military mail).
 - 2. Line 2: "PER FLTS 5D BC" or "NEWS FLTS 5D BC," as applicable.
- c. 3-digit, required at 24 pieces, fewer pieces not permitted; labeling:
 - 1. Line 1: [L002](#), Column A.
 - 2. Line 2: "PER FLTS 3D BC" or "NEWS FLTS 3D BC," as applicable.
- d. SCF, required at 24 pieces, fewer pieces not permitted; labeling:
 - 1. Line 1: [L002](#), Column C.
 - 2. Line 2: "PER FLTS SCF BC" or "NEWS FLTS SCF BC," as applicable.
- e. Origin SCF (required) and entry SCF(s) (optional), no minimum; labeling:
 - 1. Line 1: [L002](#), Column C.
 - 2. Line 2: "PER FLTS SCF BC" or "NEWS FLTS SCF BC," as applicable.
- f. ADC, required at 24 pieces, fewer pieces not permitted; labeling:
 - 1. Line 1: [L004](#), Column B.
 - 2. Line 2: "PER FLTS ADC BC" or "NEWS FLTS ADC BC," as applicable.
- g. Origin mixed ADC, required, no minimum; for any remaining pieces for destinations in [L201](#), Column B, corresponding to the origin ZIP Code in Column A; labeling:
 - 1. Line 1: Use [L201](#), Column C.
 - 2. Line 2: "PER FLTS WKG W FCM" or "NEWS FLTS WKG W FCM," as applicable.
- h. Mixed ADC (required), no minimum; labeling:
 - 1. Line 1: Use [L009](#), Column B.
 - 2. Line 2: "PER FLTS BC WKG" or "NEWS FLTS BC WKG," as applicable.

707.25.5

25.5 Optional Tray Preparation — Flat-Size Barcoded Pieces

[7-15-07] As an option, mailers may place in trays pieces prepared under 301.3.0 that would normally be placed in ADC, origin mixed ADC, or mixed ADC sacks. The trays are subject to the container charge in 1.1.4. Pieces must not be secured in bundles. Mailers must group together pieces for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, and ADC destination as follows:

- a. ADC: required (24-piece minimum); overflow tray not allowed.
 1. Line 1: use L004, Column B.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “ADC”; followed by “BC.”
- b. Origin mixed ADC: Optional (no minimum); for any remaining pieces for destinations in L201, Column B, of the origin ZIP Code in Column A; labeling:
 1. Line 1: Use L201, Column C.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “WKG W FCM.”
- c. Mixed ADC: required (no minimum).
 1. Line 1: Use L009.
 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS”; followed by “BC WKG.”

26.0 Physical Criteria for Nonmachinable Flat-Size Periodicals**26.1 General**

[7-15-07] Prepare barcoded flat-size pieces according to 25.0 above. Pieces may meet the physical criteria in 26.0 or in 301.3.0, but mailers cannot combine these two types of flat-size pieces in the same bundle.

26.2 Weight and Size

The maximum weight for each piece is 4.4 pounds. The following minimum and maximum dimensions apply (determine length and height according to 301.1.2):

- a. Minimum height is 5 inches. Maximum height is 12 inches.
- b. Minimum length is 6 inches. Maximum length is 15 inches.
- c. Minimum thickness is 0.009 inch. Maximum thickness is 1.25 inches.

26.3 Flexibility and Deflection

Pieces prepared under 26.0 are not subject to the standards for flexibility in 301.1.3 or the standards for deflection in 301.3.2.3.

26.4 Additional Criteria

Pieces must meet the standards for polywrap coverings in 301.3.3; protrusions and staples in 301.3.4; tabs, wafer seals, tape, and glue in 301.3.5; and uniform thickness and exterior format in 301.3.6.

27.0 Combining Multiple Editions or Publications

27.1 Description

[7-15-07] Mailers may prepare Periodicals publications as a combined mailing by merging copies or bundles of copies to achieve the finest presort level possible or to reduce the total Outside-County postage. Each publication in a combined mailing must be authorized (or pending authorization) to mail at Periodicals rates. Mailers may use the following methods:

- a. Mailers may comail individually addressed copies of different editions of a Periodicals publication (one title) or individually addressed copies of different Periodicals publications (more than one title) to obtain finer presort levels.
- b. Mailers may place two or more copies of different Periodicals publications (more than one title), and/or multiple editions of the same publication in the same mailing wrapper or firm bundle and present it as one addressed piece to a single addressee to reduce the per piece charge.
- c. Mailers may copalletize separately presorted bundles of different Periodicals titles and editions to achieve minimum pallet weights. Mailers do not have to achieve the finest pallet presort level possible.

27.2 Authorization

27.2.1 Basic Standards

[7-15-07] Each mailer must be authorized to comail or copalletize mailings under [27.1a](#) and [27.1c](#) by Business Mailer Support (see [608.8.1](#) for address). Requests for authorization must show:

- a. The mailer's name and address.
- b. The mailing office.
- c. Procedures and quality control measures for the combined mailing.
- d. The expected date of the first mailing.
- e. A sample of the standardized documentation.

27.2.2 Denial

If the application is denied, the mailer or consolidator may reapply at a later date, or submit additional information needed to support the request.

27.2.3 Termination

An authorization may not exceed 2 years. Business Mailer Support may take action to terminate an authorization at any time, by written notice, if the mailer does not meet the standards.

27.3 Minimum Volume

[7-15-07] The following minimum volume standards apply:

- a. For comailings prepared under [27.1a](#), multiple publications or editions are combined to meet the required minimum volume per bundle, sack, or tray for the rate claimed.
- b. For combined mailings prepared under [27.1b](#), the minimum volume requirements in [22.0](#), [23.0](#), or [25.0](#) apply for the rate claimed.

- c. For copalletized mailings prepared under [27.1c](#), the minimum volume requirements for pallets in [705.8.5.3](#) apply for the rate claimed.

27.4 Labeling

[\[7-15-07\]](#) Mailers must label all containers in a combined mailing as either "NEWS" (see [21.1.3](#)) or "PER" as follows:

- a. If at least 51% of the total number of copies in the combined mailing can qualify for "NEWS" treatment then all containers in the mailing are labeled "NEWS," unless the mailer chooses to use "PER."
- b. If less than 51% of the total number of copies in a combined mailing can qualify for "NEWS" treatment then all containers in the mailing are labeled "PER."

27.5 Documentation

[\[7-15-07\]](#) Each mailing must be accompanied by documentation meeting the standards in [17.0](#), as well as any additional mailing information requested by the USPS to support the postage claimed (such as advertising percentage and weight per copy). The following additional standards apply:

- a. Presort documentation required under [708.1.0](#) must show the total number of addressed pieces and total number of copies for each publication and each edition in the combined mailing claimed at the carrier route, 5-digit, 3-digit, ADC, and mixed ADC rates. The mailer also must provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces for each publication and each edition claimed at any destination entry discount.
- b. Copalletized mailing documentation must consolidate and identify each title and version (or edition) in the mailing. Mailers may use codes in the summary heading to represent each title and version (or edition) presorted together on pallets. The documentation must include presort and pallet reports showing by title and version (or edition) how the bundles are presorted and where they will be entered.

27.6 Postage Statements

[\[7-15-07\]](#) Mailers must prepare postage statements for a combined mailing as follows:

- a. Copy weight and advertising percentage determine whether separate postage statements are required for editions of the same publication:
 - 1. If the copy weight and advertising percentage for all editions of a publication are the same, mailers may report all the editions on the same postage statement or each edition on a separate postage statement.
 - 2. If the copy weight or the advertising percentage is different for each edition of a publication, mailers must report each edition on a separate postage statement.
- b. For a combined mailing prepared under [27.1a](#), mailers must prepare a separate postage statement that claims all applicable per piece, per pound, and bundle and container charges (if apportioned) for each publication or edition. The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the pieces were prepared as part of a combined mailing under [27.1a](#).

- c. For mailings under [27.1b](#), mailers must prepare a separate postage statement claiming the applicable per pound charges for each publication or edition in the combined mailing except as provided in [27.2.5a](#). The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition and indicate that the copies were prepared as part of a combined mailing under [27.1b](#). The per piece charges must be claimed as follows:
 1. If *all* copies in the combined mailing are eligible for the Classroom or Nonprofit discount, or if *all* copies are not eligible for the Classroom or Nonprofit discount, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising.
 2. If a portion of the copies in the combined mailing are eligible for the Classroom or Nonprofit discount and a portion are not eligible, mailers may claim the per piece charges only on the postage statement for the publication that contains the highest amount of advertising and is not eligible for the Classroom or Nonprofit discount. The Classroom or Nonprofit per piece discount must not be claimed.
- d. For copalletized mailings under [27.1c](#), mailers must prepare a separate postage statement for each publication in the mailing. One consolidated postage statement and a register of mailings for each publication must accompany mailings consisting of different editions or versions of the same publication.

27.7 Postage Payment

[7-15-07] Each mailing must meet the postage payment standards in 16.0. For copalletized mailings under [27.1c](#), mailers must pay postage at the post office serving the facility where consolidation takes place, except that postage for publications authorized under the Centralized Postage Payment (CPP) system may be paid to the Pricing and Classification Service Center (see [608.8.4.1](#) for address).

27.8 Deposit of Mail

[7-15-07] Each publication in a combined mailing must be authorized (or pending authorization) for original entry or additional entry at the post office where the mailing is entered. For copalletized mailings under [27.1c](#), mailers must enter each mailing at the post office serving the facility where consolidation takes place.

28.0 Enter and Deposit

28.1 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.

707.28.2

28.2 Basic Standards

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 or by the AMC/AMF manager.

28.3 Exceptional Dispatch**28.3.1 General**

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.

28.3.2 Intended Use

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.

28.3.3 Prohibited Use

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.

28.3.4 Destination Rates

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 [29.0](#) are met.

28.3.5 Applying for Exceptional Dispatch

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.

28.3.6 Decision on Application

The postmaster who received the application approves it if the requested exceptional dispatch improves service and does not add to USPS costs.

28.3.7 Appeal

Denial of an application for exceptional dispatch may be appealed to the PCSC. The PCSC manager issues the final decision.

28.4 Deposit at AMC/AMF**28.4.1 General**

Periodicals publications air freighted to an AMC/AMF must have either an original or additional entry authorization at the verifying office (i.e., the post office where those copies are presented for postal verification) and must be presented to an AMC/AMF under the PVDS program. Postage must be paid at the verifying office unless the publication is authorized under the Centralized Postage Payment program.

28.4.2 Applying for AMF Deposit

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.

28.4.3 Fee

The required additional entry fee is not due if:

1. 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.
2. The verifying office is already an authorized original or additional entry for the publication.

28.4.4 Publisher Responsibilities

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 AMC/AMF "back dock" or other area designated by the AMC/AMF manager.
- 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.
- e. To ensure that Form 8125 accompanies each shipment. The total number of airline cargo containers must be annotated on the form in the comment section. Each airline cargo container must be sequentially numbered (for example, "1 of 4," "2 of 4," and so on), and a copy of Form 8125 must be affixed to each airline cargo container.

707.28.4.5

- f. To provide a list, at least once a year, of publications entered at the AMC/AMF and a 24-hour contact number to the AMC/AMF manager.
- g. To follow procedures outlined in Network Operation Management's standard operating procedures (SOP). The procedures are available from the AMC/AMF manager.

28.4.5 Nonconforming Mailers

When a Periodicals mailing presented to an AMC/AMF fails to meet the procedures outlined in Network Operation Management's SOP or fails to meet either the basic mail preparation standards or the PVDS entry integrity and safety standards, the USPS will inform the mailer, or the mailer's agent, who presented the mailing. If, after the initial notification, the mailer continues to fail to meet the standards, the mailer is considered nonconforming. If a mailer is found to be nonconforming, its authorization to enter mail at an AMC/AMF may be revoked.

29.0 Destination Entry

29.1 Basic Standards

29.1.1 Rate Application

[7-15-07] Outside-County mail may qualify for destination area distribution center (DADC) rates or destination sectional center facility (DSCF) rates under [29.3](#) or [29.4](#). Carrier route rate pieces may qualify for destination delivery unit (DDU) rates under [29.5](#). Outside-County pieces are subject to the Outside-County bundle rates in [1.1.3](#) and the Outside-County container rates in [1.1.4](#). For all destination entry rate pieces:

- a. An individual bundle, tray, sack, or pallet may contain pieces claimed at different destination entry pound rates.
- b. In-County carrier route rate addressed pieces may qualify for the DDU discount under [29.5](#).
- c. The advertising and nonadvertising portions may be eligible for DADC, DSCF, or DDU pound rates based on the entry facility and the address on the piece.

29.1.2 Documentation

Subject to [708.1.0](#), the mailer must be able to show compliance with eligibility requirements (by bundle, 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 pieces are separated by zone, rate, and destination entry (if applicable) when presented for mailing.

29.2 Destination Bulk Mail Center

29.2.1 Definition

[7-15-07] For this standard, destination bulk mail center (DBMC) includes the facilities in [Exhibit 346.3.1](#), or a USPS-designated facility.

29.2.2 Rate Eligibility

DBMC container rates apply as follows:

- a. Pieces must be prepared in bundles on ADC or more finely presorted pallets or in sacks or trays on ADC or more finely presorted pallets under [705.8.0](#).
- b. Mailers may claim a DBMC container rate if the facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the container is deposited, as shown in [Exhibit 346.3.1](#).

29.3 Destination Area Distribution Center**29.3.1 Definition**

For this standard, destination area distribution center (DADC) includes the facilities listed in [L004](#), or a USPS-designated facility.

29.3.2 Rate Eligibility

[7-15-07] [7-5-07] Determine rate eligibility as follows:

- a. Pound Rates. Outside-County pieces are eligible for DADC pound rates when placed on an ADC or more finely presorted container, deposited at an ADC (or USPS-designated facility), and addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited. Automation pieces in AADC trays placed on optional SCF pallets under [705.8.10.1](#) are eligible for DADC rates when the 3-digit ZIP Code on the tray label is within that SCF's service area according to [L005](#).
- b. Container Rates. Mailers may claim a DADC container rate for ADC and more finely presorted containers that are entered at and destined within the service area of the ADC at which the container is deposited.

29.4 Destination Sectional Center Facility**29.4.1 Definition**

For this standard, destination sectional center facility (DSCF) includes the facilities listed in [L005](#) and [L006](#), or a USPS-designated facility.

29.4.2 Rate Eligibility

[7-15-07] Determine rate eligibility as follows:

- a. Pound Rates. Outside-County pieces are eligible for DSCF pound rates when placed on an SCF or more finely presorted container, deposited at an SCF (or USPS-designated facility), and addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited. Nonletter-size pieces are also eligible when the mailer deposits 5-digit bundles at the destination delivery unit (DDU) (the facility where the carrier cases mail for delivery to the addresses on the pieces) and the 5-digit bundles are in or on the following types of containers:
 1. A merged 5-digit scheme or merged 5-digit sack.
 2. A merged 5-digit scheme, merged 5-digit, or 5-digit scheme pallet.
- b. Container Rates. Mailers may claim a DSCF container rate for SCF and more finely presorted containers that are entered at and destined within the service area of the SCF at which the container is deposited.

29.5 Destination Delivery Unit

29.5.1 Definition

For this standard, the destination delivery unit (DDU) is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing.

29.5.2 Rate Eligibility

[7-15-07] In-County and Outside-County pieces are eligible for DDU pound rates when deposited at the facility where the carrier serving the delivery address on the mail is located. In-County pieces are also eligible for a per piece discount off the addressed piece rate. Outside-County mailers may claim a DDU container rate for 5-digit scheme and more finely presorted containers that are entered at and destined within the service area of the DDU at which the container is deposited.

29.5.3 Maximum Volume

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 [705.15.0](#). 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.

29.5.4 Deposit Schedule

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 [28.3](#) also serves as a request for standing appointments.

29.5.5 Vehicle Unloading

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

- a. If pallets or pallet boxes are stacked, drivers must unload, unstrap, and unstack them.
- b. When drivers unload containerized mail, delivery unit employees may require drivers to place the containers together by 5-digit ZIP Codes or 5-digit schemes.
- c. When mail is not containerized or on pallets, drivers must place the mail into containers as delivery unit employees specify. Delivery unit employees may require drivers to place mail into containers to separate mail by 5-digit ZIP Codes or 5-digit schemes.

- d. At facilities that cannot handle pallets, drivers must unload any palletized mail from the pallets and place the mail into containers as delivery unit employees specify.
- e. For scheduled arrivals at DDUs when USPS employees are not present, drivers must place the mail in a secure location protected from the weather.

30.0 Additional Entry

30.1 Basic Standards

30.1.1 Definition

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 (such as Centralized Postage Payment (CPP) System under [16.0](#) and [17.0](#)). Except for publications authorized an alternative payment method, the verification post office is also the office where Periodicals postage is paid.

30.1.2 Facility

The additional entry office must be a post office.

30.1.3 Restrictions

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.

30.1.4 Same County

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.

30.1.5 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 (such as 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.

30.2 Authorization

30.2.1 Filing

[7-15-07] The publisher is responsible for timely filing of all forms and supporting documentation to establish, modify, or cancel an additional entry. Under the standards for combining mailings on pallets in 27.0, consolidators may apply for additional entry authorizations on behalf of publishers at the post office serving the consolidator's facility.

30.2.2 Method

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.

30.2.3 Documentation

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.

30.2.4 Modifying Distribution

The publisher must file Form 3510 and pay the required fee to modify a distribution plan and cancel additional entry points no longer used.

30.2.5 Concurrent Application

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.

30.2.6 Separate Application

The publisher must submit a *separate* Form 3510 (with the applicable fee) for:

- a. Each additional entry action that cannot meet the standards of 30.2.5.
- b. Each reentry request.
- c. Any modification to the publication's distribution plan other than frequency of issuance or location of original entry.

30.2.7 Fee

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.

30.2.8 Submission Date

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.

30.2.9 Additional Information

The USPS reserves the right to ask for more information about the application. The publisher's failure to provide such information is sufficient grounds to deny the application.

30.2.10 Denial and Appeal

Except for pending publications, the manager of the PCSC 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 PCSC, with the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision.

30.3 Use of Additional Entry**30.3.1 Effective Date**

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.

30.3.2 Unauthorized Entry

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.

30.3.3 Annual Use

Copies of a Periodicals publication must be presented at each additional entry (including contingency entries) at least once each calendar year.

30.3.4 Distribution Plan

Once an entry and its distribution plan are authorized, the publisher must ensure that copies are presented accordingly or as provided in [30.4, *Modification*](#), for limited temporary changes. Additional entry offices may not accept copies not included in the publisher's authorized distribution plan.

30.3.5 Mixed Loads

Advance appointments for deposit must be made for mixed loads of Periodicals and Standard Mail, handled operationally as Standard Mail.

707.30.3.6

30.3.6 Postage

Postage must be prepaid and available for all copies presented for verification at an additional entry office before their release.

30.4 Modification**30.4.1 Permanent Change**

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.

30.4.2 Temporary Change

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 [30.3.1](#) above.

30.4.3 Misuse

Limited temporary changes must not be used instead of permanent alterations to authorized distribution plans.

30.5 Cancellation, Revocation, and Restoration**30.5.1 Cancellation**

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 PCSC manager cancels the additional entry upon notification by the additional entry postmaster that no mailings have been made for an entire calendar year.

30.5.2 Revocation

The USPS may revoke an additional entry authorization when the publication is found ineligible for such authorization. The revocation takes effect 15 days after the publisher receives notice, unless an appeal is filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision.

30.5.3 Restoration

To restore an additional entry authorization previously canceled or revoked, the publisher must submit Form 3510 and pay the required fee.

708 Technical Specifications

Overview

- 1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter
- 2.0 Presort Accuracy Validation and Evaluation (PAVE)
- 3.0 Coding Accuracy Support System (CASS)
- 4.0 Standards for POSTNET and Intelligent Mail Barcodes
- 5.0 Standards for Postal Routing Barcodes
- 6.0 Barcoding Standards for Container Labels
- 7.0 Optional Endorsement Lines (OELs)
- 8.0 Carrier Route Information Lines
- 9.0 Facing Identification Mark (FIM)
- 10.0 Postal Zones

1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

1.1 Basic Standards

For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, 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 1.2 through 1.5, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation.

1.2 Format and Content

[7-15-07] For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, 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., 245.5.0 for letters, 345.5.0 for flats, and 445.5.0 for parcels or 234.4.0 and 235.6.0 for First-Class Letters, and 244.4.0 and 245.7.0 for Standard Mail Letters) 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

708.1.2

produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., [707.22.0, Preparing Nonbarcoded \(Presorted\) Rate Periodicals](#), [707.23.0, Preparing Carrier Route Rate Periodicals](#), or [707.24.0, Preparing Letter-Size Barcoded \(Automation\) Rate Periodicals](#)) 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. Mailers must note with an asterisk (“**”) all trays containing overflow mail moved into that tray under [235.6.6](#) and [245.7.5](#).
 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. The number of pieces for each 5-digit ZIP Code in 5-digit/scheme bundles or trays; for each 3-digit ZIP Code in 3-digit/scheme bundles or trays; for each 3-digit/scheme in (A)ADC bundles or trays; for each (A)ADC in mixed (A)ADC bundles or trays (or, for Periodicals, origin mixed ADC trays). For automation-rate mailings prepared under the reduced overflow option, the number of pieces in the next higher level tray in lieu of overflow trays. For ECR letters prepared under [245.6.0](#), the number of pieces in carrier routes within full trays. For automation and nonautomation mail, and ECR Standard Mail, the number of pieces in each bundle level and presort destination.
 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 [1.2c](#) for mail in trays or sacks). Pieces prepared in 5-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 5-digit ZIP Code within the 5-digit scheme bundle. Pieces prepared in 3-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 3-digit ZIP Code within the 3-digit scheme bundle. Pieces prepared as firm bundles (Periodicals) may be listed in a separate firm bundle column or in the appropriate column based on container level. Document SCF or BMC pallets created as a result of bundle reallocation under [705.8.11](#) or [705.8.13](#) on the USPS Qualification Report by designating the protected pallet with an identifier of “PSCF” (for an SCF pallet) or “PBMC” (for a BMC pallet). These identifiers are required only on the USPS Qualification Report; they are not required on pallet labels or on any other mailing documentation.
 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 Periodicals mailings, include a separate "Zone" column. If all copies for a specific tray destination (automation letters only), group destination, or bundle 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 [1.7.3](#). If copies for a bundle destination or pieces for a tray destination (barcoded 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.
 9. For Periodicals mailings that contain both In-County and Outside-County pieces, the body of the listing may include a separate "Container Charge" and "Bundle Charge" column. Indicate which trays, sacks, and bundles are subject to the container or bundle charges and a total or, optionally, a running total.
- d. For bundles 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 bundle, 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 [1.2c](#) for mail in trays or sacks). Pieces prepared as firm bundles (Periodicals) may be listed in a separate firm bundle column or in the appropriate column based on container level. Document SCF, ADC, or BMC pallets created as a result of bundle reallocation under [705.8.11](#), [705.8.12](#), or [705.8.13](#) on the USPS Qualification Report by designating the protected pallet with an identifier of "PSCF" (for an SCF pallet), "PADC" (for an ADC 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 bundles on pallets under [705.12.0](#) and [705.13.0](#), 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 [705.12.1](#), [705.12.2](#), [705.13.1](#), or [705.13.2](#), as applicable.

708.1.2

6. For all Periodicals mailings, include a separate "Zone" column. If all copies for a specific bundle 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 [707.17.6.3](#). If copies for a bundle 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. For Periodicals mailings that contain both In-County and Outside-County pieces, the body of the listing may include a separate "Container Charge" and "Bundle Charge" column. Indicate which pallets and bundles are subject to the container or bundle charges and a total or, optionally, a running total.
 8. 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 mailings, documentation also must provide:
1. A summary of the total number of each type of bundle in the mailing and, optionally, the total bundle charge paid. Report only bundles subject to the Outside-County bundle rate under [707.1.1.3](#).
 2. A summary of the total number of each type of container in the mailing and, optionally, the total container charge paid. Report only trays, sacks, and pallets subject to the Outside-County container rates under [707.1.1.4](#).
 3. For combined mailings, a summary by individual mailer of the number of each type of bundle and container in the mailing and, optionally, the bundle and container rate paid. Report only bundles, trays, sacks, and pallets subject to the Outside-County bundle and container rates under [707.1.1.3](#) and [707.1.1.4](#).
 4. A summary of the total number of copies for each zone, including In-County, DDU, SCF, and ADC rates. A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the standardized documentation is presented for each mailing.
 5. Additional data 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.

1.3 Rate Level Column Headings

[7-15-07] The actual name of the rate level (or corresponding abbreviation) is used for column headings required by 1.2, *Format and Content*, and shown below:

a. Automation First-Class Mail, Periodicals, and Standard Mail:

RATE	ABBREVIATION
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 flats, and Standard Mail letters and flats]	AB
Mixed AADC [First-Class Mail letters and flats, and Standard Mail letters and flats]	MB
Basic [In-County Periodicals]	BB
Firm [Outside-County Periodicals]	FB

b. Presorted First-Class Mail, nonautomation presorted Periodicals, and machinable and nonmachinable Standard Mail:

RATE	ABBREVIATION
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [First-Class Mail parcels, all Standard Mail and Periodicals letters]	5D
3-Digit [First-Class Mail parcels, all Standard Mail and Periodicals letters]	3D
ADC [First-Class Mail parcels, Standard Mail letters, flats, irregular parcels and NFMs; and all Periodicals]	AD
Basic [In-County Periodicals]	BS
Mixed ADC [Standard Mail letters, flats, irregular parcels and NFMs; and all Periodicals]	MD
Mixed ADC [First-Class Mail parcels]	SP
BMC [Standard Mail machinable parcels and NFMs 6 ounces and over]	BMC
Mixed BMC [Standard Mail machinable parcels and NFMs 6 ounces and over]	MBMC
Firm [Outside-County Periodicals]	FB

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
Firm [Outside-County Periodicals]	FB

708.1.4

1.4 Sortation Level

The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 1.2 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 and machinable 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, barcoded and cobundled flats]	3DGS
ADC	ADC
ADC [pallets created from bundle reallocation]	PADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX
Mixed AADC	MAAD
SCF [pallets, Periodicals flats, Bound Printed Matter]	SCF
SCF [pallets created from bundle reallocation]	PSCF
BMC	BMC
ASF	ASF
BMC [pallets created from bundle reallocation]	PBMC
Mixed BMC [working]	MBMC

1.5 Combined, Copalletized, and Merged Mailings

For combined or copalletized mailings of Periodicals and Standard Mail prepared under 705.8.0, 705.10.0, 705.12.0, or 705.13.0, 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/bundles 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 bundle claimed as one piece, report “0” in the “Product/Edition Code” column for all but one edition or publication contained in the firm bundle, 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 bundle.

- b. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full bundle detail for the first 20 pallets/sacks and every twentieth pallet/sack after that if the mailer keeps full bundle 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 bundle listings are not reported.

1.6 Optional Information

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, bundle weights) if this information does not conflict with the information required under 1.2 through 1.5.

1.7 Detailed Zone Listing for Periodicals

1.7.1 Definition and Retention

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, DBMC, and In-County rates. This listing is separate from the standardized documentation required under 1.0 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.

1.7.2 Characteristics

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

708.1.7.3

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).

1.7.3 Zone Abbreviations

Use the actual rate name or the authorized zone abbreviation in the listings in 1.0 and 707.17.6.2:

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, 8 (as applicable)	zones 3 through 8 (as applicable)
M	mixed zones

1.8 Bundle and Container Reports for Outside-County Periodicals Mail

[7-15-07] A mailer must present documentation to support the actual number of bundles and containers of each edition of an issue as explained in 1.8.1 and 1.8.2 below.

1.8.1 Outside-County Bundle Report

The bundle report must contain, at a minimum, the following elements:

- Container identification number.
- Container type.
- Container presort level.
- Bundle ZIP Code.
- Bundle level.
- Rate category.
- Number of copies by version in the bundle.
- An indicator showing which bundles are subject to the bundle charge.

1.8.2 Outside-County Container Report

The container report must contain, at a minimum, the following elements:

- Container identification number.
- Container type.
- Container level.
- Container entry level (origin, DDU, DSCF, DADC, or DBMC).
- An indicator showing which containers are subject to the container charge.

2.0 Presort Accuracy Validation and Evaluation (PAVE)

2.1 Presort Accuracy Validation and Evaluation (PAVE)

2.1.1 Basic Information

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.

2.1.2 Process

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.

2.1.3 Participation

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.

3.0 Coding Accuracy Support System (CASS)

3.1 Basic Information

3.1.1 Purpose

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.

3.1.2 Requirement

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.

3.1.3 Methods

[7-5-07] Delivery point or ZIP+4 coding may be obtained by using the CASS-certified DPC address matching software with components DPV and LACS^{Link}; CASS-certified Z4CHANGE process; CASS-certified DirectDPV process; NCOA^{Link}; or DSF² process.

3.2 Software Certification

3.2.1 General

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.

3.2.2 Software Configuration

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.

3.2.3 Permissible Configurations

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.

3.2.4 Use

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 Product updated to include all applicable change transaction files.

3.3 Date of Address Matching and Coding

3.3.1 Update Standards

[7-5-07] Unless Z4CHANGE or DirectDPV 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 table.

FILE RELEASE <i>Use of file released on...</i>	REQUIRED USE <i>Must begin no later than...</i>	LAST PERMISSIBLE USE <i>And must end no later than...</i>
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

3.3.2 Z4CHANGE List Matching

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 Product.
- 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 Product.
- 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 Product.

3.3.3 DirectDPV List Matching

[7-5-07] When using DirectDPV to match and code address lists for automation rate mailings:

- a. The entire address list must first be matched and ZIP+4 coded with Cycle L (or later) CASS-certified software and the current USPS ZIP+4 product.
- b. Every 180 days after the initial matching, the address list must be processed through DirectDPV using Cycle L (or later) CASS-certified address matching software to identify changed records since the last update.
- c. If an address record was previously ZIP+4 coded and that ZIP+4 code is not in DirectDPV, it does not need to be run through CASS-certified address matching software until the annual run. Address records identified as changed through DirectDPV that have a valid converted 11-digit record require additional

processing. These records can either be reconstructed using the 11-digit code provided or reprocessed through CASS-certified software. Address records identified as changed through DirectDPV that have a zero 11-digit code must then be matched and coded using Cycle L (or later) CASS-certified address matching software and the current USPS ZIP+4 product.

- d. The entire address list must be processed once a year using current CASS-certified address matching software and the current USPS ZIP+4 product.

3.4 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 3.0.

3.5 Documentation

3.5.1 Form 3553

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.

3.5.2 Retention Period

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.

3.5.3 Using Output Information

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.

3.5.4 Providing Required Data

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.

3.5.5 Using a Single List

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.

3.5.6 Using Multiple Lists

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.

3.5.7 Using CASS Certificate

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.

3.6 CASS Certification

3.6.1 Testing Arrangements

[7-5-07] 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 the CASS Certification Department, National Customer Support Center (see [608.8.0](#) for address).

3.6.2 CASS Stage I

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.

3.6.3 CASS Stage II

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 (MLOCs) 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.

3.6.4 Certification Standards

[7-5-07] 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 an accuracy rate determined by the CASS Certification Department 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 an accuracy rate determined by the CASS Certification Department.

3.6.5 Customer Notification

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.

4.0 Standards for POSTNET and Intelligent Mail Barcodes

4.1 General

POSTNET (Postal Numeric Encoding Technique) and Intelligent Mail barcodes are USPS-developed methods to encode ZIP Code information on mail that can be read for sorting by automated machines. Intelligent Mail barcodes also encode other tracking information.

4.2 POSTNET Barcode

4.2.1 General

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.

4.2.2 5-Digit Barcode

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.

4.2.3 ZIP+4 Barcode

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.

4.2.4 Delivery Point Barcode

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 [608.8.0](#) 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.

4.2.5 POSTNET Barcode Dimensions and Spacing

POSTNET 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:

708.4.3

- 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.

4.3 Intelligent Mail Barcodes

4.3.1 Definition

[5-1-07] An Intelligent Mail barcode is the USPS-developed barcode that mailers use to encode routing and tracking information on mail that can be read by automated mail processing equipment to sort mail and to provide tracking information to the mailers. An Intelligent Mail barcode consists of 65 vertical bars, each representing one of four possible states: full bar, ascender, tracker, and descender. These 65 bars encode a string of 31 digits, divided into two parts: a 20-digit tracking code and an 11-digit routing code (when required). The 11-digit routing code may contain a ZIP Code, a ZIP+4 code, or a delivery point code, unless required to contain a certain level of code in specific applications; no correction digit is needed within an Intelligent Mail barcode. Mailers may use Intelligent Mail barcodes as follows:

- a. When used on letters for automation-rate eligibility purposes, the routing code must contain a delivery point code that accurately matches the delivery address.
- b. When used on flat-size pieces for automation-rate eligibility purposes, the barcode must contain either a ZIP+4 or a delivery point routing code that accurately matches the delivery address. When flat-size pieces bear an Intelligent Mail barcode for automation rate eligibility, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in [Exhibit 7.1.1](#) corresponding to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at ribbs.usps.gov/OneCodeSOLUTION for more information on incorporating OELs in Intelligent Mail barcodes.
- c. Mailers must incorporate the Business Entity Identifier (BEI) code in the Customer Identifier field. To obtain a BEI, OneCode ACS subscribers can contact the ACS department at the National Customer Support Center at 1-800-331-5746. Confirm subscribers approved for OneCode Confirm must incorporate their Confirm Subscriber ID (which is their BEI) when using Intelligent Mail barcodes. OneCode Confirm subscribers can contact Confirm Customer Assistance at 1-800-238-3150 or refer to Publication 197 for specific instructions. Mailers printing the Intelligent Mail barcode solely for automation rate eligibility can contact the PostalOne! Help Desk at 1-800-522-9085 to obtain a BEI.

4.3.2 Specifications

Complete specifications for Intelligent Mail barcodes are defined in USPS publication USPS-B-3200, which is available at ribbs.usps.gov/OneCodeSOLUTION. This publication also provides details on how to encode the routing code and tracking code into an Intelligent Mail barcode, barcode dimensions and spacing, clear zone, skew and rotation tolerance, and print characteristics. The assignment of a Barcode Identifier, Service Type Identifier, and Business Entity Identifier are described by the respective publications for each extra service. These publications are available at ribbs.usps.gov/OneCodeSOLUTION.

4.4 Reflectance

4.4.1 Background Reflectance

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, First-Class Mail parcel, or Not-Flat Machinable piece barcoded elsewhere.

4.4.2 Print Reflectance Difference

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.)

4.4.3 Opacity

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.

4.4.4 Dark Fibers and Background Patterns

Dark fibers or background patterns 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 or on a First-Class Mail parcel or a Not Flat-Machinable piece.

4.5 Skew and Baseline Shift

4.5.1 Card-Size and Letter-Size Pieces

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. For information on barcode placement for card-size and letter-size pieces, see [202.5.0](#).

4.5.2 Flat-Size Pieces, First-Class Mail Parcels, Standard Mail Irregular Parcels, and Not Flat-Machinable Pieces

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes 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. For information on barcode placement for flat-size pieces, see [302.4.0](#). For information on barcode placement on parcels and Not Flat-Machinable pieces weighing less than 6 ounces, see [402.4.0](#).

4.6 Barcode Software and Hardware Certification

4.6.1 Purpose

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.

4.6.2 Testing Arrangements

Manufacturers who want their products tested and mailers who want information on available certified products should contact the National Customer Support Center (see [608.8.0](#) for address).

5.0 Standards for Postal Routing Barcodes

5.1 Basic Requirements

Mailers may use a postal routing barcode on parcels and Not Flat-Machinable pieces that meet the eligibility requirements in [433.1.1](#) for First-Class Mail, [443.4.4](#) and [443.5.5](#) for Standard Mail, [453.3.1](#) for Parcel Post, [463.5.1](#) for Bound Printed Matter, [473.3.4](#) for Media Mail, or [483.3.4](#) for Library Mail. Each parcel must bear a properly prepared UCC/EAN Code 128 barcode symbology as described in [5.3](#) that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see [402.4.0](#).

5.2 Basic Elements of Postal Routing Barcodes

UCC/EAN Code128 postal routing barcode data elements (see Exhibit 1.2) include:

- a. *Barcode Type*. UCC/EAN Code 128 is the only acceptable barcode and must be printed within Subset C.
- b. *Start Code*. Postal routing barcodes must start with a Symbol Start Code, which is not shown in the human-readable text.
- c. *Function One (FNC1)*. The FNC1 numeric character for UCC/EAN Code 128 follows the symbol start character, is part of the symbology overhead, and is not shown in the human-readable text.
- d. *Application Identifier (AI)*. The AI for a postal routing barcode is “420” for domestic mail and is not shown in the human-readable text.
- e. *ZIP Code or ZIP+4 Code*. Postal routing barcodes must include the 5-digit ZIP Code or ZIP+4 code of the address. Only the 5-digit ZIP Code appears in the human-readable text.
- f. *Check Digit*. A check digit must be added at the end of the sequence of numbers to validate the authenticity of the number. UCC/EAN Code 128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.
- g. *Stop Code*. The UCC/EAN Code 128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text.

Exhibit 5.2 Postal Routing UCC/EAN Code 128 Barcode Format

UCC/EAN Code 128 Format (as described in a-g)

Start	FNC1	4	2	0	2	2	0	2	1	Mod 103	Stop
-------	------	---	---	---	---	---	---	---	---	---------	------



ZIP 22021



22021

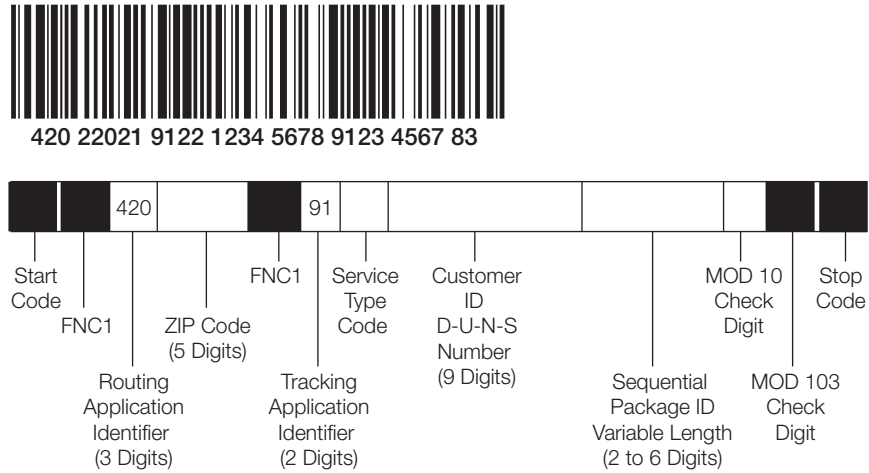
5.3 Use With Delivery Confirmation or Signature Confirmation Service

Eligible machinable parcels may qualify for the barcode discount and bear a Delivery Confirmation or Signature Confirmation barcode using one of the following options:

- a. The Single Concatenated Barcode (see [Exhibit 5.3a](#)). Mailers may place a single concatenated barcode that combines the postal routing information and Delivery Confirmation or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in [503.9.0](#) for Delivery Confirmation service, [503.10.0](#) for Signature Confirmation service, and Publication 91, Confirmation

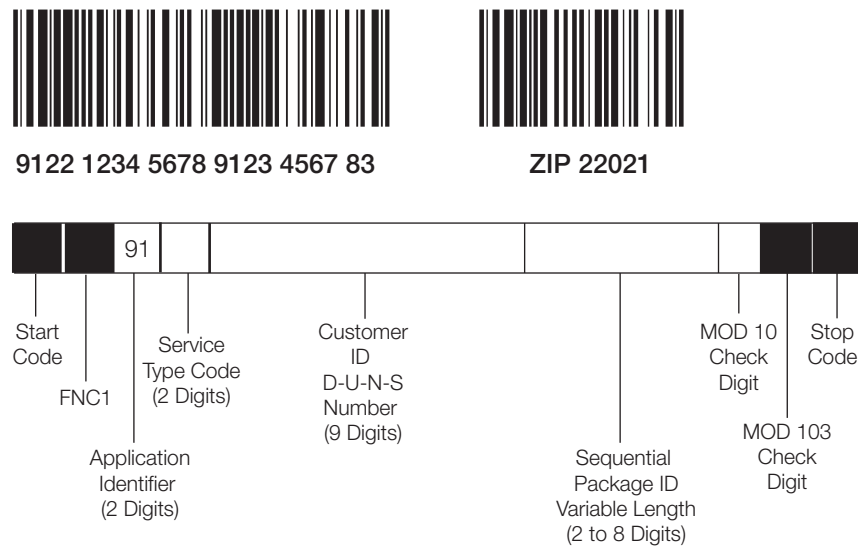
Services Technical Guide. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

Exhibit 5.3a Confirmation Services Concatenated UCC/EAN Code 128 Barcode Format



- b. Separate Barcodes (see [Exhibit 5.3b](#)). Mailers may place both a postal routing barcode described in [5.2](#) and a Delivery Confirmation barcode described in [503.9.0](#) or a Signature Confirmation barcode described in [503.10.0](#) (and Publication 91) on the same parcel.

Exhibit 5.3b Confirmation Services UCC/EAN Code 128 Barcode Format Using a Separate Postal Routing Barcode



5.4 Use With Confirmation Services and Insurance (Integrated Barcode)

To eliminate the need to place one barcode for Delivery Confirmation or Signature Confirmation and another barcode for insurance, eligible machinable parcels may qualify for the barcode discount by placing a single integrated barcode that combines Delivery Confirmation or Signature Confirmation and insurance using one of the following options:

- a. **Single Concatenated Integrated Barcode.** Mailers may place a single concatenated integrated barcode that combines postal routing information and postal insurance (see [503.9.0](#)) with Delivery Confirmation service or Signature Confirmation service. The single concatenated integrated barcode option allows electronic option mailers to combine multiple special services into a single barcode on their packages. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in [503.9.0](#) for Delivery Confirmation service, [503.10.0](#) for Signature Confirmation service, and Publication 91. If a parcel bears a single concatenated integrated barcode then no other barcode that contains the postal routing barcode may be affixed to the package.
- b. **Separate Barcodes.** Mailers may place both a postal routing barcode described in [5.2](#) and an integrated barcode that combines insurance as described in [5.4a](#) on the same parcel with Delivery Confirmation in [503.9.0](#) or Signature Confirmation in [503.10.0](#). The integrated barcode option allows electronic mailers to combine multiple special services into a single barcode on their packages.

5.5 Dimensions

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.

5.6 Location

The address and barcode must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in [4.4](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [5.7](#). Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels.

5.7 Clear Zone

The barcode must be located as specified in [5.6](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) 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.

708.5.8

5.8 Reflectance

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.

5.9 Quality

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. ANSI grade barcodes D or F are unacceptable. It is strongly recommended that all printing processes be tested to ensure that they meet specification requirements. Information concerning ANSI guidelines X3.182-1990 may be obtained from the American National Standards Institute (see [608.8.0](#)).

5.10 Human-Readable Information

The human-readable information on the barcode must conform to one of the following options:

- a. For postal routing barcodes printed under [5.2](#), [5.3b](#), and [5.4b](#), if the postal routing barcode is printed on a separate label, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode preceded by the word “ZIP” must be printed between 1/8 inch and 1/2 inch below the barcode in 10-point or larger bold sans-serif type. Alternatively, the word “ZIP” may be 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 10-point or larger bold sans-serif type (see [Exhibit 5.2](#)). While not recommended, if the postal routing barcode is printed on the delivery address label and is in close proximity to the address, the human-readable equivalent of the ZIP Code (and the word “ZIP”) may be omitted.
- b. For barcodes printed under [5.3b](#) or [5.4b](#) the human-readable information for the concatenated or concatenated/integrated barcode must include as text the application identifiers (AI) 420 and 91 and the full tracking identification number. When the AI 420 and ZIP Code information is used, it must be parsed separately from the main body of text. The first group will contain the 420 AI, space, 5-digit ZIP Code, space, +4 code (if used), space, with the remaining human-readable text parsed in groups of four with the remaining digits grouped at the end (e.g., 420 22021 9122 1234 5678 9123 4567 83).

5.11 Technical Specifications

Postal routing codes must meet the technical specifications in the UCC/EAN-128 Application Identifier Standard, which can be obtained from Uniform Code Council Inc. (see [608.8.0](#)), and the barcode characteristics in [5.0](#).

5.12 Substrate Material

Barcodes 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) or prone to smearing or smudging.

6.0 Barcoding Standards for Container Labels

6.1 Basic Standards—Tray and Sack Labels

6.1.1 Use

[Exhibit 6.1.1](#) shows the types of mail requiring barcoded tray or sack labels. Barcoded labels must meet these general standards:

- a. Mailers must use the appropriate size label for the sack or tray.
- b. Mailer-produced barcoded labels must meet the standards in [6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing.

Exhibit 6.1.1 Required Barcoded Container Labels

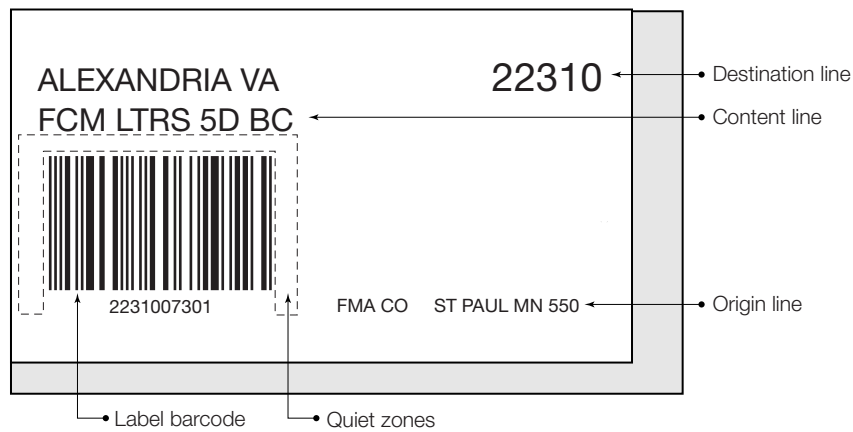
RATE OR TYPE	PROCESSING CATEGORY
First-Class Mail	
Automation rate	Letter-size, flat-size
Cobundled and cotrayed under 705.9.0 through 705.13.0	Flat-size
Periodicals	
Automation rate	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Standard Mail	
Automation rate	Letter-size, flat-size
Enhanced Carrier Route high-density and saturation letter rates	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter rates)
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 345.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 345.3.0 option	Flat-size
Bound Printed Matter	
Barcoded	Flat-size

6.1.2 Line 1 (Destination Line)

The destination line must meet these standards:

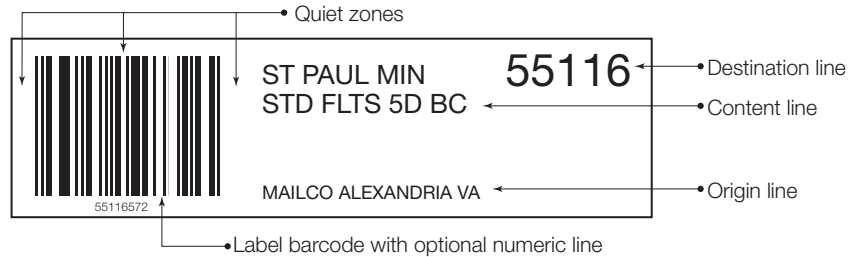
- a. *Placement.* The destination line must be the top line of the label, placed in the position shown in [Exhibit 6.1.2a](#) or [Exhibit 6.1.2b](#) (above the barcode on tray labels or 2-inch sack labels and to the right of the barcode on 1-inch sack labels). An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in [6.2.2](#), and [6.2.2f](#). 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.

Exhibit 6.1.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels



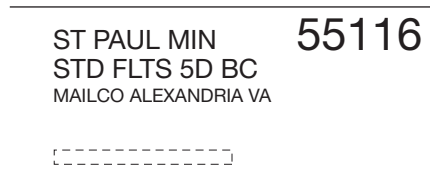
- b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the rates claimed. This information is contained in the labeling lists for all sortation and rate levels except 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.

Exhibit 6.1.2b Barcoded 1-Inch Sack Labels

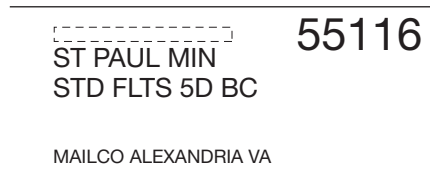


Extraneous
Information
Placement:

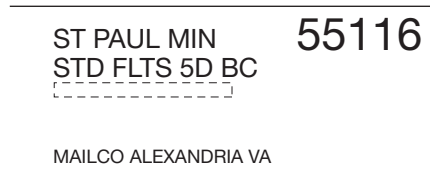
Below origin line



Above destination line



Between content and origin lines



- c. *Overseas Military Mail.* 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 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.

6.1.3 Line 2 (Content Line)

The content line must meet these standards:

- a. *General.* The content line must appear directly below the destination line as shown in [Exhibit 6.1.2a](#) or [Exhibit 6.1.2b](#). 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. The appropriate content identifier number (CIN) in [6.1.4](#) that corresponds to that content line must be used in the barcode.
- b. *Periodicals.* Except as provided in [705.8.16](#) for copalletized mailings and in [707.27.2](#) for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
 1. "PER."
 2. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.
- 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.

6.1.4 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 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. See [Exhibit 6.1.4](#).

Exhibit 6.1.4 3-Digit Content Identifier Numbers

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		
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 ¹
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 – Nonautomation Machinable		
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

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
FCM Flats – Cotrayed 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 scheme sacks	289	FCM PARCELS 5D SCH
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 – Barcoded (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 ¹
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 – Nonbarcoded (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

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
PER Flats – Carrier Route			PER Flats – Merged Carrier Route, Barcoded, and Nonbarcoded		
car. rt. sacks — saturation	387	PER FLTS WSS ¹	merged 5-digit sacks	339	PER FLTS CR/5D
car. rt. sacks — high density	388	PER FLTS WSH ¹	merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
car. rt. sacks — basic	385	PER FLTS CR ¹	merged 3-digit sacks	352	PER FLTS CR/5D/3D
5-digit carrier routes sacks	386	PER FLTS 5D CR-RTS	PER Irregular Parcels – Merged Carrier Route and Presorted		
5-digit scheme car. rts. sacks	371	PER FLTS CR-RTS SCH	merged 5-digit sacks	340	PER IRREG CR/5D
3-digit carrier routes sacks	351	PER FLTS 3D CR-RTS	merged 3-digit sacks	354	PER IRREG CR/5D/3D
PER Flats – Barcoded			merged 5-digit scheme sacks	365	PER IRREG CR/5D SCH
5-digit sacks	372	PER FLTS 5D BC	PER Irregular Parcels – Carrier Route		
5-digit scheme sacks	372	PER FLTS 5D SCH BC	saturation rate sacks	397	PER IRREG WSS ¹
3-digit sacks	373	PER FLTS 3D BC	high density rate sacks	398	PER IRREG WSH ¹
SCF sacks	377	PER FLTS SCF BC	basic rate sacks	395	PER IRREG CR ¹
ADC sacks or trays	374	PER FLTS ADC BC	5-digit carrier routes sacks	396	PER IRREG 5D CR-RTS
mixed ADC sacks or trays	375	PER FLTS BC WKG	5-digit scheme car. rts. sacks	399	PER IRREG CR-RTS SCH
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM	3-digit carrier routes sacks	355	PER IRREG 3D CR-RTS
PER Flats – Nonbarcoded			PER Irregular Parcels – Presorted		
5-digit scheme sacks	378	PER FLT 5D SCH NON BC	5-digit sacks	389	PER IRREG 5D
5-digit sacks	378	PER FLTS 5D NON BC	3-digit sacks	390	PER IRREG 3D
3-digit sacks	379	PER FLTS 3D NON BC	SCF sacks	394	PER IRREG SCF
SCF sacks	384	PER FLTS SCF NON BC	ADC sacks or trays	391	PER IRREG ADC
ADC sacks or trays	380	PER FLTS ADC NON BC	mixed ADC sacks or trays	392	PER IRREG WKG
mixed ADC sacks or trays	382	PER FLTS NON BC WKG	origin mixed ADC sacks or trays	363	PER IRREG WKG W FCM
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM	PERIODICALS (NEWS)		
PER Flats – Cosacked Barcoded and Nonbarcoded			NEWS Letters – Carrier Route		
5-digit scheme sacks	321	PER FLT 5D SCH BC/NBC	saturation rate trays	469	NEWS LTRS WSS ¹
5-digit sacks	321	PER FLTS 5D BC/NBC	high density rate trays	470	NEWS LTRS WSH ¹
3-digit sacks	322	PER FLTS 3D BC/NBC	basic rate trays	466	NEWS LTRS CR ¹
SCF sacks	329	PER FLTS SCF BC/NBC	5-digit carrier routes trays	467	NEWS LTRS CR-RTS
ADC sacks or trays	331	PER FLTS ADC BC/NBC	3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS
mixed ADC sacks or trays	332	PER FLTS BC/NBC WKG			
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM			

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	HUMAN-READABLE CIN	CONTENT LINE	CLASS AND MAILING	HUMAN-READABLE CIN	CONTENT LINE
NEWS Letters – Barcoded (Automation)			NEWS Flats – Nonbarcoded		
5-digit scheme trays	441	NEWS LTR BC 5D SCHEME	5-digit scheme sacks	478	NEWS FLT 5D SCH NON BC
5-digit trays	442	NEWS LTRS 5D BC	5-digit sacks	478	NEWS FLTS 5D NON BC
3-digit scheme trays	443	NEWS LTRS BC SCHEME ¹	3-digit sacks	479	NEWS FLTS 3D NON BC
3-digit trays	444	NEWS LTRS 3D BC	SCF sacks	484	NEWS FLTS SCF NON BC
AADC trays	445	NEWS LTRS AADC BC	ADC sacks or trays	480	NEWS FLTS ADC NON BC
mixed AADC trays	446	NEWS LTRS BC WKG	mixed ADC sacks or trays	482	NEWS FLTS NON BC WKG
NEWS Letters – Nonbarcoded (Nonautomation)			origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
5-digit trays	450	NEWS LTRS 5D NON BC	NEWS Flats – Cosacked Barcoded and Nonbarcoded		
3-digit trays	453	NEWS LTRS 3D NON BC	5-digit scheme sacks	421	NEWS FLT 5D SCH BC/NBC
ADC trays	456	NEWS LTRS ADC NON BC	5-digit sacks	421	NEWS FLTS 5D BC/NBC
mixed ADC trays	459	NEWS LTRS NON BC WKG	3-digit sacks	422	NEWS FLTS 3D BC/NBC
NEWS Flats – Carrier Route			SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
car. rt. sacks – saturation	487	NEWS FLTS WSS ¹	ADC sacks or trays	431	NEWS FLTS ADC BC/NBC
car. rt. sacks – high density	488	NEWS FLTS WSH ¹	mixed ADC sacks or trays	432	NEWS FLTS BC/NBC WKG
car. rt. sacks – basic	485	NEWS FLTS CR ¹	origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
5-digit carrier routes sacks	486	NEWS FLTS 5D CR-RTS	NEWS Flats – Merged Carrier Route, Barcoded, and Nonbarcoded		
5-digit scheme car. rts. sacks	471	NEWS FLTS CR-RTS SCH	merged 5-digit	439	NEWS FLTS CR/5D
3-digit carrier routes sacks	451	NEWS FLTS 3D CR-RTS	merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
NEWS Flats – Barcoded			merged 3-digit sacks	452	NEWS FLTS CR/5D/3D
5-digit sacks	472	NEWS FLTS 5D BC	NEWS Irregular Parcels – Merged Carrier Route and Presorted		
5-digit scheme sacks	472	NEWS FLTS 5D SCH BC	merged 5-digit	440	NEWS IRREG CR/5D
3-digit sacks	473	NEWS FLTS 3D BC	merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
SCF sacks	477	NEWS FLTS SCF BC	merged 3-digit sacks	454	NEWS IRREG CR/5D/3D
ADC sacks or trays	474	NEWS FLTS ADC BC	NEWS Irregular Parcels – Carrier Route		
mixed ADC sacks or trays	475	NEWS FLTS BC WKG	saturation rate sacks	497	NEWS IRREG WSS ¹
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM	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 5D CR-RTS
			5-digit scheme car. rts. sacks	499	NEWS IRREG CR-RTS SCH
			3-digit carrier routes sacks	455	NEWS IRREG 3D CR-RTS

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE
NEWS Irregular Parcels – Presorted			STD Letters – Nonautomation Machinable		
5-digit sacks	489	NEWS IRREG 5D	3-digit trays	555	STD LTR 3D MACH
3-digit sacks	490	NEWS IRREG 3D	AADC trays	558	STD LTR AADC MACH
SCF sacks	494	NEWS IRREG SCF	mixed AADC trays	560	STD LTR MACH WKG
ADC sacks or trays	491	NEWS IRREG ADC	STD Letters – Presorted Nonmachinable		
mixed ADC sacks or trays	492	NEWS IRREG WKG	5-digit trays	604	STD LTR 5D MANUAL
origin mixed ADC sacks or trays	463	NEWS IRREG WKG W FCM	3-digit trays	606	STD LTR 3D MANUAL
STANDARD MAIL			ADC trays	607	STD LTR ADC MANUAL
ECR Letters – Barcoded			mixed ADC trays	605	STD LTR MANUAL WKG
saturation rate	557	STD LTR BC WSS ¹	Enhanced Carrier Route Flats – Nonautomation		
high density rate	557	STD LTR BC WSH ¹	saturation rate sacks	587	STD FLTS ECRWSS ¹
basic rate	557	STD LTR BC LOT ¹	high density rate sacks	588	STD FLTS ECRWSH ¹
ECR Letters – Nonautomation (Machinable)			basic rate sacks	589	STD FLTS ECRLOT ¹
saturation rate	569	STD LTR MACH WSS ¹	5-digit carrier routes sacks	586	STD FLTS CR-RTS
high density rate	569	STD LTR MACH WSH ¹	5-digit scheme car. rts. sacks	529	STD FLTS CR-RTS SCH
basic rate	569	STD LTR MACH LOT ¹	STD Flats – Cosacked Automation and Nonautomation		
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH	5-digit scheme sacks	521	STD FLT 5D SCH BC/NBC
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH	5-digit sacks	521	STD FLTS 5D BC/NBC
ECR Letters – Nonautomation (Nonmachinable)			3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC
saturation rate	608	STD LTR MAN WSS ¹	ADC sacks	531	STD FLTS ADC BC/NBC
high density rate	608	STD LTR MAN WSH ¹	mixed ADC sacks	532	STD FLTS BC/NBC WKG
basic rate	608	STD LTR MAN LOT ¹	STD Flats – Merged Carrier Route, Automation, and Presorted		
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN	merged 5-digit	539	STD FLTS CR/5D
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN	merged 5-digit scheme	549	STD FLTS CR/5D SCH
STD Letters – Automation			STD Flats – Automation		
5-digit scheme trays	541	STD LTR BC 5D SCHEME	5-digit sacks	572	STD FLTS 5D BC
5-digit trays	542	STD LTR 5D BC	5-digit scheme sacks	572	STD FLTS 5D SCH BC
3-digit scheme trays	543	STD LTR BC SCHEME ¹	3-digit sacks	573	STD FLTS 3D BC
3-digit trays	544	STD LTR 3D BC	ADC sacks	574	STD FLTS ADC BC
AADC trays	545	STD LTR AADC BC	mixed ADC sacks	575	STD FLTS BC WKG
mixed AADC trays	546	STD LTR BC WKG			

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
STD Flats – Nonautomation			STD Machinable Parcels – Presorted		
5-digit scheme sacks	578	STD FLT 5D SCH NON BC	5-digit sacks	670	STD MACH 5D
5-digit sacks	578	STD FLTS 5D NON BC	5-digit scheme sacks	670	STD MACH 5D SCH
3-digit sacks	579	STD FLTS 3D NON BC	ASF sacks	672	STD MACH ASF
ADC sacks	580	STD FLTS ADC NON BC	BMC sacks	673	STD MACH BMC
mixed ADC sacks	582	STD FLTS NON BC WKG	mixed BMC sacks	674	STD MACH WKG
Customized MarketMail (CMM)			STD Machinable and Irregular Parcels – Presorted		
CMM letter trays	206	DEL LTR STD CMM MAN	5-digit sacks	603	STD MACH-IRREG 5D
CMM flat trays	207	DEL FLTS STD CMM MAN	5-digit scheme sacks	603	STD MACH-IRREG 5D SCH
CMM sacks	205	DEL STD CMM MAN	PACKAGE SERVICES		
STD Not Flat-Machinable Pieces Less Than 6 Ounces – Nonautomation			Carrier Route BPM – Flats		
5-digit scheme sacks	500	STD NFM 5D SCH	carrier route sacks	657	PSVC FLTS CR ¹
5-digit sacks	500	STD NFM 5D	5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
3-digit sacks	501	STD NFM 3D	5-digit carrier routes sacks	658	PSVC FLTS CR-RTS
ADC sacks	502	STD NFM ADC	Presorted BPM – Flats		
mixed ADC/mixed BMC sacks	506	STD NFM WKG	5-digit scheme sacks	649	PSV FLTS 5D SCH NON BC
STD Not Flat-Machinable Pieces 6 Ounces Or More – Nonautomation			5-digit sacks	649	PSVC FLTS 5D NON BC
5-digit scheme sacks	500	STD NFM MACH 5D SCH	3-digit sacks	650	PSVC FLTS 3D NON BC
5-digit sacks	500	STD NFM MACH 5D	SCF sacks	654	PSVC FLTS SCF NON BC
ASF sacks	503	STD NFM MACH ASF	ADC sacks	651	PSVC FLTS ADC NON BC
BMC sacks	505	STD NFM MACH BMC	mixed ADC sacks	653	PSVC FLTS NON BC WKG
mixed ADC/mixed BMC sacks	506	STD NFM MACH WKG	Presorted BPM – Automation Flats		
ECR Irregular Parcels – Nonautomation			5-digit sacks	635	PSVC FLTS 5D BC
saturation rate sacks	599	STD IRREG WSS ¹	5-digit scheme sacks	635	PSVC FLTS 5D SCH BC
high density rate sacks	600	STD IRREG WSH ¹	3-digit sacks	636	PSVC FLTS 3D BC
basic rate sacks	601	STD IRREG LOT ¹	SCF sacks	637	PSVC FLTS SCF BC
5-digit carrier routes sacks	598	STD IRREG CR-RTS	ADC sacks	638	PSVC FLTS ADC BC
STD Irregular Parcels – Presorted			mixed ADC sacks	639	PSVC FLTS BC WKG
5-digit sacks	590	STD IRREG 5D	BPM Flats – Cosacked Barcoded and Presorted		
5-digit scheme sacks	590	STD IRREG 5D SCH	5-digit scheme sacks	648	PSV FLTS 5D SCH BC/NBC
3-digit sacks	591	STD IRREG 3D	5-digit sacks	648	PSVC FLTS 5D BC/NBC
ADC sacks	592	STD IRREG ADC	3-digit sacks	661	PSVC FLTS 3D BC/NBC
mixed ADC sacks	594	STD IRREG WKG	SCF sacks	667	PSVC FLTS SCF BC/NBC
			ADC sacks	668	PSVC FLTS ADC BC/NBC
			mixed ADC sacks	669	PSVC FLTS BC/NBC WKG

Exhibit 6.1.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE	CLASS AND MAILING	HUMAN-READABLE CIN	HUMAN-READABLE CONTENT LINE
Carrier Route BPM – Irregular Parcels			Media Mail and Library Mail Machinable Parcels – Presorted		
carrier route sacks	697	PSVC IRREG CR ¹	5-digit scheme sacks	680	PSVC MACH 5D SCH
5-digit carrier routes sacks	698	PSVC IRREG CR-RTS	5-digit sacks	680	PSVC MACH 5D
5-digit scheme car. rt. sacks	698	PSVC IRREG CR-RTS SCH	3-digit sacks	682	PSVC MACH ASF
Presorted BPM – Irregular Parcels			ADC sacks	683	PSVC MACH BMC
5-digit sacks	690	PSVC IRREG 5D	mixed ADC sacks	684	PSVC MACH WKG
5-digit scheme sacks	690	PSVC IRREG 5D SCH	Parcel Post Machinable Parcels		
3-digit sacks	691	PSVC IRREG 3D	5-digit sacks	680	PSVC MACH 5D
SCF sacks	696	PSVC IRREG SCF	5-digit scheme sacks	680	PSVC MACH 5D SCH
ADC sacks	692	PSVC IRREG ADC	ASF sacks	682	PSVC MACH ASF
mixed ADC sacks	694	PSVC IRREG WKG	BMC sacks	683	PSVC MACH BMC
Carrier Route BPM – Machinable Parcels			mixed BMC sacks	684	PSVC MACH WKG
carrier route sacks	687	PSVC MACH CR ¹	Parcel Post DSCF and DDU Rates		
Presorted BPM – Machinable Parcels			5-digit sacks	688	PSVC PARCELS 5D
5-digit sacks	680	PSVC MACH 5D	5-digit scheme sacks	688	PSVC PARCELS 5D SCH
5-digit scheme sacks	680	PSVC MACH 5D SCH	Parcel Post – Irregular (Nonmachinable) Parcels		
ASF sacks	682	PSVC MACH ASF	3-digit sacks	691	PSVC IRREG 3D
BMC sacks	683	PSVC MACH BMC	Combined PSVC Parcels		
mixed BMC sacks	684	PSVC MACH WKG	5-digit sacks	688	PSVC PARCELS 5D
Media Mail and Library Mail Flats – Presorted			5-digit scheme sacks	688	PSVC PARCELS 5D SCH
5-digit sacks	649	PSVC FLTS 5D NON BC	Combined STD & PSVC Machinable Parcels		
3-digit sacks	650	PSVC FLTS 3D NON BC	5-digit sacks	660	STD/PSVC MACH 5D
ADC sacks	651	PSVC FLTS ADC NON BC	5-digit scheme sacks	660	STD/PSVC MACH 5D SCH
mixed ADC sacks	653	PSVC FLTS NON BC WKG	ASF sacks	662	STD/PSVC MACH ASF
Media Mail and Library Mail Irregular Parcels – Presorted			BMC sacks	663	STD/PSVC MACH BMC
5-digit scheme sacks	690	PSVC IRREG 5D SCH	mixed BMC sacks	664	STD/PSVC MACH WKG
5-digit sacks	690	PSVC IRREG 5D	1. This information must be followed by the appropriate scheme letter A, B, or C if applicable for the destination of the tray as indicated in LO02 , Column B.		
3-digit sacks	691	PSVC IRREG 3D			
ADC sacks	692	PSVC IRREG ADC			
mixed ADC sacks	694	PSVC IRREG WKG			

6.1.5 Line 3 (Origin Line)

The origin line must appear below the content line in a location appropriate for a tray or sack as shown in [Exhibit 6.1.2a](#) or [Exhibit 6.1.2b](#). 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 USPS City State Product. 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.

6.2 Additional Standards—Barcoded 2-Inch Sack Labels and Barcoded Tray Labels**6.2.1 Paper Stock, Size, and Color**

Barcoded 2-inch sack labels and barcoded tray labels 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 [6.2.3i](#).
- 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.

6.2.2 Printed Human-Readable Lines

The printed human-readable text lines must meet these specifications:

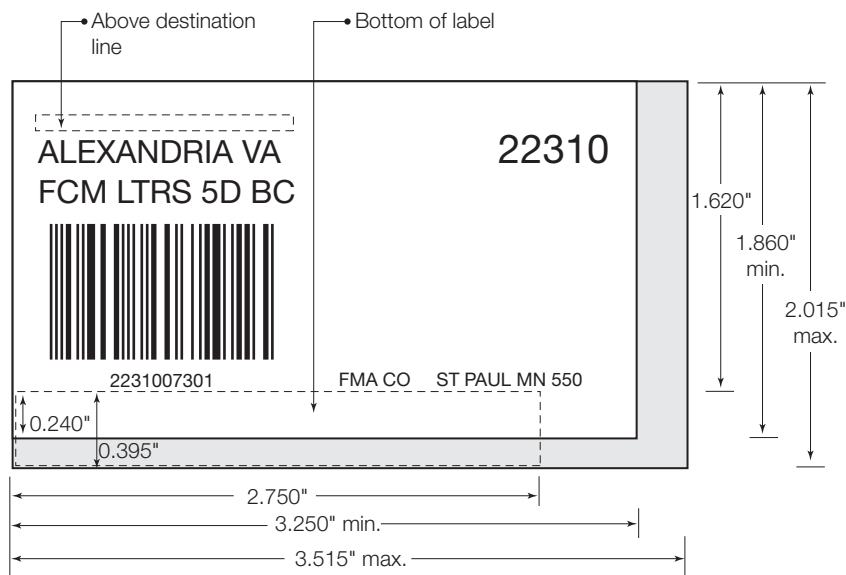
- a. *General*. The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used.
- b. *Destination 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 (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.

708.6.2.2

- 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 [6.2.3b](#) (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 6.1.2a Barcoded 2-Inch Sack Labels and Barcoded Tray Labels](#).
- 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 6.2.2f](#). 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 [608.8.0](#) for address).

Exhibit 6.2.2f Extraneous Information Area

Extraneous Information Placement:



6.2.3 Barcode

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 three numeric elements:
 1. The 5-digit ZIP Code destination of the tray. For a 3-digit tray destination, the 3-digit ZIP Code prefix is followed by two zeros.
 2. The applicable 3-digit content identifier number (CIN) for the tray as shown in [6.1.4](#).
 3. A 2-digit USPS processing code on all 2-inch tray labels. A processing code is optional on 2-inch sack labels. Use code "01" for all automation rate and machinable letter-size pieces, and for all automation-compatible and cotrayed flat-size pieces. Use code "07" for all other mail, including manual pieces, nonmachinable letter-size pieces, and nonautomation Carrier Route rate pieces.
- 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 [6.2.3f](#)) 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 [6.2.3i](#).
- 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%.

6.3 Additional Standards—Barcoded 1-Inch Sack Labels

6.3.1 Paper Stock, Size, and Color

Barcoded 1-inch sack labels must meet these specifications: Color: white or manila for First-Class Mail and Standard Mail and Package Services; pink for Periodicals.

- a. Reflectance: minimum reflectance requirements in [6.3.3i](#).
- b. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- c. Height: 0.937 inch minimum; 0.980 inch maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.

6.3.2 Printed Human-Readable Lines

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 [6.3.3b](#) (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 6.1.2b Barcoded 1-Inch Sack Labels](#)).
- 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.

6.3.3 Barcode

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 6.1.4, 3-Digit Content Identifier Numbers](#).
- 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 [6.3.3f](#)) and extending the full height of the barcode. The quiet zones must meet the space reflectance specification in [6.3.3i](#).
- 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%.

7.0 Optional Endorsement Lines (OELs)

7.1 OEL Use

7.1.1 Basic Standards

[5-1-07] An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in [Exhibit 7.1.1, OEL Formats](#). Use of OELs on bundles is subject to the standards for the rate claimed. At the mailer's option, pieces in trays of noncarrier 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 must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required. OELs are required under the following conditions:

- a. OELs are required with 5-digit scheme and 3-digit scheme bundles.
- b. When flat-size pieces bear an Intelligent Mail barcode (under [4.3](#)) for automation-rate eligibility purposes, the barcode on a piece that contains an optional endorsement line (OEL) must contain OEL coding that includes information in [Exhibit 708.7.1.1](#) that corresponds to the correct sortation level of each bundle. The OEL information in the Intelligent Mail barcode is required in addition to a physical OEL. See the *Intelligent Mail Barcode Resource Guide* available at ribbs.usps.gov/OneCodeSOLUTION for more information on incorporating OELs in Intelligent Mail barcodes.

Exhibit 7.1.1 OEL Formats

SORTATION LEVEL	OEL EXAMPLE
Firm—BPM machinable parcels	***** FIRM 12345
Firm—Periodicals	***** FIRM 12345
Origin Mixed ADC—Periodicals (3-digit ZIP Code prefix)	***** ORIGIN MIXED ADC 117
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	***** ECRLLOT**C-001 ***** ECRLLOT 1234A**C-001
ECR—Standard Mail high density	***** ECRWSH**C-001
ECR—Standard Mail saturation	***** ECRWSS**C-001
Carrier Route—Bound Printed Matter	***** CAR-RT SORT**C-001
5-Digit	***** 5-DIGIT 12345
5-Digit Scheme (automation-compatible flats)	***** SCH 5-DIGIT 12345
3-Digit	***** 3-DIGIT 771
3-Digit Scheme (automation-compatible flats)	***** SCH 3-DIGIT 006

SORTATION LEVEL	OEL EXAMPLE
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
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

7.1.2 Keyline

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. A keyline used on valid ACS mailpieces is subject also to [7.2.4, No ACS Code in OEL](#).

7.1.3 Firm Bundles

On a firm bundle of carrier route presorted Periodicals, "FIRM" may precede "CAR-RT SORT" in the carrier route information line under [6.0](#).

7.1.4 Rate Markings

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 bundle label information (required by [7.1.1](#)) at the right end (e.g., on a carrier route bundle of Enhanced Carrier Route Saturation Standard Mail: **** ECRWSS**C-001; on an automation Standard Mail 3-digit bundle: **** AUTO**3-DIGIT 750).

7.1.5 Exceptional Address Format

The exceptional address format may appear above the OEL as specified in [602.3.0, Use of Alternative Addressing](#).

7.1.6 OEL With LOT Information

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 [7.1.1](#). 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.

7.2 OEL Format

7.2.1 Presort Identification

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 an ACS human-readable participant code.

7.2.2 Style and Size of Type

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.

7.2.3 ACS Code in OEL

If an ACS human-readable participant code (see [507.3.2](#)) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the seven-character USPS-assigned ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks.

7.2.4 No ACS Code in OEL

If an ACS human-readable participant code is not placed in the OEL as permitted by [507.3.2.4](#), the OEL must be filled with asterisks from the left margin of the label or address block up to the first character in the OEL. A keyline prepared under [7.1.2](#) is required on valid ACS mailpieces if an ACS participant wants to receive notification of nondelivery information under [507.1.4.1](#) in addition to address correction service.

7.2.5 ZIP Code Information

Except for carrier route bundles, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in [Exhibit 7.2.5](#) for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in [8.2](#).

Exhibit 7.2.5 OEL Labeling Lists

PROCESSING CATEGORY AND PRESORT TYPE	ADC/AADC	MIXED ADC/MIXED AADC
First-Class Mail		
Letters, nonmachinable	L004	L201, Column C
Letters, machinable	L801	L201, Column C
Letters, automation	L801	L201, Column C
Flats, nonautomation	L004	L201, Column C
Flats, automation	L004	L201, Column C
Parcels	L004	L201, Column C

PROCESSING CATEGORY AND PRESORT TYPE	ADC/ AADC	MIXED ADC/ MIXED AADC
Periodicals ¹		
Letters, nonbarcoded (nonautomation)	L004	L011
Letters, barcoded (automation)	L801	L011
Flats, nonbarcoded	L004	L201, L009
Flats, barcoded	L004	L201, L009
Irregular parcels	L004	L201, L009
Standard Mail ¹		
Letters, nonmachinable	L004	L011 ²
Letters, machinable	L801	L011 ²
Letters, automation	L801	L011 ²
Flats, nonautomation	L004	L009
Flats, automation	L004	L009
Irregular parcels	L603 ³	L604 ³

708.8.1

PROCESSING CATEGORY AND PRESORT TYPE	ADC/AADC	MIXED ADC/MIXED AADC
Bound Printed Matter ¹		
Flats, nonbarcoded	L004	L009
Flats, barcoded	L004	L009
Irregular parcels	L004	L009
Media Mail		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 ²
Library Mail		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 ²

1. For automation-compatible flats, label according to [L007](#) for optional 5-digit scheme preparation.

2. [L010](#) if mail entered by mailer at a destination ASF or BMC or for mail placed on an ASF or BMC pallet under [705.8.0](#).

3. For irregular parcels of uniform thickness (see [445.5.4.1](#)), use [L004](#) for ADCs and [L009](#) for mixed ADCs.

8.0 Carrier Route Information Lines

8.1 Basic Information

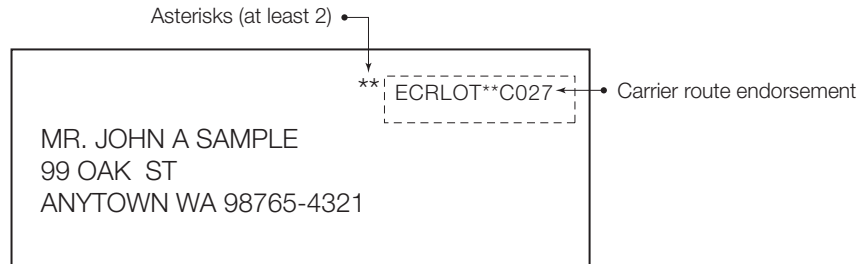
Mailers must prepare bundles of all mailpieces mailed at carrier route rates with optional endorsement lines under [7.0](#), carrier route information lines under [8.2](#), or facing slips (see [245.2.11](#) for Standard Mail letters, [345.2.14](#) for Standard Mail flats, [365.2.13](#) for Bound Printed Matter flats, [445.2.12](#) for Standard Mail parcels, [465.2.12](#) for Bound Printed Matter parcels, and [707.19.16](#) for Periodicals). Carrier route information lines may be on all pieces in a mailing, regardless of presort level. Mailers must use optional endorsement lines or carrier route information lines on all pieces in mailings of Standard Mail letters prepared under [245.6.7](#), except for pieces in full carrier routes trays.

8.2 Format and Content

8.2.1 Route Information

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 8.2.1](#)).

Exhibit 8.2.1 Address Format With Carrier Route Information



8.2.2 Descriptive Prefix

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”).

8.2.3 Route Code

These conditions apply to the carrier route code:

- a. The one-character descriptive prefix in 8.2.2 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 8.2.2 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 8.2.3b may also be used on mailings of any class that contain a ZIP Code in the address.

8.2.4 Other Elements

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 (**).
- 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 202 for letters, 302 for flats, and 402 for parcels.
- d. The carrier route information line may also include information to identify bundles 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”).

708.8.2.5

8.2.5 Firm Bundle

On a firm bundle 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.

9.0 Facing Identification Mark (FIM)**9.1 Using FIMs**

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. Mailers must use the appropriate FIM as follows:


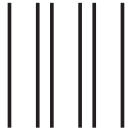
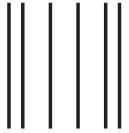

- a. All letter-size business reply mail (BRM) under [507.8.0](#).
- b. All letter-size permit reply mail (PRM) under [507.9.0](#).
- c. Letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation-rate mailings under [201.3.0](#).
- d. Letter-size mail with IBI printed with nonfluorescent ink directly onto the envelope by an IBI meter or a PC postage system must use FIM D.
- e. Cards and letter-size envelopes containing absentee balloting materials under [703.8.0](#).
- f. A FIM must not be used on other types of mail, except that a FIM may be used on a letter-size envelope with a permit imprint indicia when that envelope is designed for use as a reusable mailpiece under [601.6.0](#). A FIM used for this purpose must be the appropriate FIM for the postage payment method on the returned envelope (see [9.2](#)).

9.2 Pattern

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 and for PRM with a preprinted delivery-point 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

9.3 Specification

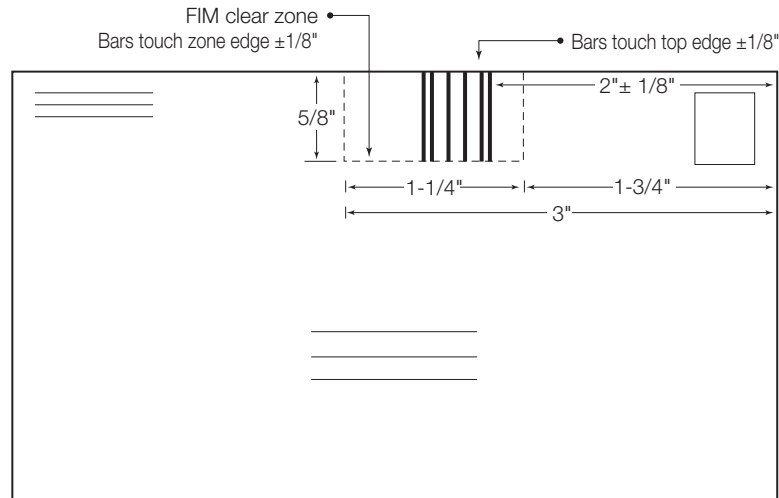
The FIM must meet these specifications:

- 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 9.3](#) 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 ($\pm 1/8$ 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 ($\pm 1/8$ 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.

708.9.4

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.

Exhibit 9.3 Position of FIM



9.4 Dimensional Tolerances

Extraneous ink must not cause a FIM bar to exceed the specifications in 9.3. 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.

9.5 Reflectance

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.

10.0 Postal Zones

10.1 Basis

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.

10.2 Application

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 [10.2b](#) and [10.2c](#), 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.

10.3 Zone Charts

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 pe.usps.com. 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 [608.8.0](#) for address).

708.10.4

10.4 Specific Zones

10.4.1 Local Zone

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 destines 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.

10.4.2 Nonlocal Zone

Nonlocal zones are defined as follows:

- a. The zone 1 rate applies to pieces not eligible for the local zone in [10.4.1](#) 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.

10.4.3 SCF

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.

10.4.4 Delivery Unit (Office)

The delivery unit rate applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer.

709 Experimental Classifications and Rates

Overview

- [1.0 General Requirements for Negotiated Service Agreements \(NSAs\)](#)
- [2.0 Capital One Services, Inc. NSA](#)
- [3.0 Repositionable Notes](#)
- [4.0 Premium Forwarding Service](#)

1.0 General Requirements for Negotiated Service Agreements (NSAs)

1.1 Basic Information

1.1.1 Definition and Purpose

A negotiated service agreement (NSA) is a customized and mutually beneficial contractual agreement between the USPS and a specific mailer (customer or organization). An NSA provides for customized pricing, rates, and classifications under the terms and conditions established in the NSA and may include modifications to current mailing standards and other postal requirements. Any mailer may submit an application for an NSA if the mailer meets the requirements in [1.2](#) and follows the process in [1.3](#).

1.1.2 Legal Framework

Terms and conditions of an NSA affecting rates or classifications require that the USPS request a recommended decision from the Postal Rate Commission before the USPS may approve and implement the NSA. NSAs must be recommended and approved under 39 U.S.C. 36 and the Postal Rate Commission's rules of practice and procedure.

1.2 Candidate Factors and Requirements

1.2.1 Factors

The USPS considers the following factors in evaluating any candidate's NSA proposal:

- a. Candidate's presentation of information as requested by the USPS to document the following:
 1. Current mailing systems, postage payment systems, and quality control procedures and programs.
 2. Historical data showing mail volumes and use of specific mail services or mailpiece characteristics, as applicable. The candidate, as necessary, must also provide the effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events.
- b. Candidate's ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for an NSA.

709.1.2.2

- c. Candidate's ability to collect necessary data in an acceptable format to support an NSA.
- d. Candidate's willingness to establish and maintain electronic systems and quality control programs as specified by the USPS for paying postage and generating records to facilitate monitoring and reconciling mail volumes, rates, and fees, including volumes and postage paid by a mail preparation agent on behalf of the candidate.
- e. Candidate's production of mail using a formal system to ensure proper mail preparation and accurate postage calculations.
- f. Candidate's use or planned implementation of a Certified Mail preparation total quality program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment.

1.2.2 General Requirements

No proposed NSA may have an overall negative financial impact on the USPS. Any proposed NSA must also contain, at a minimum, the following general candidate requirements and conditions:

- a. The candidate must permit USPS inspection of mail content to determine rate eligibility.
- b. The candidate must prepare mail under current applicable mailing standards, unless they are to be modified under a proposed NSA.
- c. The candidate must meet and adhere to quality management standards for the classes of mail and rates claimed.
- d. The candidate must make available to the USPS necessary records and data related to the NSA in a form that facilitates monitoring of compliance with the terms and conditions of the NSA.
- e. The candidate must provide proper specified notice to cancel the NSA.
- f. The USPS has the right to cancel the NSA at any time with specified proper notice for any failure or, where appropriate, material failure of the mailer to:
 - 1. Use the NSA within the time period specified in the NSA.
 - 2. Provide accurate data, present properly prepared and paid mailings, or comply with any other material term or condition in the NSA.
- g. The candidate must engage counsel and file testimony as necessary in support of the NSA before the Postal Rate Commission.

1.3 Application Process**1.3.1 Initial Proposal**

A mailer seeking to enter into an NSA with the USPS must submit a written proposal, with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see [608.8.0](#) for address). The proposal must contain the reasons for requesting the NSA along with a summary of the information responding to the applicable candidate features and general requirements described in [1.2](#). A nondisclosure agreement must be signed before any substantive discussion of the proposal.

1.3.2 Negotiations and Contractual Agreement

As a result of the proposal, the candidate and the USPS may enter into negotiations to establish an NSA, with terms and conditions specific to the candidate, that is either a functionally equivalent NSA (i.e., comparable to an existing baseline NSA) or a new baseline NSA (i.e., not comparable to an existing NSA). A candidate in the negotiation process may withdraw a proposal for an NSA at any time prior to the execution of the NSA. Once the NSA is executed, the NSA is controlled by its terms and conditions.

1.3.3 Additional Consideration

If the USPS decides to end negotiations with the candidate before reaching an agreement to enter into an NSA under 1.1, the manager of Pricing Strategy notifies the candidate in writing and gives the reasons for the decision. Within 15 days from the receipt of the written explanation, the candidate may ask for reconsideration of the manager's decision. The candidate's request for reconsideration must include additional information and reasons why negotiations for an NSA should be resumed. The candidate submits the request for reconsideration through the manager of Pricing Strategy to the vice president of Pricing and Classification (see 608.8.0 for address).

2.0 Capital One Services, Inc. NSA

2.1 Agreement

The negotiated service agreement (NSA) that was the subject of Docket MC2002-2 requires Capital One Services, Inc. (Capital One) to receive electronic notification for undeliverable First-Class Mail solicitations instead of physical return of the pieces. The notices are to be provided through the Address Change Service (ACS) program (see 507.3.2) and the usual electronic address correction fee is to be waived. Capital One also agrees to maintain and enhance address and mail preparation quality. In exchange for Capital One's receipt of the electronic notice for its First-Class Mail solicitations and its compliance with the terms of the NSA, Capital One would have available declining block rates of postage for volumes above stated thresholds. A copy of the NSA is filed with the Postal Rate Commission in Docket No. MC2002-2 as Attachment G to the USPS's Request for a Recommended Decision and can be found at www.prc.gov.

2.2 Features

2.2.1 Requirements

To be considered comparable to the NSA in 2.1, a proposed NSA must have the following features:

- a. Use of First-Class Mail for matter that qualifies for Standard Mail rates.
- b. Waiver of seal against postal inspection of mail as agreed to by the mailer.
- c. Computation of First-Class Mail postage by the use of declining block rates specified in the NSA and based on particular volume requirements that define incremental discount thresholds. The mail subject to the NSA must relate only to the mailer's products and services.

709.2.2.2

- d. Preparation of mail under applicable standards unless otherwise specified in the NSA.
- e. Adherence to the following address quality standards for the rates claimed:
 - 1. Participation in Address Change Service (ACS) under [507.3.2](#) using the endorsement “Change Service Requested” as described in [507.1.5.1](#) for undeliverable-as-addressed (UAA) mail.
 - 2. Use of National Change of Address Linkage System (NCOA^{Link}), *FASTforward*, or other USPS-approved method for meeting the Move Update standard. See [233.3.5](#) for First-Class Mail Presorted letters, [333.3.5](#) for First-Class Mail Presorted flats, and [433.3.5](#) for First-Class Mail Presorted parcels. See [233.5.1](#) for First-Class Mail automation letters and [333.5.1](#) for First-Class Mail automation flats. In addition to those standards, addresses used on mailings must be updated more frequently than 185 days or as required by the NSA.
- f. Overall positive financial impact on the USPS. A minimum payment or transactional penalty is required to ensure a positive contribution.
- g. Agreement to make necessary records and data available to the USPS to facilitate and monitor compliance.
- h. Ability of the USPS to cancel the NSA for any failure or, where appropriate, material failure of the mailer:
 - 1. To provide accurate data.
 - 2. To present properly prepared and paid mailings.
 - 3. To comply with a material term of the NSA.
 - 4. To use the NSA.

2.2.2 Candidate Factors

The following factors are considered by the USPS in evaluating a proposal for a comparable NSA under [1.0](#):

- a. Presentation by the mailer of at least 3 years of historical data to document mail volumes (including UAA mail), mailing systems and postage payment systems in use, and quality control procedures. The effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events must also be provided.
- b. Ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for the NSA.
- c. Ability to collect necessary data in an acceptable format to support the NSA.
- d. Willingness to establish and maintain an active Centralized Automated Payment System (CAPS) for postage payment and to generate records monitoring mail volumes and discounts.
- e. Production of mail using an automated system to ensure proper mail preparation and accurate postage calculations.

- f. Implementation of a quality control program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment.

2.3 Application

2.3.1 Initial Request

A mailer seeking to enter into an NSA with the USPS comparable to the NSA under [1.0](#) must submit a written proposal, together with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see [608.8.0](#) for address). The proposal must contain a general statement of the reasons for requesting the NSA, and a summary of the information addressing the elements of comparability described in [2.2.1](#) and [2.2.2](#).

2.3.2 Negotiation

As a result of the proposal, the mailer and the USPS may negotiate a service agreement comparable to the NSA under [1.0](#), but with terms and conditions specific to the mailer. To take effect as an experimental mail classification, the comparable NSA must be recommended and approved pursuant to Chapter 36 of Title 39 of the United States Code, and the Postal Rate Commission's rules of practice and procedure. A mailer may withdraw its proposal for a comparable NSA at any time prior to agreement. Once concluded, a comparable NSA is controlled by its terms and conditions. Nothing in these regulations prohibits a mailer from seeking an NSA not comparable to the NSA under [2.1](#).

2.3.3 Determination Not to Conclude a Comparable NSA

If negotiations between the mailer and the USPS end without the parties reaching an agreement comparable to the NSA under [2.1](#), the mailer may request that the manager of Pricing Strategy (see [608.8.0](#) for address) explain the determination in writing. The mailer may ask for reconsideration of the decision to end negotiations within 15 days from the receipt of the written explanation. The request for reconsideration may include additional information and reasons why negotiations for a comparable NSA should be resumed, and should be submitted through the manager of Pricing Strategy to the Vice President, Pricing and Classification (see [608.8.0](#) for address).

3.0 Repositionable Notes

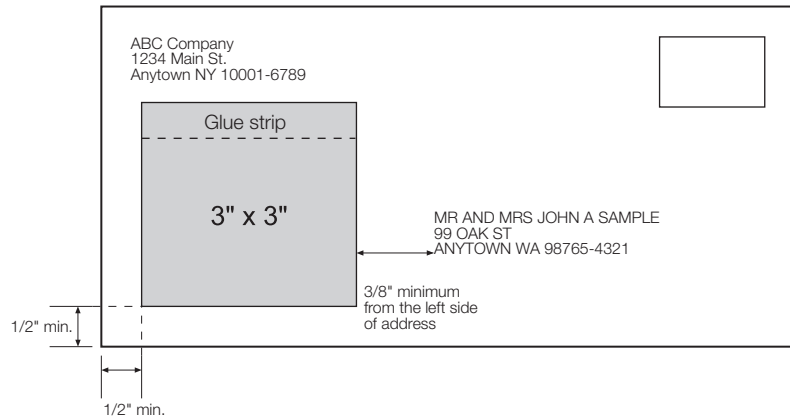
3.1 Use

Repositionable Notes must meet all of the following standards:

- a. Repositionable Notes (RPNs) may be attached to letter- and flat-size discount First-Class Mail, Standard Mail, and Periodicals mailpieces.
- b. For letter-size mailpieces, attach a single RPN to the address side of the mailpiece as specified in [Exhibit 3.1b](#).

Exhibit 3.1b Placing RPNs on Letters

Repositionable Notes (RPNs) may be placed only within the specified area of the letter.



- c. For flat-size mailpieces, a single RPN may be attached to either the address side or nonaddress side of the mailpiece and attached in the locations described and shown in [Exhibit 3.3g1](#) and [Exhibit 3.3g2](#).
- d. RPNs are included as an integral part of the mailpiece for weight and postage rate computation purposes.
- e. The written and graphic characteristics of the notes are considered when determining eligibility of mailpieces mailed at the Standard Mail and Nonprofit Standard Mail rates.
- f. Attach the RPNs to all pieces in the mailing.

3.2 Mailpiece Characteristics

Each mailpiece must:

- a. Not be in a plastic wrapper (e.g., polybag, polywrap, or shrinkwrap).
- b. Be letter-size (including cards) or flat-size.

3.3 RPN Characteristics

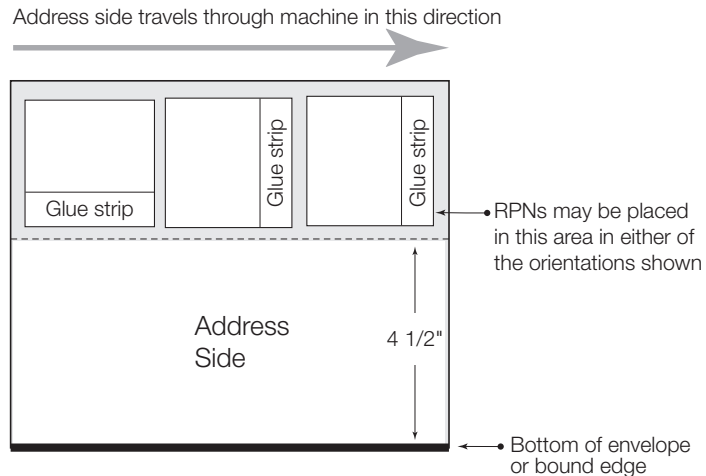
RPNs must:

- a. Measure 3 inches by 3 inches, plus or minus 1/8 inch for either dimension.
- b. Not contain phosphorescent or red fluorescent colorants.
- c. Be adhered with a minimum of 3/4 inch (with a tolerance of 1/16 inch) adhesive strip across the top portion on the reverse side of the note.
- d. Not be placed in a manner that interferes with the delivery address, rate markings, or postage and must not display a specific address or ZIP Code. References to general landmarks are permissible.
- e. Not be manually affixed.
- f. On letter-size mailpieces:
 1. Position the RPN parallel with the length of the mailpiece.

2. Affix RPNs with labeling equipment to ensure adequate adhesion; do not affix RPNs manually.
 3. Place the RPN to the left of the delivery address, no closer than 3/8 inch from the left edge of the delivery address.
 4. Place the RPN at least 1/2 inch (with a tolerance of 1/8 inch) from the bottom and left edges of the mailpiece.
- g. On flat-size mailpieces:
1. If the RPN is placed on the address side of the mailpiece, position the RPN according to [Exhibit 3.3g1](#).

Exhibit 3.3g1 Placing RPNs on Flats—Address Side

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.

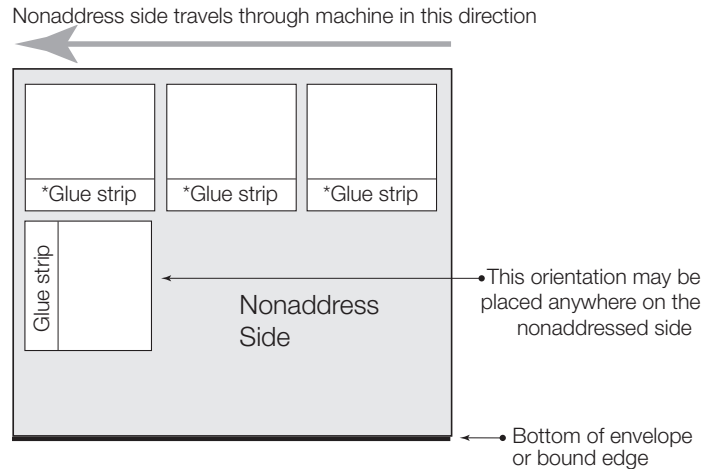


2. If the RPN is placed on the nonaddressed side of the mailpiece, position the RPN according to [Exhibit 3.3g2](#).

Exhibit 3.3g2 Placing RPNs on Flats—Nonaddress Side

Repositionable Notes (RPNs) may be placed only within the specified gray areas of the flat.

*The RPNs marked with a * represent the only allowable positions for RPNs on the non-address side with the glue strip orientation shown.

**3.4 RPNs on Automation-Rate Mailpieces****3.4.1 Letter-Size Mailpieces**

Letter-size mailpieces with RPNs claiming automation rates must meet the standards in 3.1 through 3.3, 201.3.0, and the following additional standards:

- a. Each mailpiece must be rectangular and have a surface smoothness of 195 Sheffield Units or smoother.
- b. *Enveloped mailpieces.* Each mailpiece prepared in an envelope must be constructed from paperstock having a basis weight of 20 pounds or greater. Window envelopes must have a closed panel made of polystyrene or glassine. Each enveloped mailpiece is limited to the following dimensions:
 1. For height, no less than 4-1/8 inches and no more than 6 inches high.
 2. For length, no less than 8 inches and no more than 9-1/2 inches long.
 3. For thickness, no less than 0.02 inch and no more than 0.125 inch thick.
- c. *Oversize cards.* Each mailpiece prepared as an oversize card is limited to the following dimensions:
 1. For height, no less than 4-1/2 inches and no more than 6 inches high.
 2. For length, no less than 8-1/2 inches and no more than 9 inches long.
 3. For thickness, no less than 0.009 inch thick (cards 5-3/4 inches or more in height must be no less than 0.012 inch thick.)

3.4.2 Flat-Size Mailpieces

Flat-size mailpieces with RPNs claiming automation rates must meet the standards in 3.1 through 3.3 and 301.3.0.

3.5 Rates

Discount First-Class Mail – \$0.005

Standard Mail and Periodicals – \$0.015

3.6 Compliance

Mailers must comply as follows:

- a. Repositionable notes must be obtained from an approved repositionable notes vendor (see www.usps.com for a listing of approved vendors). Prospective vendors can obtain USPS standards and test procedures from USPS Engineering (see [608.8.0](#) for address). Testing must be performed by a certified independent laboratory.
- b. Mailers must present evidence at the time of mailing to show that their repositionable notes have been supplied by an approved vendor. The vendor name on the reverse of the note will be sufficient as evidence; in lieu of the vendor name printed on the notes, an invoice from the approved vendor for purchase of the repositionable notes will constitute such evidence.
- c. As part of each mailing, mailers must include two pieces addressed to the manager, USPS Engineering Letter Tech, Attn: RPN Sample (see [608.8.0](#) for address); and two pieces addressed to the manager, Pricing and Classification Service Center, Attn: RPN Sample (see [608.8.4.1](#) for address).

4.0 Premium Forwarding Service**4.1 Rates and Fees****4.1.1 Enrollment**

Customers must pay a \$10.00 nonrefundable enrollment fee.

4.1.2 Charge Per Reshipment

The reshipment charge for each Priority Mail shipment is \$11.95 for each week of service requested. The amount due for the total weeks requested must be paid in full at the time of enrollment.

4.1.3 Extension of Service

A PFS customer may contact the post office responsible for delivery to the primary address prior to the last shipment date and extend PFS service (up to 1 year maximum service from the initial start date) as needed. An extension is processed only after the post office receives payment of all postage and fees for the extension.

4.1.4 Early Termination of Service

A customer who terminates PFS early (e.g., a customer prepays for 10 weeks but returns to a primary address after 8 weeks) may request a refund for any unused weekly shipment charges from the post office serving the primary address. The enrollment fee is nonrefundable.

4.2 Basic Standards

4.2.1 Description

Premium Forwarding Service (PFS) is a 2-year experiment that, upon payment of postage and fees, provides residential delivery customers and certain post office box customers an option to have all mail addressed to their primary address reshipped or rerouted to a temporary address mainly by means of a weekly Priority Mail shipment. PFS is available for a period of not less than 2 weeks and not more than 1 year. This optional service is in addition to the current piece-by-piece forwarding service currently offered by USPS, whereby only certain mailpieces are forwarded.

4.2.2 Use

Participation in PFS is subject to the following standards:

- a. PFS is available to residential delivery customers and all size-one or size-two post office box customers.
- b. A customer must submit a completed PFS application, Form 8176, to the post office (or a station or branch of that post office) responsible for delivery to the customer's primary address. The enrollment fee and reshipment charges for the full duration of requested service must accompany the application form.
- c. Except as provided in [4.2.2d](#), customers must designate on the application form whether the order is for an "Individual" or an "Entire Household."
- d. For customers whose primary address is a post office box, only the boxholder is authorized to initiate the application, and "Entire Household" must be designated on the application.
- e. PFS is available for a period of not less than 2 weeks and not more than 1 year.
- f. PFS is available only from and to domestic addresses.
- g. PFS is available to, but not from, single-point delivery addresses (e.g., RV parks, hospitals, hotels) and U.S. Department of State addresses. See [703.3.0](#) for additional U.S. Department of State requirements.

4.2.3 Prohibited Use

Customers cannot have a temporary or permanent forwarding order active simultaneously with enrollment in PFS. PFS cannot be combined with any ancillary or extra services beyond those purchased by the original sender. In addition, PFS is not available for:

- a. Customers whose primary address is a size-three, size-four, or size-five post office box. Residential customers who use these post office box sizes due to the unavailability of smaller boxes may request a waiver of this restriction.
- b. Customers whose primary address is a business delivery address.
- c. Customers whose primary address is a central point to which the USPS provides delivery in bulk to a third party, such as a commercial mail receiving agency (CMRA), RV park, trailer park, or hotel.
- d. Customers whose primary address or temporary address is an APO or FPO.

- e. Customers whose temporary address is within the 969 3-digit ZIP Code area or is otherwise in a U.S. territory or possession that requires a customs declaration.

4.3 Preparation

4.3.1 Weekly Priority Mail Reshipments

Regardless of any mailer's ancillary service endorsement on a mailpiece, all mail is reshipped in the weekly Priority Mail shipment, except as specified in 4.3.2 through 4.4.1.

4.3.2 Mailpieces Arriving at the Primary Address Endorsed "Surface Mail Only" or With Other Hazardous Materials Markings

Any mailpiece arriving at the primary address that indicates surface only transportation or bears other hazardous materials markings (e.g., Label 127, "Surface Mail Only"; ORM-D) cannot be reshipped in the weekly Priority Mail shipment and must be separately rerouted via surface transportation.

4.3.3 Mailpieces Requiring a Scan or Signature at Delivery

Mailpieces requiring a scan or signature at delivery (e.g., Express Mail, Certified Mail, numbered insured mail, mailpieces with Delivery Confirmation) are appropriately scanned, then immediately and separately rerouted to the temporary address, subject to the following:

- a. Express Mail, Priority Mail, and First-Class Mail are rerouted at no additional charge.
- b. Standard Mail parcels are separately rerouted postage due at the appropriate 1-pound Parcel Post single-piece rate.
- c. Package Services mailpieces (Parcel Post, Media Mail, Bound Printed Matter, and Library Mail) are separately rerouted postage due at the appropriate single-piece rate in the subclass in which the mailpiece was originally shipped. For Parcel Select items, the applicable rate is the Parcel Post rate.

4.3.4 Priority Mail Not Requiring a Scan or Signature at Delivery

Priority Mail that does not require a scan or signature at delivery is immediately and separately rerouted to the temporary address, unless it will fit into the weekly Priority Mail shipment and such inclusion does not delay its delivery to the temporary address.

4.3.5 Large First-Class Mail and Periodicals Parcels Mail Not Requiring a Scan or Signature at Delivery

First-Class Mail and Periodicals parcels (firm bundles) not requiring a scan or signature at delivery and that do not fit into the weekly Priority Mail shipment are separately rerouted at no additional charge.

4.3.6 Standard Mail Parcels Not Requiring a Scan or Signature at Delivery

Eligible Standard Mail parcels that do not require a scan or signature at delivery are included in the weekly Priority Mail shipment provided they will fit. Parcels that do not fit or are otherwise ineligible (e.g., mailpieces identified as surface transportation only) are separately rerouted postage due at the appropriate 1-pound Parcel Post single-piece rate.

4.3.7 Package Services Mailpieces Not Requiring a Scan or Signature at Delivery

Package Service mailpieces not requiring a scan or signature at delivery are handled as follows:

- a. Package Services mailpieces (Parcel Post, Media Mail, Bound Printed Matter, and Library Mail) are separately rerouted postage due at the appropriate single-piece rate in the subclass in which the mailpiece was originally shipped. For Parcel Select items, the applicable rate is the Parcel Post rate.
- b. Oversized Parcel Post parcels are rerouted postage due at the appropriate oversized Parcel Post rate.

4.4 Enter and Deposit**4.4.1 Mailpieces Arriving Postage Due at the Primary Address**

Any mailpiece arriving postage due at the post office serving a PFS customer's primary address is not reshipped in the weekly Priority Mail shipment and will be rerouted individually. Mailpieces arriving postage due are rerouted as follows:

- a. Postage due First-Class Mail mailpieces are rerouted as First-Class Mail postage due. Only the original postage due amount is collected. There is no additional charge for rerouting the mailpiece.
- b. Postage due Priority Mail mailpieces are rerouted as Priority Mail postage due. Only the original postage due amount is collected. There is no additional charge for rerouting the mailpiece.
- c. Postage due Package Services mailpieces, other than oversized Parcel Post mailpieces, are rerouted postage due at the appropriate single-piece rate in the subclass in which the mailpiece was originally shipped. For Parcel Select items, the applicable rate is the Parcel Post rate. The total postage due for Package Services mailpieces is the sum of the postage due at the time of receipt at the primary address plus the postage due for rerouting the mailpiece from the primary post office to the temporary address at the appropriate single-piece rate.
- d. Postage due oversized Parcel Post mailpieces are rerouted as Parcel Post. The total postage due is the sum of the postage due at the time of receipt at the primary address and the postage due for rerouting the mailpiece from the primary post office to the temporary address at the appropriate oversized Parcel Post rate.

Index and Appendices

Index

and Appendices

Index

Appendix 1 – Labeling Lists

Appendix 2 – Forms Glossary

**Appendix 3 – Summary of
Changes**

Appendix 4 – Rates and Fees

A**absentee balloting materials, 703.8.0****accelerated reply mail, 508.5.8****additional entry for Periodicals, 707.30.0**

application, 707.30.2

cancellation, 707.30.5

fee, 707.1.4

address correction services, 507.3.0**address element correction, 507.6.4, 507.6.5****Address Information System (AIS) products, 509.1.0****address labels**

detached address labels (DALs), 602.4.0

Periodicals, 707.3.2.2

address lists

accuracy, 708.3.0

verification of, 708.3.5

address placement, 602.1.0

cards, 102.1.0, 202.2.0

letters, 102.1.2, 202.2.0

parcels, 102.3.3

Periodicals, 707.3.2.3

address quality standards, flats

automation

First-Class Mail, 333.5.1

Standard Mail, 343.7.1

barcoded pieces, 333.5.4, 343.7.3, 363.6.3

carrier route

Bound Printed Matter, 363.5.3

carrier route code accuracy, 343.6.2, 363.5.3

enhanced carrier route, 343.6.1.2

general standards

Bound Printed Matter, 363.3.1

First-Class Mail, 333.3.3

Standard Mail, 343.3.3

Move Update, 333.3.5

ZIP Code accuracy

Bound Printed Matter, 363.4.3

First-Class Mail, 333.3.6

Standard Mail, 343.3.8

address quality standards, general

Alternative Addressing Format, 602.3.0

Coding Accuracy Support System (CASS), 708.3.0

address quality standards, letters and cards

automation

First-Class Mail, 233.5.1

Standard Mail, 243.7.1

automation enhanced carrier route, 243.6.5.1

barcoded pieces

First-Class Mail, 233.5.4

Standard Mail, 243.7.4

carrier route code accuracy

First-Class Mail, 233.5.2

Standard Mail, 243.6.2

enhanced carrier route, 243.6.1.2

general standards

First-Class Mail, 233.3.0

Standard Mail, 243.5.1

Move Update, 233.3.5

ZIP Code accuracy

First-Class Mail, 233.3.6

Standard Mail, 243.3.8

address quality standards, parcels

carrier route code accuracy

Bound Printed Matter, 463.5.2

Standard Mail, 443.6.2

enhanced carrier route, 443.6.1

general standards

Bound Printed Matter, 463.5.1

First-Class Mail, 433.3.0

Standard Mail, 443.5.1

Move Update, 433.3.5

ZIP Code accuracy

Bound Printed Matter, 463.4.3

First-Class Mail, 433.3.6

Standard Mail, 443.3.8

address quality standards, Periodicals

barcoded/automation, 707.14.1.1

carrier route, 707.13.1.2

general, 707.12.1.2

address sequencing services, 507.7.0**address services**

Address Change Service (ACS), 507.3.2

address correction, 507.3.1

carrier route schemes, 507.8.4

Delivery Statistics Product, 507.8.1

FASTforward, 507.3.3

mailing list services, 507.6.0

fees, 507.6.1

sequencing for cards and electronic files, 507.7.0

fees, 507.7.1

addressee, See recipient services

addressing

See also *address placement*

alternative addressing formats, [602.3.0](#)
automation mailings
 letters
 First-Class Mail, [233.5.4](#)
 Standard Mail, [243.7.4](#)
 flats
 Bound Printed Matter, [363.6.3](#)
 First-Class Mail, [333.5.4](#)
 Standard Mail, [343.7.3](#)
 Periodicals, [707.14.4](#)
change of address, [507.2.1](#)
commercial mail receiving agencies, [602.2.3](#)
content, [602.1.4](#), [602.1.5](#)
detached address labels (DALs), [602.4.0](#)
elements of a complete address, [602.1.4](#), [602.1.5](#)
exceptional address, [602.3.4](#)
military mail, [703.2.2](#)
“occupant”-style addressing, [602.3.3.1](#)
Periodicals, [707.3.2](#)
return address, [602.1.5](#)
simplified address, [602.3.2](#)
ZIP Code, [602.1.8](#)

advance deposit account, [604.6.4](#)**advertising**

nonprofit and classroom Periodicals, [707.10.1.3](#)
nonprofit Standard Mail, [703.1.6](#)
pandering, [508.8.1](#)
Periodicals, [707.4.13](#)
sexually-oriented material, [508.9.0](#)

aerosols, [601.2.4](#)**agriculture**

Science-of-Agriculture, [707.1.2](#), [707.11.2](#)
State Departments of Agriculture, [707.6.3](#)
USDA, [703.7.3.2](#)

air transportation prohibitions for hazardous materials, [601.10.10](#)**Alternate Mailing System (AMS), [705.4.0](#)****ancillary service endorsements**

class of mail, explanation by, [507.1.0](#)
clear space
 flats, [302.3.4](#)
 letters and cards, [202.4.4](#)
 parcels, [402.3.4](#)
 retail, [102.4.4](#)
placement on the mailpiece
 flats, [302.3.0](#)
 letters and cards, [202.4.0](#)
 parcels, [402.3.0](#)
 retail, [102.4.0](#)

ancillary service endorsements (cont'd)

with return address
 flats, [302.3.0](#)
 letters and cards, [202.4.0](#)
 parcels, [402.3.3](#)
type size
 flats, [302.3.4](#)
 letters and cards, [202.4.4](#)
 parcels, [402.3.4](#)
 retail, [102.4.4](#)

animals

adult fowl, [601.9.3.4](#)
bees, [601.9.3.7](#)
cold-blooded, [601.9.3.3](#)
container for mailing, [601.9.3.10](#)
day-old poultry, [601.9.3.2](#)
dead, [601.9.4](#)
furs or pelts, [601.9.5](#)
insects, [601.9.3.8](#)
nonmailable, [601.9.7](#)
scorpions, [601.9.3.9](#)
special permits for animals mailed to Pacific islands, [601.9.3.6](#)
warm-blooded, [601.9.3.5](#)

APO, See *military mail***appeals for decision made about mailing standards, [607.2.0](#)****appeals for post office box and caller service, [508.4.9.3](#), [508.5.7.3](#)****Armed Forces, mail sent by, [703.4.0](#)****aspect ratio, [201.3.5](#)****Automated Flat Sorting Machine 100 (AFSM 100),
See *automation flats*****automation cards, [201.3.0](#)**

automation discount, [243.4.2](#)
enclosed in letters, [201.3.13](#)
labels, [201.3.12](#)
mail preparation
 First-Class Mail, [235.6.0](#)
 Standard Mail, [245.7.0](#)
size, [201.1.0](#)
tabs and wafer seals, [201.3.9](#)

automation flats, general 301.3.0

addressing

Bound Printed Matter, 363.6.0

First-Class Mail, 333.5.4

Standard Mail, 343.7.3,

attachments, 301.3.6.2

automation discount, 346.4.2

Bound Printed Matter, 363.6.0

First-Class Mail, 301.3.0, 333.5.0

labels, 301.3.7

mail preparation

First-Class Mail, 335.6.0

Standard, 345.7.0

Bound Printed Matter, 365.7.0

polywrap, 301.3.3

Periodicals, 707.14.0

addressing, 707.14.4

mail preparation, 707.25.0

reply mail enclosed in an automation flat, 201.3.14

size, 301.3.0

size, 301.3.2

staples, 301.3.4.2

Standard Mail, 343.7.0

tabs and wafer seals, 301.3.4

uniformity, 301.3.6

automation letters, general 201.3.0

addressing

First-Class Mail, 233.5.4

Standard Mail, 243.7.4

automation discount, 243.4.2

First-Class Mail, 201.3.3, 233.5.0

enhanced carrier route, 243.6.1

heavy letters, 201.3.13.4, 243.6.4.1

labels, 201.3.11

mail preparation

First-Class Mail, 235.6.0

Standard Mail, 245.7.0

Periodicals, 707.14.0

addressing, 707.14.4

mail preparation, 707.24.0

reply mail enclosed in an automation letter, 201.3.14

size, 201.3.2

Standard Mail, 201.3.4, 243.7.0

tabs and wafer seals, 201.3.9

automation mailings, general

different payment methods, 705.5.0

reply mail enclosed in mailing, 201.3.14

automation parcels, See *barcoded parcels***B****ballots, 703.8.0****balloon rate**

Parcel Post, 101.7.1

Priority Mail, 101.5.3

barcoded parcels, 708.5.0**barcodes**

address block, inside

flats, 302.4.6

letters, 202.5.6

barcode clear zone

letters, 202.5.1

machinable parcels, 402.4.2

certification, 708.4.6

container labels, 708.6.0

dimensions and spacing, 708.4.2.5

flats, 302.4.0, 708.4.0

human-readable information, 708.5.10

inserts, 202.5.7

letters and cards, 202.5.0, 708.4.0

parcels, 402.4.1, 708.5.0

reflectance, 708.4.4

sack labels, 708.6.1, 708.6.3

second barcode on flats, 302.4.3

skew, 708.4.5

tray labels, 708.6.1, 708.6.2

types of barcodes

5-digit barcode, 708.4.2.2

letters, 202.5.3

flats, 302.4.4

concatenated, 708.5.3

Confirm, 503.13.3

Delivery Confirmation, 503.9.4, 708.5.3

delivery point barcode (DPBC), 708.4.2.4

flats, 302.4.5

letters, 202.5.5

integrated, 708.5.3

Intelligent Mail barcode, 708.4.3

Four-State Customer Barcode, *See Intelligent Mail barcode*

POSTNET barcode, 708.4.2

Signature Confirmation, 708.5.3, 503.10.4

USS Code, 708.5.1

UCC/EAN, 708.5.1

ZIP+4 barcode

flats, 302.4.4

general, 708.4.2.3

letters, 202.5.3

window envelope, 202.5.8 – 202.5.10

batteries

battery-powered devices, [601.11.17](#)
 nonspillable batteries, [601.10.19.4](#)

bees, [601.9.3.7](#)**bills and invoices**

Express Mail, [113.3.0](#)
 First-Class Mail
 discount flats, [333.2.2](#)
 discount letters, [233.2.2](#)
 discount parcels, [433.2.2](#)
 retail mail, [133.3.2](#)
 Priority Mail, [123.3.0](#)
 solicitations in guise of, [601.12.1](#)

biological products, [601.e](#)**bird stamp, for hunting migratory birds, [509.2.1](#)****blind, free matter for, [703.5.0](#)**

what may be mailed, [703.5.2](#), [703.5.3](#)
 who is qualified, [703.5.1.3](#)

blood, [601.10.17](#)**book rate, See *Media Mail, general*****books**

packaging for mailing, [601.7.2](#)

Bound Printed Matter, discount flats

annual destination entry mailing fee, [366.3.4](#)
 attachments, [363.3.3](#)
 barcoded flats, [301.3.2](#)
 carrier route accuracy, [363.5.3](#)
 cobundling, [705.11.4](#)
 combined with other classes of mail, [703.9.0](#)
 combined with other Package Services, [705.7.0](#)
 computing postage, [363.1.0](#)
 content standards, [363.2.0](#)
 cotraying and cosacking bundles, [705.9.4](#)
 deposit, [366.3.9](#)
 appeals, [366.3.9.11](#)
 nonpresorted pieces, [366.1.1](#)
 scheduling appointments, [366.3.9.3](#)
 verification, [366.2.1](#)
 destination entry discount, [366.3.0](#)
 documentation, [364.2.0](#)
 carrier route mail, [364.2.6](#)
 facsimile postage statements, [364.2.9](#)
 machinable mail, [364.2.3](#)
 multiple mailings, [364.2.8](#)
 standard format, [364.2.6](#)
 drop shipments, [366.2.6](#)

Bound Printed Matter, discount flats (cont'd)

eligibility, [363](#)
 barcoded pieces, [363.6.0](#)
 basic, [363.3.0](#)
 carrier route, [363.5.0](#)
 machinable, [363.5.0](#)
 enclosures, [363.3.3](#)
 entry
 DBMC entry, [366.4.0](#)
 DDU entry, [366.6.0](#)
 destination entry, [366.3.0](#)
 verification, [366.2.1](#)
 DSCF entry, [366.5.0](#)
 general standards, [301.2.3.1](#)
 invoices, [363.3.3.1](#)
 markings required on mailpiece, [302.1.0](#), [302.2.2.2](#)
 postage payment options, [364.1.0](#)
 preparation of mail, [365](#)
 barcoded flats, [365.7.0](#)
 carrier route flats, [365.6.0](#)
 bundling, [365.2.0](#), [465.2.0](#)
 bundles of flats on pallets, [705.8.10.3](#)
 bundling for mail on pallets, [705.8.9.5](#)
 presorted flats, [365.5.0](#)
 sacks of flats on pallets, [705.8.10.3](#)
 machinable mail, [365.7.0](#)
 optional endorsement lines, [365.2.11](#)
 carrier route info lines, [365.2.11](#)
 sacks, [365.3.0](#)
 rates and fees, [363.1.0](#)
 rate eligibility
 barcoded flats, [363.6.1](#)
 carrier route rates, [363.4.1](#)
 DBMC rates, [366.4.0](#)
 DDU rates, [366.6.0](#)
 DSCF rates, [366.5.0](#)
 nonpresorted rates, [363.1.1](#)
 presorted rates, [363.5.0](#)
 size, [301.1.0](#), [301.2.3](#)
 undeliverable mail, [507.1.5.4](#)
 weight standards, [301.2.3](#)
 written additions, [363.3.4](#)
 ZIP Code accuracy, [363.4.3](#)

Bound Printed Matter, discount parcels

annual destination entry mailing fee, [466.3.4](#)
 attachments, [463.3.3](#)
 barcoded parcels, [465.7.0](#)
 carrier route accuracy, [463.5.2](#)
 combined with other classes of mail, [703.9.0](#)
 combined with other Package Services, [705.9.4](#)
 computing postage, [463.1.0](#)
 content standards, [463.2.0](#)

Bound Printed Matter, discount parcels (cont'd)

deposit, [466.3.9](#)
 appeals, [466.3.9.11](#)
 nonpresorted pieces, [466.1.0](#)
 scheduling appointments, [466.3.9.3](#)
 verification, [466.2.1](#)

discounts
 barcoded machinable parcels, [465.7.1](#)
 destination entry, [466.3.0](#)

documentation, [464.2.0](#)
 facsimile postage statements, [464.2.7](#)
 multiple mailings, [464.2.6](#)

drop shipments, [466.2.6](#)

eligibility, [463](#)
 carrier route, [463.5.0](#)
 mailings, [463.3.0](#)

enclosures, [463.3.3](#)

entry
 DBMC entry, [466.4.0](#)
 DDU entry, [466.6.0](#)
 destination entry, [466.3.0](#)
 verification, [466.2.1](#)
 DSCF entry, [466.5.0](#)

general standards, [401.2.4.1](#)

invoices, [463.3.3.1](#)

markings required on each mailpiece, [402.2.1](#)
 carrier route irregular parcels, [465.6.2](#), [465.6.3](#)
 carrier route parcels, [465.6.1.1](#)
 presorted irregular parcels, [465.5.2](#), [465.5.3](#)
 presorted parcels, [465.5.1.1](#)

nonmachinable parcels, [401.2.4](#)

postage payment options, [464.1.0](#)

preparation of mail, [465](#)
 bundles of irregular parcels on pallets, [705.8.10.4](#)
 bundling, [465.2.0](#)
 bundling for mail on pallets, [705.8.9.5](#)
 carrier route irregular parcels, [465.6.2](#), [465.6.3](#)
 carrier route machinable parcels, [465.6.4](#)
 combined machinable parcels, [465.6.4](#)
 combining parcels, [465.1.4](#)
 machinable parcels on pallets, [705.8.10](#)
 optional endorsement lines, [465.2.10](#) – [465.2.11](#)
 carrier route info lines, [465.2.10](#)
 presorted irregular parcels, [465.5.2](#), [465.5.3](#)
 presorted machinable parcels, [465.5.4](#), [465.5.5](#)
 sacks of irregular parcels on pallets, [705.8.10.4](#)

rates and fees, [463.1.0](#)

rate eligibility
 carrier route rates, [463.4.1](#),
 DBMC rates, [466.4.0](#)
 DDU rates, [466.6.0](#)
 DSCF rates, [466.5.0](#)
 nonpresorted rates, [463.1.1](#)
 presorted rates, [463.5.0](#)

size, [401.1.0](#), [401.2.4](#)

undeliverable mail, [507.1.5.4](#)

weight standards, [401.1.0](#), [401.2.4](#)

written additions, [463.3.4](#)

ZIP Code accuracy, [463.4.3](#)

boxes

acceptable sizes and load, [601.3.2](#)
 post office boxes, [508.4.0](#)

bulk mail, See *discount mail***Bulk Mail Center (BMC) acceptance**

retail mail
 Parcel Post, [156.1.4](#)

discount flats
 Bound Printed Matter, [366.2.5](#)

discount parcels
 Bound Printed Matter, [466.2.5](#)
 Parcel Post, [456.1.5](#)

bulk parcel return service (BPRS), [507.11.0](#)

annual accounting fee, [507.11.1.2](#)
 annual permit fee, [507.11.1.1](#), [507.11.2.1](#)
 application for a permit, [507.11.4.1](#)
 fees, [507.11.1](#)
 general information, [507.11.3](#)
 label format, [507.11.6](#)
 label placement, [507.11.5](#)
 label example, [507.11.6](#)
 postage and fees, application, [507.11.2](#)

bundles, general

pallets, [705.8.5.7](#) – [705.8.5.12](#)
 counter-stacking, [705.8.5.8](#)
 labeling bundles of mail, [705.8.5.10](#)
 securing bundles of mail, [705.8.5.11](#)

bundles of letters

facing slips for carrier route mail
 Standard Mail, [245.2.10](#)
 First-Class Mail, [235.2.0](#)

labeling bundles of mail
 First-Class Mail, [235.2.8](#)
 Standard Mail, [245.2.8](#)

securing bundles of mail
 First-Class Mail, [235.2.4](#)
 Standard Mail, [245.2.4](#)
 Standard Mail, [245.2.0](#)

bundles of flats

- Bound Printed Matter, [365.2.0](#)
- counter-stacking
 - Bound Printed Matter, [365.2.4](#)
 - Library Mail, [385.2.4](#)
 - Media Mail, [375.2.4](#)
 - Standard Mail, [345.2.4](#)
- facing slips for carrier route mail
 - Bound Printed Matter, [365.2.12](#)
 - Standard Mail, [345.2.13](#)
- First-Class Mail, [335.2.0](#)
- labeling bundles of mail
 - Bound Printed Matter, [365.2.10](#)
 - First-Class Mail, [335.2.8](#)
 - Library Mail, [385.2.9](#)
 - Media Mail, [375.2.9](#)
 - Standard Mail, [345.2.11](#)
- Library Mail, [385.2.0](#)
- Media Mail, [375.2.0](#)
- sacks
 - Standard Mail, [345.2.6](#)
- securing bundles of mail
 - Bound Printed Matter, [365.2.5](#)
 - First-Class Mail, [335.2.4](#)
 - Library Mail, [385.2.4](#)
 - Media Mail, [375.2.5](#)
 - Standard Mail, [345.2.5](#)
- Standard Mail, [345.2.0](#)

bundles of parcels

- Bound Printed Matter, [465.2.0](#)
- counter-stacking
 - Bound Printed Matter, [465.2.4](#)
 - Library Mail, [485.2.4](#)
 - Media Mail, [475.2.4](#)
 - Standard Mail, [445.2.6](#)
- facing slips for carrier route mail
 - Bound Printed Matter, [465.2.11](#)
 - Standard Mail, [445.2.11](#)
- labeling bundles of mail
 - Bound Printed Matter, [465.2.9](#)
 - Library Mail, [485.2.8](#)
 - Media Mail, [475.2.8](#)
 - Standard Mail, [445.2.9](#)
- Library Mail, [485.2.0](#)
- Media Mail, [475.2.0](#)
- sacks
 - First-Class Mail, [435.2.0](#)
 - Standard Mail, [445.3.0](#)
- securing bundles of mail
 - Bound Printed Matter, [465.2.5](#)
 - Library Mail, [485.2.5](#)
 - Media Mail, [475.2.5](#)
 - Standard Mail, [445.2.5](#)
- Standard Mail, [445.2.0](#)

bundles of Periodicals, 707.19.0

- counter-stacking, [707.19.3](#)
- facing slips for carrier route mail, [707.19.15](#)
- labeling bundles of mail, [707.19.13](#)
- sacks, [707.19.8](#)
- securing bundles of mail, [707.19.4](#)

Business Mail, See *discount mail***business reply mail (BRM), 507.8.0**

- annual accounting fee, [507.8.6.4](#)
- annual permit, renewal, [507.8.5.4](#)
- application for a permit, [507.8.5.2](#)
- distributed by agents of the permit holder, [507.8.11](#)
- fees and per piece charges, [507.8.1](#)
- format, [507.8.8](#), [507.8.9](#)
- general information, [507.8.4](#)
- how annual accounting fee is applied, [507.8.6.3](#)
- how annual permit fee is applied, [507.8.5.3](#)
- how postage and fees are applied, [507.8.6](#)
- official U.S. government mail, [703.7.11](#)
- physical characteristics, [507.8.7](#)
- qualified business reply mail (QBRM), [507.8.3](#), [507.8.10](#)
- refunds for postage affixed to business reply mail, [604.9.2.10](#)
- sample of business reply mail, [507.8.8.1](#)
- weight-averaged business reply mail, [507.8.12](#)

C**caller service, 508.5.0**

- accelerated reply mail, [508.5.8](#)
- appeals, [508.5.7.3](#)
- application for service, [508.5.3.1](#)
- fees, [508.5.1](#), [508.5.5](#)
- refunds, [508.5.6](#)
- reserved caller service number, [508.5.2.5](#)
- reserved caller service number fee, [508.5.1](#)

Capital One Services, Inc. NSA, 709.2.0**cards**

- automation, See *automation cards*
- bundling,
 - First-Class Mail [235.2.3](#)
 - Standard Mail, [245.2.3](#)
 - Periodicals, [707.19.5](#)
- double cards
 - discount mail, [201.1.2.8](#)
 - retail mail, [101.6.3.10](#)
- eligibility for First-Class Mail card rates
 - retail mail, [101.6.3.1](#), [133.1.0](#)
 - discount mail, [233.6.1](#)
- rates for First-Class Mail
 - discount mail, [233.1.0](#)
 - retail mail, [133.1.0](#)

cards (con't)

reply cards

flats,

First-Class Mail, [333.5.5](#)letters, [201.3.13](#)First-Class Mail, [233.5.5](#)Standard Mail, [243.7.5](#)Standard Mail, [343.7.4](#)Periodicals, [707.14.1.2](#)

size and weight

discount mail, [201.1.2](#)retail mail, [101.6.3.2](#)**carrier route, general**

See also *Bound Printed Matter, general; Enhanced Carrier Route (ECR); Periodicals; Standard Mail, general*

carrier route information lines, [708.8.0](#)carrier route schemes, [509.1.4](#)submitting cards for sequencing, [507.7.3](#)**carrier route, flats**

carrier route code accuracy

Bound Printed Matter, [363.5.3](#)Standard Mail, [343.6.2](#)

carrier route information lines

Bound Printed Matter, [365.2.11](#)Standard Mail, [345.2.12](#)

facing slips on bundles

Bound Printed Matter, [365.2.12](#)Standard Mail, [345.2.13](#)

sequencing requirements

Standard Mail, [345.6.9](#), [345.6.10](#)**carrier route, letters**

carrier route code accuracy

Standard Mail, [243.6.2](#)

carrier route information lines

Standard Mail, [245.2.9](#)

facing slips on bundles

Standard Mail, [245.2.10](#)

sequencing requirements

Standard Mail, [245.6.8](#)**carrier route, parcels**

carrier route code accuracy

Bound Printed Matter, [463.5.2](#)Standard Mail, [443.6.2](#)

carrier route information lines,

Bound Printed Matter, [465.2.10](#)Standard Mail, [445.2.10](#)

facing slips on bundles

Bound Printed Matter, [465.2.11](#)Standard Mail, [445.2.11](#)

sequencing requirements

Standard Mail, [445.7.6](#), [445.7.7](#)**carrier route, Periodicals**carrier route information lines, [707.19.14](#)facing slips on bundles, [707.19.15](#)sequencing requirements, [707.23.7](#), [707.23.8](#)**CASS-Certified Software, 708.3.2.3****Certificate of Mailing, 503.5.0**bulk quantities, [503.5.2.4](#)fees, [503.3.1](#)other extra services that can be added, [503.5.2.6](#)what may be mailed, [503.5.2](#)**Certified Mail, 503.3.0**fees, [503.3.1](#)filling out label, [503.3.3.5](#)other special services that can be added, [503.3.2.3](#)requesting a delivery record, [503.3.3.5](#)required label, [503.3.3.3](#)what may be mailed, [503.3.2.2](#)**Change of Address, See address services****church, See nonprofit****cigarette lighters, 601.10.13.4****City State Product, 507.8.2, 509.1.0****claims, 609**criteria for approval, [609.4.1](#)filing, [609.1.0](#)filing a duplicate claim, [609.1.7](#)reasons for denial, [609.4.3](#)time limit for filing, [609.1.4](#)**clinical specimens, 601.e.****Coding Accuracy Support System (CASS), 708.3.0**certification and testing, [708.3.6](#)dates for matching and coding, [708.3.3](#)documentation submitted with a mailing, [708.3.5](#)software certification and configuration, [708.3.2](#)**collection box**deposit for Priority Mail, [126.1.0](#)deposit for First-Class Mail, [136.1.0](#)**Collect on Delivery (COD), 503.11.0**combined with Express Mail, [503.11.2.5](#)combined with registered mail, [503.11.2.4](#)delivery of COD items, [503.11.5](#)fees, [503.11.1](#)filing a claim, [609](#)mailing instructions, [503.11.4](#)other special services that can be added, [503.11.2.3](#)required forms, [503.11.3](#)what may be mailed, [503.11.2.2](#)where to mail, [503.11.4.6](#)

combined mailing

First-Class or Standard Mail with different payment methods, [705.5.0](#)

Media Mail and Bound Printed Matter, [703.9.6](#)
multiple editions or publications of a periodical, [707.27.0](#)

commercial mail receiving agency (CMRA)

addressing requirements, [508.1.9](#)
delivery to, [508.1.5](#)
forwarding mail to CMRA customers, [507.2.2.7](#)

commingled mail, [455.4.1.4](#), [705.8.14.4](#)**complaints, [608.6.0](#)****computing postage**

Bound Printed Matter
discount flats, [363.1.1.6](#), [363.1.1.7](#)
discount parcels, [463.1.1.5](#), [463.1.1.6](#)

Express Mail, [113.1.7](#)

First-Class Mail

discount flats, [333.1.5](#)
discount letters, [233.1.6](#)
discount parcels, [433.1.6](#)
retail mail, [133.1.11](#)

Library Mail

discount flats, [383.1.6](#)
discount parcels, [483.1.5](#)
retail mail, [183.1.6](#), [183.1.7](#)

Media Mail

discount flats, [373.1.6](#)
discount parcels, [473.1.5](#)
retail mail, [173.1.6](#), [173.1.7](#)

Parcel Post

discount parcels, [453.1.7](#)
retail mail, [153.1.4](#) – [153.1.5](#)

Periodicals, [707.2.2](#)

Priority Mail, [123.1.10](#)

Standard Mail

discount flats, [343.1.6](#)
discount letters, [243.1.8](#)
discount parcels, [443.1.7](#)
general, [604.7.0](#)

conditions of mail delivery, [508.2.0](#)**confirm, [503.13.0](#)****confirmation, See *Delivery Confirmation* and *Signature Confirmation*****congressional frank**

addressing, [703.6.2.1](#) – [703.6.2.3](#)
delivery, [703.6.2.4](#), [703.6.2.5](#)

contact information, [608.8.0](#)**containers**

boxes, [601.3.2](#)
envelopes, [601.3.1](#)
paper bags and wraps, [601.3.4](#)
plastic bags and film, [601.3.5](#) – [601.3.6](#)

content identifier numbers (CINs), [708.6.1.4](#)**content markings, [601.5.2](#)****contraceptives and abortion devices, [601.11.19](#)****controlling mail delivery, [508.2.0](#)****cooperative mailing, [703.1.6.3](#)****copalletize, [705.8.7](#)****copyrights of the USPS, [608.7.2](#)****corporate accounts, [114.2.0](#)****corrosives, [601.10.19](#)****courtesy reply mail (CRM), [201.3.14.2](#)****customer mail receptacles, [508.3.0](#)****Customized MarketMail, [705.1.0](#)**

bundling and labeling, [705.1.4.6](#)
containerization, [705.1.4.7](#)
documentation, [705.1.4.4](#)
eligibility, [705.1.1.2](#)
endorsements, [705.1.4.2](#)
mail preparation, [705.1.4](#)
physical standards, [705.1.1.3](#)
postage options, [705.1.4.3](#)
rates, [705.1.2](#)

cushioning, [601.4.0](#)**D****damage to mail**

filing claims for loss or damage, [609](#)

dangerous materials, [601.10.0](#)**dead mail, [507.1.9](#)****delivery, types of**

city delivery service, [508.2.1](#)
highway contract delivery service, [508.2.3](#)

rural delivery service, [508.2.2](#)

Delivery Confirmation, 503.9.0

barcodes on privately printed labels, [503.9.4](#)
 electronic file transmission for electronic option, [503.9.5](#)
 electronic option, [503.9.2.3](#)
 fees, [503.9.1](#)
 other extra services that can be added, [503.9.2.6](#)
 required labels, [503.9.3](#)
 retail option, [503.9.2.5](#)
 what may be mailed, [503.9.2.4](#)
 where to mail, [503.9.6](#)

delivery of mail, 508.1.0, 508.2.0

accountable mail, [508.1.1.7](#)
 agent, [508.1.5](#)
 commercial mail receiving agency, [508.1.9](#)
 delivery to addressee only, *See restricted delivery*
 Express Mail, [508.1.1.7](#)
 hotels, institutions, and schools, [508.1.7](#)
 individual at a business, [508.1.6](#)
 military units, [703.2.7](#)
 refusal by addressee, [508.1.1](#)

delivery point barcode (DPBC)

general, [602.1.8.3](#), [708.4.2.4](#)
 letters, [233.5.4.3](#)
 flats, [333.5.4.3](#)

delivery statistics

Delivery Statistics File, [509.1.1](#)
 general, [509.1.5](#)

Department of State mail, 703.3.0

eligibility, [703.3.1](#), [703.3.2](#)
 prohibited material, [703.3.2.2](#)
 rates, [703.3.2.4](#)
 weight, [703.3.2.3](#)

deposit

discount flats
 Bound Printed Matter, [366](#)
 First-Class Mail, [336](#)
 Library Mail, [386](#)
 Media Mail, [376](#)
 Standard Mail, [346](#)
 discount letters
 First-Class Mail, [236](#)
 Standard Mail, [246](#)
 discount parcels
 Bound Printed Matter, [466](#)
 First-Class Mail, [436](#)
 Library Mail, [486](#)
 Media Mail, [476](#)
 Parcel Post, [456](#)
 Standard Mail, [446](#)

deposit (cont'd)

nonpresorted Bound Printed Matter, [366.1.1](#)
 Periodicals, [707.28.0](#)
 retail mail
 Express Mail, [116](#)
 First-Class Mail, [136](#)
 Library Mail, [186](#)
 Media Mail, [176](#)
 Parcel Post, [156](#)
 Priority Mail, [126](#)

design

indicia design, [604.4.0](#)
 mailpiece design
 discount flats, [301](#), [302](#)
 discount letters, [201](#), [202](#)
 discount parcels, [401](#), [402](#)
 retail mail, [101](#), [102](#)
 reproductions of copyrighted material, [608.7.2.3](#)

destination entry, See rate eligibility under individual classes of mail**destination entry mailing fee, See mailing fees****detached address labels (DALs), 602.4.0**

alternative addressing formats, [602.4.1.5](#)
 Bound Printed Matter, [602.4.1.4](#)
 disposing of undeliverable material, [602.4.4.1](#)
 documentation, [602.4.1.6](#)
 label preparation, [602.4.2](#)
 mail preparation, [602.4.3](#)
 Periodicals, [602.4.1.2](#)
 postage computation, [602.4.5](#)
 Standard Mail, [602.4.1.3](#)
 undeliverable DALs, [602.4.4.2](#)

dimensions, 601.1.2, 601.1.3

discount flats, [301](#)
 discount letters, [201](#)
 discount parcels, [401](#)
 retail mail, [101](#)

direct mail, See discount mail**discount mail**

letters, [200](#)
 First-Class Mail, [230](#)
 Standard Mail, [240](#)
 flats, [300](#)
 Bound Printed Matter, [360](#)
 First-Class Mail, [330](#)
 Library Mail, [380](#)
 Media Mail, [370](#)
 Standard Mail, [340](#)

discount mail (cont'd)

- parcels, 400
 - Bound Printed Matter, 460
 - First-Class Mail, 430
 - Library Mail, 480
 - Media Mail, 470
 - Parcel Post, 450
 - Standard Mail, 440

documentation

- retail mail,
 - Library Mail, 184.2.3
 - Priority Mail, 124.2.3
- discount letters
 - First-Class Mail, 234.4.0
 - Standard Mail, 244.4.0
- discount flats
 - Bound Printed Matter, 364.2.0
 - First-Class Mail, 334.4.0
 - Library Mail, 384.2.0
 - Media Mail, 374.2.0
 - Standard Mail, 344.4.0
- discount parcels
 - Bound Printed Matter, 464.2.0
 - First-Class Mail, 434.3.0
 - Library Mail, 484.2.0
 - Media Mail, 474.2.0
 - Parcel Post, 454.1.4
 - Standard Mail, 444.3.0
- Periodicals, 707.17.0
- standardized, 708.1.0

drop box, See collection box**drop shipment, 705.15.0 – 705.18.0**

- Express Mail, 705.16.0
 - containers, 705.16.5.2
 - deposit site, 705.16.1.1
 - labels 705.16.5.3
 - markings, 705.16.5.12
 - preparation, 705.16.5
 - reship service, 507.5.6
- metered mail, 705.18.0
 - application, 705.18.2.3
 - consolidated without endorsement, 705.18.6
 - P&DC/F, 705.18.3
 - deposit options
 - at another post office 705.18.4
 - consolidated with endorsement, 705.18.5
 - endorsements, 705.18.5.7, 705.18.6.8
- Priority Mail, 507.10.7, 705.16.0

drug paraphernalia, 601.11.12**drugs, 601.11.11****dry ice, 601.10.20.4****duck stamp, See bird stamp, for hunting migratory birds****E****educational materials**

- qualifying for Media Mail rates
 - discount flats, 373.2.0, 373.3.0
 - discount parcels, 473.2.0, 473.3.0
 - retail mail, 173.2.0, 173.3.0
- qualifying for Library Mail rates
 - discount flats, 383.2.0
 - discount parcels, 483.2.0, 483.3.0
 - retail mail, 183.2.0, 183.3.0

election boards, mailing list services, 507.6.3.4, 507.6.7**Electronic Verification System (eVS), 705.2.9****enclosures**

- incidental First-Class Mail, 703.9.5
- Package Services, 703.9.4
- Periodicals, 703.9.3
- Standard Mail, 703.9.4

endorsements, See ancillary service endorsements**enhanced carrier route (ECR)**

- See also *carrier route, general* and *Standard Mail, general*
- basic requirements
 - flats, 343.6.3,
 - letters, 243.6.3,
 - parcels, 443.6.3
- eligibility for automation rates, 243.6.0
- high density requirements
 - flats, 343.6.4,
 - letters, 243.6.4,
 - parcels, 443.6.4
- rate eligibility
 - flats, 343.6.0
 - letters, 243.6.0
 - parcels, 443.6.0
- saturation requirements
 - flats, 343.6.5
 - letters, 243.6.5
 - parcels, 443.6.5
- sequencing requirements
 - flats, 345.6.9, 345.6.10
 - letters, 245.6.8, 245.6.9
 - parcels, 445.7.6, 445.7.7

entry

discount flats

- Bound Printed Matter, [366](#)
- First-Class Mail, [336](#)
- Library Mail, [386](#)
- Media Mail, [376](#)
- Standard Mail, [346](#)

discount letters

- First-Class Mail, [236](#)
- Standard Mail, [246](#)

discount parcels

- Bound Printed Matter, [466](#)
- First-Class Mail, [436](#)
- Library Mail, [486](#)
- Media Mail, [476](#)
- Parcel Post, [456](#)
- Standard Mail, [446](#)

Periodicals, [707.29.0](#), [707.30.0](#)

envelopes

- Express Mail, [115.1.0](#), [601.6.1](#)
- green bordered, [601.6.2](#)
- Priority Mail, [125.1.1](#), [601.6.1](#)
- reusable, [601.6.4](#)
- window envelopes, [601.6.3](#)
- with postage preprinted by USPS, *See stamped stationery*

exceptional dispatch for Periodicals, [707.28.3](#)

- how to apply, [707.28.3.5](#)
- rates, [707.28.3.4](#)

expedited services, [604.5.3.5](#), [705.16.5.8](#)**experimental classifications and rates, [709](#)**

- Premium Forwarding Service, [709.4.0](#)
- Repositionable Notes, [709.3.0](#)

explosives, [601.10.11](#)**Express Mail**

- computing postage, [113.1.2](#), [113.1.7](#)
- combined with COD, [503.11.2.5](#)
- combined with other classes of mail, [703.2.0](#)
- deposit, [116](#)
- drop shipment, [705.16.0](#)
- extra services, [503.1.0](#)
- fees, [113.1.0](#)
- filing a claim, [609.1.0](#)
- flat-rate envelope, [113.1.4](#)
- insurance, [503.1.1](#)

Express Mail (cont'd)

- manifest mail agreements, [705.2.6](#)
- mail preparation
 - drop shipment, [705.16.5](#)
 - single-piece rate, [115](#)
- Pickup on Demand service, [507.5.0](#)
- postage payment options, [114](#)
- postage refunds, [604.9.5](#)
- rate eligibility
 - Custom Designed Service, [113.4.5](#)
 - Express Mail Military Service, [703.2.6](#)
 - Next Day Service, [113.4.2](#)
 - Second Day Service, [113.4.3](#)
- rates, [113.1.0](#)
- refunds, [604.9.5](#)
- reship service, [507.5.6.1](#)
- size, [101.1.0](#) – [101.4.0](#)
- undeliverable mail, [507.1.5.5](#)

Express Mail drop shipment, [705.16.0](#)**extra services, [503](#)**

- Certified Mail, [503.3.0](#)
- Certificate of Mailing, [503.5.0](#)
- Collect on Delivery (COD), [503.11.0](#)
- Confirm, [503.13.0](#)
- Delivery Confirmation, [503.9.0](#)
- Express Mail, for, [503.1.0](#)
- Insured Mail, [503.4.0](#)
- Registered Mail, [503.2.0](#)
- Restricted Delivery, [503.7.0](#)
- Return Receipt, [503.6.0](#)
- Return Receipt for Merchandise, [503.8.0](#)
- Signature Confirmation, [503.10.0](#)
- Special Handling, [503.12.0](#)
- forwarding mail with extra services, [507.2.3.7](#), [507.3.4.2](#)
- holding mail with extra services, [507.3.4.4](#)
- money orders, [503.14.0](#)
- treatment of undeliverable mail, [507.1.4.5](#)
- with mixed classes of mail, [703.9.13](#)

extra services markings

- content, [601.5.0](#)
- insured mail, [503.4.3.3](#), [503.4.3.6](#)

F**facing elements**

- discount flats, [302](#)
- discount letters, [202](#)
- discount parcels, [402](#)
- retail mail, [102](#)

facing identification mark (FIM), 708.9.0

facing slip, See carrier route, general

FASTforward, 507.3.3

federal government, See official mail

fees

retail mail

- Express Mail, 113.1.0
- First-Class Mail, 133.1.0
- Parcel Post, 153.1.0
- Priority Mail, 123.1.0
- Library Mail, 183.1.0
- Media Mail, 173.1.0

discount letters

- First-Class Mail, 233.1.0
- Standard Mail, 243.1.0

discount flats

- Bound Printed Matter, 363.1.0
- First-Class Mail, 333.1.0
- Library Mail, 383.1.0
- Media Mail, 373.1.0
- Standard Mail, 343.1.0

discount parcels

- Bound Printed Matter, 463.1.0
- First-Class Mail, 433.1.0
- Library Mail, 483.1.0
- Media Mail, 473.1.0
- Parcel Post, 453.1.0
- Standard Mail, 443.1.0

Periodicals, 707.1.0

filing claims, 609

firearms

- antiques, 601.11.2
- definitions, 601.11.1.1
- pistols, revolvers, and other concealable firearms, 601.11.1
- rifles and shotguns, 601.11.3
- who may mail, 601.11.1.3, 601.11.1.5, 601.11.1.7

firm holdout, 508.7.0

First-Class Mail, discount flats

- alternate payment methods, 705.5.0
- annual mailing fee, 333.1.4, 333.3.4
- automation mailings, 333.5.0
 - address standards, 333.5.4
 - cobundling, 335.6.8
- combined with other classes of mail, 703.9.0
- computing postage, 333.1.1, 333.1.2, 333.1.6
- content standards, 333.2.0
- cotraining and cosacking bundles, 335.6.8
- deposit of, 336

First-Class Mail, discount flats (cont'd)

- documentation for mailings, 334.4.0
 - facsimile postage statements, 334.4.9
 - multiple mailings, 334.4.8
 - standard format, 334.4.6, 708.9.0
- eligibility standards, 333
 - automation, 333.5.0
 - nonautomation, 333.4.0
- incidental enclosure with another class of mail, 703.9.5
- mail preparation, 335
 - automation, 335.6.0
 - bundles, 335.2.0
 - nonautomation flats, 335.5.4
 - combining presorted mailings, 335.6.8
 - combined automation and presorted flats, 705.9.1, 705.11.1
 - nonautomation, 335.5.0
 - optional tray-based preparation, 335.6.6
 - trays, 335.3.0
 - tray labels, 335.4.0
- markings required on each mailpiece
 - automation, 335.6.3
 - general, 302.2.0
 - mixed mail, 703.9.7
 - presorted rates, 335.5.1
- Move Update standard, 333.3.5
- nonmachinable surcharge, 333.4.3
- postage payment methods, 334
 - automation rates, 334.3.0
 - presorted rates, 334.2.0
- postage statements, 334.4.0
- presort mailing fee, 333.3.4
- presort verification, 336.2.0
- rate eligibility
 - automation rates, 333.5.0
 - presorted rates, 333.3.0, 333.4.0
- rates and fees, 333.1.0
- reply cards and envelopes, 333.5.5
- size, 301.1.0, 301.2.1
- undeliverable mail, 507.1.5.1
- verifying a mailing, 336.2.0
- weight, 301.2.1
- ZIP Code accuracy, 333.3.6

First-Class Mail, discount letters

- alternate payment methods, 705.5.0
- annual mailing fee, 233.1.5, 233.3.4
- automation mailings, 233.5.0
 - address standards, 233.5.4
- combined with other classes of mail, 703.9.0
- computing postage, 233.1.2, 233.1.6
- content standards, 233.2.0
- deposit, 236

First-Class Mail, discount letters (cont'd)

documentation, 234.4.0
 facsimile postage statements, 234.4.9
 multiple mailings, 234.4.8
 standard format, 234.4.6, 708.9.0
 eligibility standards, 233
 automation, 233.5.0
 nonautomation, 233.4.0
 incidental enclosure with another class of mail, 703.9.5
 mail preparation, 235
 automation letters, 235.6.0
 bundles, 235.2.0
 nonautomation, 235.5.0
 presorted machinable cards and letters, 235.5.2
 presorted nonmachinable cards and letters, 235.5.3
 trays, 235.3.0
 tray labels, 235.4.0
 markings required on each mailpiece
 for presorted rates, 235.5.1
 general, 202.3.0
 mixed mail, 703.9.7
 Move Update standard, 233.3.5
 postage payment methods, 234
 automation rates, 234.3.0
 presorted rates, 234.2.0
 postage statements, 234.4.0
 presort mailing fee, 233.3.4
 presort verification, 236.2.0
 rate eligibility
 automation rates, 201.3.3, 233.5.0
 presorted rates, 233.3.0, 233.4.0, 233.6.0
 rates and fees, 233.1.0
 reply cards and envelopes, 233.5.5
 size, 201.1.0, 201.2.0
 standardized documentation, 234.4.6
 undeliverable mail, 507.1.5.1
 verifying a mailing, 236.2.0
 weight, 201.1.1.2, 233.3.3
 ZIP Code accuracy, 233.3.6

First-Class Mail, discount parcels

alternate payment methods, 705.5.0
 annual mailing fee, 433.3.5
 combined with other classes of mail, 703.9.0
 computing postage, 433.1.1, 433.1.6
 content standards, 433.2.0
 deposit of, 436.1.0

First-Class Mail, discount parcels (cont'd)

documentation, 434.3.0
 facsimile postage statements, 434.3.8
 multiple mailings,
 standard format, 434.3.5, 708.9.0
 eligibility standards, 433
 incidental enclosure with another class of mail, 703.9.5
 mail preparation, 435
 nonautomation, 435.4.0
 sacks, 435.2.0
 sack labels, 435.3.0
 mailing fee, 433.1.5, 433.3.5
 markings required on each mailpiece
 presorted rates, 435.4.1
 general, 402.1.0
 mixed mail, 703.9.7
 Move Update standard, 433.3.6
 nonmachinable surcharge, 433.3.4
 postage payment methods, 434
 postage statements, 334.3.0
 presort mailing fee, 433.3.5
 presort verification, 436.2.0
 rate eligibility
 for presorted rates, 433.4.0
 rates and fees, 433.1.0
 size, 401.2.1, 433.3.4
 standardized documentation, 434.3.5
 undeliverable mail, 507.1.5.1
 verifying a mailing, 436.2.0
 weight, 401.2.1.1, 433.3.3
 ZIP Code accuracy, 433.3.6

First-Class Mail, retail

See also *Priority Mail*
 computing postage, 133.1.0
 content standards, 133.3.0
 deposit of, 136
 eligibility standards, 133.2.0
 keys and identification devices, 133.1.7, 133.1.8
 mail preparation, 102.4.3, 135
 markings required on each mailpiece, 102.4.3, 135.1.1
 nonmachinable surcharge, 101.1.2, 101.6.4.1, 133.1.9
 postage payment options, 134
 rate eligibility, 133.1.1, 133.1.9, 133.2.0
 rates, 133.1.0
 service objectives, 133.2.1
 size, 101.6.0
 undeliverable mail, 507.1.5.1
 weight, 101.6.1

flammables and combustibles

liquids, 601.10.13
 solids, 601.10.14

flat-rate boxes

Priority Mail, [123.1.5.1](#)

flat-rate envelopes

Express Mail, [113.1.4](#)

Priority Mail, [123.1.5.2](#)

flats

automation, [301.3.0](#), [333.5.0](#), [343.7.0](#)

barcode placement, [302.3.0](#)

bundling

Bound Printed Matter, [365.2.0](#)

Library Mail, [385.2.0](#)

Media Mail, [375.2.0](#)

definition, [301.1.0](#)

endorsement placement, [302.3.0](#)

physical standards, [301.1.0](#)

automation, [301.3.0](#)

machinable, [301.1.0](#), [301.2.0](#)

marking placement, [302.2.0](#)

size, [301.1.0](#),

food, [601.9.0](#)**forwarding mail**

See also individual classes of mail

general information, [507.2.0](#)

instructions by the sender, [507.3.4](#)

postage charged for forwarding mail, [507.2.3](#)

Premium Forwarding Service, [709.4.0](#)

with extra services, [507.1.4.5](#), [507.3.4.2](#)

Four-State Customer Barcode, See *Intelligent Mail barcode***Fourth-Class Mail, See *Bound Printed Matter, Library Mail, Media Mail, or Parcel Post*****FPO, See *military mail*****fragile articles, [503.2.4.7](#), [601.2.1](#), [601.4.0](#)****fragrance sample, [601.11.15](#)****fraud, how to report, [608.6.2](#)****franked mail, for Members of Congress, [703.6.0](#)**

See also *official mail*

free mail

blind and other handicapped persons, [703.5.0](#)

Members of Congress, [703.6.0](#)

U.S. armed forces, [703.4.2](#)

fulfillment, [507.10.0](#)

See also *Parcel Post*

furs or pelts, [601.9.5](#)**G****gases, [601.10.12](#)****general delivery, [508.6.0](#)****government mail, See *U.S. government mail*****graphic matter, [601.12.0](#)****guns, [601.11.1](#) – [601.11.4](#)****H****handicapped, free matter for, [703.5.0](#)**

what may be mailed, [703.5.2](#), [703.5.3](#)

who is qualified, [703.5.1.3](#)

handwriting

alterations to barcodes, [708.6.1.1](#)

Bulk Parcel Return labels, [507.11.5.1](#)

Business Reply Mail, [507.8.8.2](#)

COD forms, [503.11.4.3](#)

eligibility

discount letters

First-Class Mail, [233](#)

Standard Mail, [243.4.0](#), [243.5.0](#), [243.6.0](#),
[243.7.0](#)

discount flats

Bound Printed Matter, [363.3.4](#)

First-Class Mail, [333](#)

Standard Mail, [343](#)

discount parcels

Bound Printed Matter, [463.3.4](#)

First-Class Mail, [433](#)

Standard Mail, [443](#)

retail mail

Express Mail, [113.3.2](#)

First-Class Mail, [133.3.4](#)

Priority Mail, [123.3.2](#)

Media Mail, [173.3.0](#), [173.4.3](#)

Library Mail, [183.3.0](#), [173.4.3](#)

free mail

sent by blind or physically handicapped persons,
[703.5.3.2](#)

sent by U.S. Armed Forces, [703.4.2](#)

Merchandise Return

insurance value, [507.10.3.1](#)

label preparation, [507.10.5.4](#)

Official Mail (Penalty)

business reply mail, [703.7.11.4](#)

insurance value, [703.7.12.8](#)

Periodicals, [703.7.13.4](#)

permit imprint, [703.7.8.3](#)

hazardous materials

See also *restricted matter*

batteries

battery-powered devices, [601.11.17](#)

nonspillable batteries, [601.10.19.4](#)

biological products, [601.10.17](#)

cigarette lighters, [601.10.13.4](#)

clinical specimens, [601.2.5](#), [601.10.17](#)

corrosives, [601.10.19](#)

explosives, [601.10.11](#)

flammable and combustible liquids, [601.10.13](#)

flammable solids, [601.10.14](#)

gases, [601.10.12](#)

general, [601.10.0](#)

infectious substances, [601.10.17](#)

matches, [601.10.14.3](#)

medical devices, used, [601.10.17.5](#)

oxidizing substances and organic peroxides,
[601.10.15](#)

packaging and markings, [601.10.8](#)

radioactive material, [601.10.18](#)

rulings, [601.10.6](#)

sharps, [601.10.17.4](#), [601.10.17.5](#)

shipping papers, [601.10.9](#)

toxic substances, [601.10.16](#)

heavy letter mail, [201.3.13.4](#), [243.6.4.3](#)**high-density carrier route sequencing requirements**

discount flats, [345.6.9](#), [345.6.10](#)

discount letters, [245.6.8](#), [245.6.9](#)

discount parcels, [445.7.6](#), [445.7.7](#)

Periodicals, [707.23.7](#), [707.23.8](#)

high-density items

packaging, [601.7.1](#)

Hold For Pickup service

endorsement, [508.1.3](#)

label, [Exhibit 455.4.6.2](#)

mail preparation, [455.4.6.2](#)

holding mail, [507.3.4.4](#), [508.6.4](#)**holidays, [608.3.2](#)****household mail**

retail mailing services, [101 – 186](#)

recipient services, [508](#)

I**ice**

dry ice, [601.10.20.4](#)

water ice, [601.9.2.3](#)

identification statement for Periodicals, required elements, [707.4.12.5](#)**imprint, See *permit imprint*****indicia, See *permit imprint*****infectious substances, [601.10.17](#)****information-based indicia (IBI), [604.4.0](#)****insects, [601.9.3.7](#), [601.9.3.8](#)****inspection by USPS**

discount flats

Bound Printed Matter, [363.2.2](#)

First-Class Mail, [333.3.0](#)

Library Mail, [383.2.5](#)

Media Mail, [373.2.3](#)

Standard Mail, [343.2.0](#)

discount letters

First-Class Mail, [233.2.0](#)

Standard Mail, [243.2.0](#)

discount parcels

Bound Printed Matter, [463.2.2](#)

First-Class Mail, [433.2.0](#)

Library Mail, [483.2.5](#)

Media Mail, [473.2.3](#)

Parcel Post, [453.2.4](#)

Standard Mail, [443.2.0](#)

Periodicals, [707.3.5.8](#)

retail mail

Express Mail, [113.2.2](#), [113.2.2](#)

First-Class Mail, [133.2.0](#)

Library Mail, [183.2.2](#)

Media Mail, [173.2.2](#)

Parcel Post, [153.2.3](#)

Priority Mail, [123.2.3](#)

insufficient postage

general, [604.8.0](#)

penalty metered mail, [703.7.7.9](#)

rural delivery service, [508.2.2.5](#)

insurance, 503.4.0

See also *claims*

bulk insurance, [503.4.4](#)

delivery of insured items, [503.4.5](#)

Express Mail insurance, [503.1.1](#)

extra services, [503.4.2.4](#)

fees, [503.4.1.1](#)

filing a claim, [609](#)

filling out insurance label, [503.4.3.3](#)

what may be mailed, [503.4.2.2](#)

Intelligent Mail barcode, 708.4.3**irregular parcels**

discount mail, [401.1.6](#)

retail mail, [101.3.6](#)

K**keyline**

manifest mailing system, [705.2.3](#)

optional endorsement line, [708.7.1.2](#)

keys

fee for additional post office box keys, [508.4.1](#)

general information about mailing keys, [123.1.7](#),
[133.1.7](#)

post office boxes, [508.4.8](#)

rates for return through the mail, [123.1.6](#), [133.1.8](#)

knives, 601.11.5**known office of publication, for Periodicals,
707.4.6****L****labeling lists, Appendix 1 (online only)****labels**

barcoded labels, [708.6.0](#)

pallets, [705.8.6](#)

sacks and trays

discount flats

Bound Printed Matter, [365.4.0](#)

First-Class Mail, [335.4.0](#)

Library Mail, [385.4.0](#)

Media Mail, [375.4.0](#)

Standard Mail, [345.4.0](#)

discount letters

First Class Mail, [235.4.0](#)

Standard Mail, [245.4.0](#)

discount parcels

Bound Printed Matter, [465.4.0](#)

First-Class Mail, [435.3.0](#)

Library Mail, [485.4.0](#)

Media Mail, [475.4.0](#)

Parcel Post, [455.3.0](#)

Standard Mail, [445.4.0](#)

Periodicals, [707.21.0](#)

letters

automation, See *automation letters, general*

nonmachinable criteria

discount mail, [201.2.1](#)

retail mail, [101.1.2](#)

size and weight

discount mail, [201.1.0](#)

retail mail, [101.1.0](#)

letter tray

First-Class Mail, [235.3.0](#)

Standard Mail, [245.3.0](#), [345.3.5](#)

Periodicals, [707.20.2](#)

liability, 609

Library Mail, discount flats

annual mailing fee, 383.1.5
 attachments, 383.2.6
 bundles, 385.2.0
 sacks, 385.3.0
 sack labels, 385.4.0
 combining with other classes of mail, 703.9.0
 combining with other Package Services, 705.7.0
 computing postage, 383.1.1, 383.1.6
 content standards, 383.2.0
 deposit and verification, 386
 documentation, 384.2.0
 eligibility, 383
 enclosures, 383.2.6
 mail preparation
 general, 385
 flats on pallets, 705.8.10.3
 markings required on each mailpiece, 302.2.2
 postage payment options, 384.1.0
 rate eligibility, 383.3.0
 rates and fees, 383.1.0
 size, 301.2.5
 undeliverable mail, 507.1.5.4
 weight standards, 383.3.1
 what may be mailed, 383.2.0
 written additions, 383.2.7

Library Mail, discount parcels

annual mailing fee, 483.1.4
 attachments, 483.2.6
 computing postage, 483.1.0
 combined machinable parcels, 705.6.0
 combining with other classes of mail, 703.9.0
 combining with other Package Services, 705.7.0
 content standards, 483.2.0
 deposit and verification, 486
 discount for barcoded machinable parcels, 485.5.4
 documentation, 484.2.0
 eligibility, 483
 enclosures, 483.2.6
 irregular parcels, 485.5.3
 irregular parcels on pallets, 705.8.10.4
 machinable parcels, 485.5.2
 machinable parcels on pallets, 705.8.17
 mail preparation, 485
 bundles, 485.2.0
 irregular parcels, 485.5.3
 for combined machinable parcels, 705.6.0
 sacks, 485.3.0
 sack labels, 485.4.0
 markings required on each mailpiece, 402.2.2
 nonmachinable parcels, 401.1.6, 401.1.7
 postage payment options, 484.1.0
 rate eligibility, 483.3.0
 rates and fees, 483.1.0
 size, 401.1.0
 undeliverable mail, 507.1.5.4
 weight limits, 483.3.1
 what may be mailed, 483.2.0
 written additions, 483.2.7

Library Mail, retail

attachments, 183.4.0
 computing postage, 183.1.1, 183.1.3, 183.1.6,
 183.1.7
 content standards, 183.3.0
 deposit of, 186.1.0
 eligibility, 183
 enclosures, 183.4.0
 mail preparation, 185
 markings required on each mailpiece, 102.3.3,
 185.1.2
 postage payment methods, 184
 rate eligibility, 183.2.0
 rates, 183.1.0
 service objectives, 183.2.1
 size, 101.9.0
 flats, 101.2.0
 parcels, 101.3.0
 undeliverable mail, 507.1.5.4
 weight limits, 101.9.1
 what may be mailed, 183.2.0 – 183.4.0
 written additions, 183.4.3

line-of-travel (LOT)

optional endorsement line information for LOT,
 708.7.1.6
 sequencing requirements
 Standard Mail, 245.6.8.6, 345.6.9.6, 445.7.6.6
 Periodicals, 707.23.7.6
 submitting cards for sequencing, 507.7.3

lists

availability of USPS Lists, 508.9.4
 definitions, 708.3.4
 mailing list services, 507.6.0
 occupant lists, 507.6.5
 sortation of lists, 507.6.6

literature for the blind, 703.5.0**liquids, nonhazardous, 601.11.9****liquor, 601.11.7****locksmithing devices, 601.11.10****LOT, See line-of-travel (LOT)****low-cost items, 703.1.6.11****lottery materials, 601.12.3****M****machinable letters**

discount mail, 201.1.0
 retail mail, 101.1.0

machinable parcels

discount mail, 401.1.0
 retail mail, 101.3.0

magazine, 301.3.4.2, 301.3.6.3

magnetic tapes

packaging, 601.7.5

magnetized materials, 601.10.21

mailability, 601

mail preparation

discount flats

Bound Printed Matter, 365

First-Class Mail, 335

Library Mail, 385

Media Mail, 375

Standard Mail, 345

discount letters

First-Class Mail, 235

Standard Mail, 245

discount parcels

Bound Printed Matter, 465

First-Class Mail, 435

Library Mail, 485

Media Mail, 475

Parcel Post, 455

Standard Mail, 445

Periodicals, 707.18.0 – 707.25.0

retail mail

Express Mail, 115

First-Class Mail, 135

Library Mail, 185

Media Mail, 175

Parcel Post, 155

Priority Mail, 125

mail receptacles, 508.3.0

apartments, 508.2.1.7

custom-built mail receptacles, 508.3.2.2

door slots, 508.2.1.6

location, 508.3.2.5

maintenance of, 508.2.1.3

newspaper receptacles, 508.3.2.11

manufacturer specifications, 508.3.2.1

mail security

Department of State mail, 703.3.3

general, 608.6.2

mailboxes, See mail receptacles or collection box

mailer services, 507

mailing fees

discount flats

Bound Printed Matter, 363.1.2.6, 366.3.4

First-Class Mail, 333.1.4, 333.3.4

Library Mail, 383.1.5

Media Mail, 373.1.5

Standard Mail, 343.1.5.1, 343.3.4

discount letters

First-Class Mail, 233.1.5, 233.3.4

Standard Mail, 243.1.7.1, 243.3.4

discount parcels

Bound Printed Matter, 463.1.2.5, 466.3.4

First-Class Mail, 433.1.5, 433.3.4

Library Mail, 483.1.4

Media Mail, 473.1.4

Parcel Post, 453.1.4, 453.3.2

Standard Mail, 443.1.6.1, 443.3.4

mailing list services, 507.6.0

basic information, 507.6.2

election boards and voter commissions, 507.6.3.4, 507.6.7

fees, 507.6.1, 507.6.3

list correction, 507.6.4

occupant lists, 507.6.5

sortation of lists on cards by 5-digit ZIP Code, 507.6.6

mailing permits, See mailing fees

mailing systems

alternate mailing systems, 705.4.0

eVS, 705.2.9

manifest mailing systems, 705.2.0

optional procedure mailing systems, 705.3.0

plant-verified drop shipment, 705.15.0

mailpiece design, 101, 201, 301, 401, 601

manifest mailing systems, 705.2.0

applying for authorization, 705.2.4

Express Mail agreements, 705.2.6

marking, 705.2.2.6

postage statement, 705.2.2.7

service agreement, 705.2.2.1

marking, on mailpieces, 102, 202, 302, 402

See also individual classes of mail

imitation markings, 604.1.5

injurious or harmful items, 601.8.7

master keys for motor vehicles, 601.11.10

matches, 601.10.14.3

measuring

advertising, 707.17.4.5, 707.17.5.2

Media Mail, discount flats

annual mailing fee, [373.1.5](#)
 attachments, [373.2.4](#)
 combining with other classes of mail, [703.9.0](#)
 combining with other Package Services, [705.7.0](#)
 computing postage, [373.1.1](#), [373.1.6](#)
 content standards, [373.2.0](#)
 deposit and verification, [376](#)
 documentation, [374.2.0](#)
 eligibility, [373](#)
 enclosures, [373.2.4](#)
 mail preparation, [375](#)
 bundles, [375.2.0](#)
 flats on pallets, [705.8.10.3](#)
 sacks, [375.3.0](#)
 sack labels, [375.4.0](#)
 markings required on each mailpiece, [302.2.2](#)
 postage payment options, [374.1.0](#)
 rate eligibility, [373.3.0](#)
 rates and fees, [373.1.0](#)
 size, [301.2.4](#)
 undeliverable mail, [507.1.5.4](#)
 what may be mailed, [373.2.0](#)
 weight limits, [373.3.1](#)
 written additions, [373.2.5](#)

Media Mail, discount parcels

annual mailing fee, [473.1.4](#)
 attachments, [473.2.4](#)
 combining with other classes of mail, [703.9.0](#)
 combining with other Package Services, [705.7.0](#)
 computing postage, [473.1.1](#), [473.1.5](#)
 content standards, [473.2.0](#)
 deposit and verification, [476](#)
 discount for barcoded machinable parcels, [473.3.4](#),
 [475.5.2.3](#)
 documentation, [474.2.0](#)
 eligibility, [473](#)
 enclosures, [473.2.4](#)
 mail preparation, [475](#)
 bundles, [475.2.0](#)
 combined machinable parcels, [705.2.0](#)
 combining parcels, [705.7.0](#)
 irregular parcels, [475.5.3](#)
 irregular parcels on pallets, [705.8.10.4](#)
 machinable parcels, [475.5.2](#)
 machinable parcels on pallets, [705.8.17](#)
 sacks, [475.3.0](#)
 sack labels, [475.4.0](#)
 markings required on each mailpiece, [402.2.2](#)
 nonmachinable parcels, [401.1.6](#), [401.1.7](#)
 postage payment options, [474.1.0](#)
 rate eligibility, [473.3.0](#)
 rates and fees, [473.1.0](#)
 size, [401.1.0](#)
 undeliverable mail, [507.1.5.4](#)
 what may be mailed, [473.2.0](#)
 weight limits, [473.3.1](#)
 written additions, [473.2.5](#)

Media Mail, retail

attachments, [173.4.0](#)
 computing postage, [173.1.1](#), [173.1.3](#), [173.1.6](#),
 [173.1.7](#)
 content standards, [173.3.0](#)
 deposit of, [176.1.0](#)
 eligibility, [173](#)
 enclosures, [173.4.0](#)
 mail preparation, [175](#)
 markings required on each mailpiece, [102.3.3](#),
 [175.1.3](#)
 postage payment methods, [174](#)
 rate eligibility, [173.2.0](#)
 rates, [173.1.0](#)
 service objectives, [173.2.1](#)
 size, [101.8.0](#)
 flats, [101.2.0](#)
 parcels, [101.3.0](#)
 undeliverable mail, [507.1.5.4](#)
 weight limits, [101.8.1](#)
 what may be mailed, [173.3.0](#), [173.4.0](#)
 written additions, [173.4.3](#)

merchandise return service, 507.10.0

adding extra services (by the mailer), [507.10.5](#)
 adding extra services (by the permit holder), [507.10.5](#)
 annual accounting fee, [507.10.4.3](#)
 annual permit fee, [507.10.4.2](#)
 applying for a permit, [507.10.2.6](#)
 examples of merchandise return service labels,
 [507.10.6](#)
 fees, [507.10.1](#)
 format for label, [507.10.6](#)
 general information, [507.10.2](#)
 official U.S. government mail, [703.7.12](#)
 postage and fees, [507.10.4](#)

merged containerization, 705.10.0**merged bundles of flats, See mail preparation under Periodicals and Standard Mail****meter, See metered mail and postage meters****metered mail**

drop shipment of, [705.18.0](#)
 postage refunds, [604.9.3](#)
 where to mail, [604.4.5.3](#)

metered reply mail, 604.4.4.2**methods of payment, See postage payment****methods of mailing**

discount mailing services, [201-486](#)
 retail mailing services, [101-186](#)

military mail, 703.2.0, 703.4.0

free mail for U.S. armed forces, 703.4.2
 military address, 703.4.2.4
 military ordinary mail (MOM), 703.2.4
 retirees, 703.2.3.4

mixed classes, 703.9.0

combined Media Mail and Bound Printed Matter, 703.9.6
 enclosures
 Bound Printed Matter, 703.9.4
 First-Class, 703.9.5
 Library Mail, 703.9.4
 Media Mail, 703.9.4
 Parcel Post, 703.9.4
 Periodicals, 703.9.3
 Standard Mail, 703.9.4
 Express Mail and Priority Mail drop shipments, 705.16.0
 rate qualification, 703.9.2.2

money orders, 503.14.0

fees, 503.14.1
 how to cash, 503.14.3
 payable to another party, 503.14.3.6
 where to purchase, 503.14.2.1

Move Update standard

discount flats, 333.3.5
 discount letters, 233.3.5
 discount parcels, 433.3.5

N**National Change of Address Linkage System (NCOA^{LINK})**

Coding Accuracy Support Systems, 708.3.0
 election boards and voter registration, 507.6.7
 general
 flats, 333.3.5.2
 letters, 233.3.5.2
 parcels, 433.3.5.2
 negotiated service agreement, 709.2.2.1

National Customer Support Center (NCSC), 608.8.1**negotiated service agreements, 709.1.0****news agent, 707.5.1.6, 707.6.6****newspaper**

mailing issues, 707.4.9.4, 707.4.9.5
 penalty, 703.7.13.3
 service objectives, 707.28.1

newspaper receptacles, 508.3.2.11**next-day service, See Express Mail****nonautomation flats, 301.2.0****nonmachinable**

letters, 101.1.2, 201.2.0
 Parcel Post, 101.7.2, 401.2.3.2

nonmachinable surcharge

retail letters and parcels, 133.1.9

nonmailable matter

animals and plants, 601.8.7
 due to noxious odors, 601.11.8
 due to packaging, 601.8.3, 601.12.12
 general, 601.8.0, 601.11.0
 mailer's responsibility, 601.1.7
 written, printed, and graphic materials, 601.12.0

nonpostal services, 509.2.0**nonprofit**

Periodicals
 eligibility for nonprofit Periodicals rates, 707.4.0
 how to apply for nonprofit Periodicals authorization, 707.10.5
 types of organizations, 707.10.2
 Standard Mail, 703.1.0
 applying for authorization, 703.1.7 – 703.1.9
 discounts, 703.1.1.3
 eligibility for Standard Mail rates, 703.1.0
 matter, 703.1.6
 organizations, 703.1.2
 identification of authorized organization on Standard Mail, 703.1.5
 low-cost items, 703.1.6.11
 marking, on Standard Mail, 202.1.2, 302.1.2, 402.1.2
 political mailings, 703.1.6.10
 revenue deficiencies for nonprofit Standard Mail, 604.10.2
 types of organizations, 703.1.2
 what may be mailed, 703.1.6

nonstandard surcharge, See nonmachinable surcharge**Not Flat-Machinable (NFM) pieces, 401.2.2.2**

See also *Standard Mail, parcels*

O**obscene material, 601.12.5.4****occupant lists, 507.6.5****OCR (Optical Character Reader) read area**

discount, 202.2.1
 retail, 102.2.1

official mail

members of Congress (franked) [703.6.0](#)
 addressing, [703.6.2](#)
 eligibility, [703.6.1](#)
 U.S. Government (penalty) [703.7.0](#)
 authorized users, [703.7.4](#)
 business reply mail, [703.7.11](#)
 contractors, use of, [703.7.15](#)
 eligibility, [703.7.3](#)
 Express Mail, [703.7.14](#)
 insurance, [703.7.12.8](#), [703.7.12.9](#)
 merchandise return service, [703.7.12](#)
 Periodicals, [703.7.13](#)
 postage and fees, [703.7.2](#)
 postage payment
 indicia, [703.7.6](#)
 permit imprint, [703.7.8](#)
 postage meters, [703.7.7](#)
 stamps and stationery, [703.7.9](#)
 preparation, [703.7.5](#)
 rates, [703.7.5](#)
 Registered Mail, [703.7.12.10](#)
 reply mail, [703.7.10](#)

optional endorsement lines (OELs), [708.7.0](#)**optional procedure mailing systems, [705.3.0](#)**

applying for authorization, [705.3.2](#)
 description, [705.3.1.1](#)
 postage statements, [705.3.3.1](#)
 record keeping, [705.3.3](#)

overnight delivery, See *Express Mail***Overseas Military Mail, [703.2.0](#)**

Express Mail Military Service, [703.2.6](#)
 First-Class Mail, [703.2.1.1](#)
 parcels, [703.2.1.2](#)
 Parcel Airlift, [703.2.5](#)
 Periodicals, [703.2.1.3](#)
 Preparation standards, [703.2.1.4](#)
 Restrictions, [703.2.3](#)

oversized rate for Parcel Post

discount, [453.3.1](#)
 retail, [153.1.1](#)

P**Package Services, See *Bound Printed Matter, Library Mail, Media Mail, or Parcel Post*****packages, See *bundles or parcels*****packaging, for mailing, [601.2.0](#) – [601.4.0](#)**

acceptable containers, [601.3.0](#)
 animals, [601.9.3.10](#)
 closure and sealing, [601.4.0](#)
 cushioning, [601.4.0](#)
 high-density items, [601.7.1](#)
 liquids, [601.2.3](#)
 magnetic tapes, [601.7.5](#)
 nonmailable matter, [601.1.7](#), [601.8.3](#), [601.12.12](#)
 soft goods, [601.7.3](#)
 sound recordings, [601.7.4](#)
 special envelopes, [601.6.0](#)
 stationery, [601.2.2](#)
 USPS-provided, [115.1.1](#), [125.1.1](#)

pallet box, See *pallets***pallets**

bundles on pallets, [705.8.9](#)
 flats on pallets, [705.8.7](#)
 general standards, [705.8.0](#)
 labels, [705.8.6](#)
 labeling pallets, [705.8.10](#)
 minimum and maximum loads, [705.8.5](#)
 pallet boxes, [705.8.4](#)
 Periodicals on pallets [705.8.10.1](#)
 physical characteristics, [705.8.1](#)
 preparation of pallets [705.8.0](#)
 securing bundles for pallets, [705.8.5.11](#)
 stacking pallets, [705.8.3](#)
 Standard Mail on pallets [705.8.10.2](#)
 top caps, [705.8.2](#)
 types of mail that can be put on pallets, [705.8.8](#)

pandering advertisements, [508.8.0](#)

parcel airlift service (PAL), 703.2.5

fees, 703.2.5.3
 other extra services that can be added, 703.2.5.5
 required marking on each piece, 703.2.5.6
 what may be mailed, 703.2.5.2

Parcel Post, discount

attachments, 453.2.5
 computing postage, 453.1.1, 453.1.7
 combined with other Package Services, 705.7.0
 combining with other classes of mail, 703.9.0
 cotraining and cosacking bundles of flats, 705.9.0
 deposit of, 456.1.0
 destination entry mailing fee, 453.1.4
 discounts

- barcoded machinable parcels, 453.3.1
- BMC Presort, 453.3.1, 455.4.2
- destination entry, 453.3.1, 456.2.0
- OBMC Presort, 453.3.1, 455.4.3

 documentation, 454.1.4
 eligibility, 453
 enclosures, 453.2.5
 Hold For Pickup service, 455.4.6.2, 508.1.3
 mail preparation

- BMC Presort rates on pallets, 705.8.18
- combined machinable parcels, 705.6.0
- combining parcels for destination entry, 705.7.0
- general, 455
- irregular parcels on pallets, 705.8.10.4
- machinable parcels in sacks, 455.4.7
- machinable parcels on pallets, 705.8.0
- nonmachinable parcels on pallets, 705.8.18.2, 705.8.19.2
- OBMC Presort rates, 705.8.19
- Parcel Select DDU rates, 705.8.22
- Parcel Select DSCF rates, 705.8.20, 705.8.21

 markings required on each mailpiece, 402.2.2
 455.4.1.2
 nonmachinable parcels, 401.2.3.2
 Parcel Return Service, 507.12.0
 Pickup on Demand fee, 453.3.2
 postage payment options, 454.1.0
 rate eligibility, 453.3.0

- BMC presort discount, 453.3.1
- Inter-BMC rates, 453.3.1
- Intra-BMC rates, 453.3.1
- OBMC Presort discount, 453.3.1
- oversized rates, 453.3.1
- Parcel Select DBMC rates, 456.2.0
- Parcel Select DDU rates, 456.2.0
- Parcel Select DSCF rates, 456.2.0

 rates, 453.1.0
 size, 401.2.3
 undeliverable mail, 507.1.5.4
 weight limits, 401.2.3
 written additions, 453.2.6

Parcel Post, retail

attachments, 153.4.0
 computing postage, 153.1.3 – 153.1.5
 deposit, 156.1.0
 eligibility, 153
 enclosures, 153.4.0
 mail preparation, 155
 Pickup on Demand fee, 156.1.5
 markings required on each mailpiece, 102.4.2, 155.1.3
 nonmachinable parcels, 101.7.2
 postage payment methods, 154
 rate eligibility, 153.2.0
 rates, 153.1.0
 service objectives, 153.2.1
 size, 101.7.0
 undeliverable mail, 507.1.5.4
 weight limits, 101.7.1
 written additions, 153.4.2

Parcel Return Service (PRS), 507.12.0

annual accounting fee, 507.12.2.3
 annual permit fee, 507.12.2.2
 application for a permit, 507.12.1.5
 general information, 507.12.1
 label examples, 507.12.4.5
 label formats, 507.12.4
 postage and fees, 507.12.2

Parcel Select

see also *Parcel Post, discount*
 eligibility, 456.2.0
 Hold For Pickup service, 455.4.6.2, 508.1.3
 rates, 453.1.4

parcels

nonmachinable criteria

- discount mail, 401.1.6, 401.1.7
- retail mail, 101.3.5, 101.3.6

 size and weight

- discount mail, 401.1.0
- retail mail, 101.3.0

PAVE, 708.2.0

definition, 708.2.1.1
 request for participation, 708.2.1.3

Penalty Mail, See *official mail***Periodicals**

address correction, 507.3.2.7
 addressing, 707.3.2
 advertising

- calculating percentage, 707.2.1.5
- copies, 707.7.3
- definition of, 707.4.13
- nonprofit and classroom publications, 707.2.1.5
- marked copies, 707.16.2
- public service announcement, 707.4.13.2

Periodicals (cont'd)

applications, [707.5.0](#)
 additional entry, [707.30.2](#)
 appealing denied application, [707.5.3.7](#)
 nonprofit rates, [707.10.5](#)
 re-entry, [707.9.0](#)
 mailing while application is pending, [707.5.2](#)
 attachments, [707.3.3.8](#), [707.3.5.4](#)
 back orders and reprints, [707.4.11](#)
 bundle rates, [707.1.0](#), [707.2.1.8](#)
 computing postage, [707.2.2](#),
 carrier route sequencing requirements, [707.23.7](#),
[707.23.8](#)
 categories of Periodicals authorization
 foreign, [707.6.5](#)
 general, [707.6.1](#)
 institutions and societies, [707.6.2](#)
 news agent, [707.6.6](#)
 requester, [707.6.4](#)
 state departments of agriculture, [707.6.3](#)
 combining with other classes of mail, [703.9.0](#)
 complimentary copies, [707.7.7](#)
 container rates, [707.1.0](#), [707.2.1.9](#)
 definition and characteristics, [707.4.0](#)
 multiple issues, [707.4.9.4](#), [707.4.9.5](#)
 edition, [707.4.10](#)
 issue, [707.4.9](#)
 deposit of, [707.28.0](#)
 documentation, [707.17.0](#)
 standardized, [708.1.0](#)
 exceptional dispatch, [707.28.3](#)
 exchange copies, [707.7.5](#)
 expired subscription copies, [707.7.6](#)
 fees, [707.1.4](#)
 firm bundles, [707.22.3](#)
 frequency of publication, [707.4.7](#)
 general standards, [707.4.0](#)
 gift subscriptions, [707.7.4](#)
 identification statement, [707.4.12.5](#)
 known office of publication, [707.4.6](#)
 label carrier, [707.3.3.10](#)
 loose enclosures, [707.3.3.4](#)
 barcoded rate flats, [707.25.0](#)
 barcoded rate letters, [707.24.0](#)
 bundles on pallets, [705.8.10.1](#), [705.8.11](#)
 bundling, [707.19.0](#)
 bundling for carrier route rates, [707.23.2](#)
 bundling for nonbarcoded rates, [707.22.2](#)
 carrier route flats in sacks, [707.23.4](#)
 carrier route irregular parcels in sacks, [707.23.4](#)
 carrier route letters in trays, [707.23.3](#)
 cobundling flats, [707.25.1.9](#), [705.11.2](#)

Periodicals (cont'd)

combined barcoded and nonbarcoded flats,
[705.9.2](#), [705.11.2](#)
 combined flats on pallets, [705.8.16.2](#)
 containerization of bundles, [707.25.1.10](#)
 irregular parcels in sacks, [707.22.6](#)
 merged flats in sacks, [705.10.1.4](#)
 merged flats on pallets
 using 5% Threshold, [705.12.1.5](#)
 using City State Product, [705.10.1.5](#),
 using City State Product and 5% Threshold,
[705.13.1.5](#)
 nonbarcoded flats in sacks, [707.22.6](#)
 nonbarcoded letters in trays, [707.22.5](#)
 sacks on pallets, [705.8.10.1](#)
 trays on pallets, [705.8.10.1](#)
 markings for enclosures on mixed mailings, [703.9.7](#)
 nonsubscriber/nonrequester copies, [707.7.9](#)
 physical characteristics
 components of, [707.3.3](#)
 covers, [707.3.3.6](#)
 flats dimensions, [301.1.0](#), [707.26.2](#)
 letter dimensions, [201.1.0](#)
 mailpiece construction, [707.3.5](#)
 printed features, [707.3.6](#)
 printed sheets, [707.4.5](#)
 size and weight, [707.3.5.2](#)
 wrappers, [707.3.3.7](#), [707.3.5](#)
 postage payment methods, [707.16.0](#)
 prohibited matter, [707.3.4.2](#)
 proof copies, for advertisers, [707.7.8](#)
 rate eligibility
 barcoded (automation) rates, [707.14.1](#), [707.14.2](#)
 carrier route rates, [707.13.0](#)
 copies mailed by the public, [707.11.5](#)
 destination entry rates, [707.29.0](#)
 In-County rates, [707.11.3](#)
 nonbarcoded (presorted) rates, [707.12.0](#)
 Nonprofit rates, [707.10.0](#)
 Outside-County Classroom rates, [707.11.1.3](#)
 Outside-County Nonprofit rates, [707.11.1.3](#)
 Outside-County Science-of-Agriculture rates,
[707.11.2](#)
 rates and fees, [707.1.0](#)
 In-County, [707.1.2](#)
 Outside-County, [707.1.1](#)
 Ride-Along piece, [707.1.3](#)
 records maintained by the publisher, [707.8.0](#)
 return address, [707.3.2.4](#)
 Ride-Along piece, [707.15.0](#)
 sample copies, [707.7.0](#)
 service objectives, [707.28.1](#)
 standardized documentation, [708.1.0](#)
 statement of ownership, [707.8.3](#)
 supplements, [707.3.3.5](#)
 undeliverable mail, [507.1.5.2](#)

perishables, 601.9.0**permit imprint, 604.5.0**

application fee, 604.5.1.5
content of the permit imprint indicia, 604.5.3.6 – 604.5.3.9
format of the permit imprint indicia, 604.5.3.10, 604.5.3.11
general information, 604.5.1
minimum quantity for a mailing, 604.5.1.2
placement on a mailpiece, 604.5.3.4
samples of permit imprint indicia, 604.5.3.10
standards for mailing, 604.5.1

Permit Reply Mail, 507.9.0**pesticides, 601.11.14****philatelic services, 608.4.0****physical standards**

discount flats, 301
discount letters, 201
discount parcels, 401
retail mail, 101

Pickup on Demand service, 507.5.0

Express Mail fees, 507.5.1
Parcel Post fees, 507.5.1
Priority Mail fees, 507.5.1

pistols, 601.11.1**plant load operations, 705.14.0**

applying, 705.14.2
Bound Printed Matter, 705.14.7.4
expedited shipments, 705.14.4
Library Mail, 705.14.7.4
mail preparation, 705.14.5 – 705.14.7
Media Mail, 705.14.7.4
Parcel Post, 705.14.7.4
Periodicals, 705.14.7.3
postage payment requirements, 705.14.5.3
Standard Mail, 705.14.7.4
Volume requirements, 705.14.7.6, 705.14.7.7

plant-verified drop shipment (PVDS), 705.15.0

Bound Printed Matter, 705.15.5
Library Mail, 705.15.5
Media Mail, 705.15.5
Parcel Post, 705.15.5
participation requirements, 705.15.2
Periodicals, 705.15.2.4

postage statement,
 Bound Printed Matter, 705.15.2.8
 consolidated, 705.15.5.5
 Library Mail, 705.15.2.8
 Media Mail, 705.15.2.8
 Parcel Post, 705.15.2.8
 Periodicals, 705.15.2.6
 Standard Mail, 705.15.2.7
purpose, 705.15.1.1
Standard Mail, 705.15.4

plants

general mailability, 601.9.6
nonmailable plants, 601.9.7

poisons, 601.8.5, 601.8.6, 601.10.16**polywrap**

automation flats, 301.3.3
certification process, 301.3.3.5

post office box service, 508.4.0

appeals, 508.4.9.3
applying for service, 508.4.3.1
fees, 508.4.1, 508.4.5
keys, 508.4.8
locks, 508.4.8
refunds, 508.4.7

post offices, 608.3.1, 608.3.2**postage**

See also *rates* in individual classes of mail
computing postage, 604.7.0
payment for mailings of mixed classes, 703.9.8 – 703.9.12
postage due, 604.6.0
refunds, 604.9.0
revenue deficiencies, 604.10.0
stamps, 604.1.0
unpaid mail, 604.6.0, 604.8.0

postage meters, 604.4.0

approved providers, 604.4.1.3, 604.4.1.4
date corrections, 604.4.4.1
postage corrections, 604.4.4.1
types of postage devices, 604.4.1.2

postage payment

discount flats

- Bound Printed Matter, [364](#)
- First-Class Mail, [334](#)
- Library Mail, [384](#)
- Media Mail, [374](#)
- Standard Mail, [344](#)

discount letters

- First-Class Mail, [234](#)
- Standard Mail, [244](#)

discount parcels

- Bound Printed Matter, [464](#)
- First-Class Mail, [434](#)
- Library Mail, [484](#)
- Media Mail, [474](#)
- Parcel Post, [454](#)
- Standard Mail, [444](#)

nonpresorted Bound Printed Matter, [364.1.1](#), [464.1.1](#)

Periodicals, [707.16.0](#)

retail mail

- Express Mail, [114](#)
- First-Class Mail, [134](#)
- Library Mail, [184](#)
- Media Mail, [174](#)
- Parcel Post, [154](#)
- Priority Mail, [124](#)

postage stamps, [604.1.0](#), [604.3.0](#)

applying for a permit to use precanceled stamps, [604.3.2](#)

Breast Cancer Research semipostal stamp, [604.1.11](#)

forever stamp, [604.1.10](#)

imitation stamps, [604.1.4](#), [604.1.5](#)

precanceled stamps, [604.3.0](#)

validity of stamps, [604.1.2](#), [604.1.3](#)

postage statement

discount flats

- Bound Printed Matter, [364.2.0](#)
- First-Class Mail, [334.4.0](#)
- Library Mail, [384.2.0](#)
- Media Mail, [374.2.0](#)
- Standard Mail, [344.4.0](#)

discount letters

- First-Class Mail, [234.4.0](#)
- Standard Mail, [244.4.0](#)

discount parcels

- Bound Printed Matter, [464.2.0](#)
- First-Class Mail, [434.3.0](#)
- Library Mail, [484.2.0](#)
- Media Mail, [474.2.0](#)
- Parcel Post, [454.1.3](#)
- Standard Mail, [444.3.0](#)

Periodicals, [707.17.0](#)

postal inspection

discount flats

- Bound Printed Matter, [363.2.2](#)
- First-Class Mail, [333.2.0](#)
- Library Mail, [383.2.5](#)
- Media Mail, [373.2.3](#)
- Standard Mail, [343.2.0](#)

discount letters

- First-Class Mail, [233.2.0](#)
- Standard Mail, [243.2.0](#)

discount parcels

- Bound Printed Matter, [463.2.2](#)
- First-Class Mail, [433.2.0](#)
- Library Mail, [483.2.5](#)
- Media Mail, [473.2.3](#)
- Parcel Post, [453.2.4](#)
- Standard Mail, [443.2.0](#)

Periodicals, [707.3.5.8](#)

retail mail

- Express Mail, [113.2.2](#)
- First-Class Mail, [133.2.0](#)
- Library Mail, [183.2.2](#)
- Media Mail, [173.2.2](#)
- Parcel Post, [153.2.3](#)
- Priority Mail, [123.2.3](#)

postcard, See *cards***POSTNET barcode, [708.4.2](#)****poultry**

adult fowl and chickens, [601.9.3.4](#)

day-old poultry, [601.9.3.2](#)

powders, [601.11.9](#)**precanceled stamps, See *postage stamps*****Premium Forwarding Service, [709.4.0](#)****prepayment of postage**

Official Mail, [703.7.2.2](#)

Reply Mail, [114.1.3](#), [703.7.10.2](#)

prescription drugs, [601.11.11](#)**presort, See *discount mail*****Presort Accuracy Validation and Evaluation program, (PAVE), [708.2.0](#)****presort mailing fee, See *mailing fees***

presort verification

discount flats

- Bound Printed Matter, [366.2.1](#), [366.3.8](#)
- First-Class Mail, [336.2.0](#)
- Library Mail, [386.1.0](#)
- Media Mail, [376.1.0](#)
- Standard Mail, [346.2.7](#)

discount letters

- First-Class Mail, [236.2.0](#)
- Standard Mail, [246.2.7](#)

discount parcels

- Bound Printed Matter, [466.2.1](#), [466.3.8](#)
- First-Class Mail, [436.2.0](#)
- Library Mail, [486.1.0](#)
- Media Mail, [476.1.0](#)
- Parcel Post, [456.1.1](#)
- Standard Mail, [446.2.6](#)

presorting, See mail preparation under individual classes of mail**pricing, See rates and fees****Pricing and Classification Service Center (PCSC)**

- address and phone number, [608.8.4](#)

print reflectance

- barcoded letters and flats, [708.4.4.2](#)
- barcoded parcels, [708.5.8](#)
- business reply mail, [507.8.8.2](#)

Priority Mail

- computing postage, [123.1.2](#), [123.1.10](#)
- combining with other classes of mail, [703.9.0](#)
- drop shipment, [705.16.0](#)
- eligibility for single-piece rates, [123.2.0](#)
- flat-rate boxes, [123.1.5.1](#)
- flat-rate envelope, [123.1.5.2](#)
- keys and identification devices, [123.1.7](#)
- mail preparation
 - drop shipment, [705.16.5](#), [705.16.5.12](#)
 - single-piece rate, [125](#)
- marking required on each mailpiece, [102.3.1](#), [102.4.2](#), [125.2.1](#)
- Pickup on Demand service, [507.5.0](#)
- rates, [123.1.3](#)
- reship service, [507.10.7](#)
- undeliverable mail, [507.1.5.1](#)
- weight, minimum and maximum, [101.5.1](#)

Priority Mail drop shipment, [705.16.0](#)**Private Express Statutes, [608.5.1](#)****prohibited items, See nonmailable matter****publications, See Periodicals****Puerto Rico, [608.2.1](#)****Q****qualified business reply mail (QBRM)**

- See also *business reply mail (BRM)*
- authorization to participate, [507.8.3.2](#)
- eligibility for rates, [507.8.3.3](#) – [507.8.3.5](#)

fees, [507.8.2](#), [507.8.3.5](#)**quarantines, delivery of mail during, [508.2.2.4](#)****R****radioactive material, [601.10.18](#)****rates and fees**

discount flats

- Bound Printed Matter, [363.1.0](#)
- First-Class Mail, [333.1.0](#)
- Library Mail, [383.1.0](#)
- Media Mail, [373.1.0](#)
- Standard Mail, [343.1.0](#)

discount letters

- First-Class Mail, [233.1.0](#)
- Standard Mail, [243.1.0](#)

discount parcels

- Bound Printed Matter, [463.1.0](#)
- First-Class Mail, [433.1.0](#)
- Library Mail, [483.1.0](#)
- Media Mail, [473.1.0](#)
- Parcel Post, [453.1.0](#)
- Standard Mail, [443.1.0](#)

Periodicals, [707.1.0](#)

retail mail

- Express Mail, [113.1.0](#)
- First-Class Mail, [133.1.0](#)
- Library Mail, [183.1.0](#)
- Media Mail, [173.1.0](#)
- Parcel Post, [153.1.0](#)
- Priority Mail, [123.1.0](#)

Rates and Classification Service Center (RCSC), see Pricing and Classification Service Center (PCSC)**recall of mail, [507.4.0](#)**

- how to recall mail, [507.4.2](#)
- who may recall, [507.4.1](#)

receptacles

customer, 508.3.0
 mailbox, 508.3.2

recipient options, 508.1.0**recipient services, 508****record-keeping for Periodicals mailers, 707.8.0****redirection, See forwarding mail****reflectance**

barcodes, 708.4.4, 708.5.8

refunds, 604.9.0

applying for a postage refund, 604.9.2.7, 604.9.4.16, 604.9.5.4
 Express Mail, 604.9.5
 metered mail, 604.9.3
 postage and fees, 604.9.2
 stamps affixed to business reply mail, 604.9.2.10
 stamps, 604.9.1
 value-added, 604.9.4

refused mail, 604.8.1.2, 507.1.8.2**registered mail, 503.2.0**

delivery, 503.2.5
 fees, 503.2.1
 fees assessment, 503.2.5
 filing a claim, 609, 503.2.5
 other extra services that can be added, 503.2.2.5
 refunds, 503.2.3.4
 required label, 503.2.4.4
 sealing, 503.2.4.6
 what may be mailed, 503.2.2.2

regular mailpieces, See machinable letters, flats, or machinable parcels**reinforcement for mailpieces, 601.4.0****religious organization, See nonprofit****reply mail**

See also *business reply mail (BRM)*
 bulk parcel return service, 507.11.0
 courtesy reply mail, 201.3.14.2
 merchandise return service, 507.10.0
 metered reply mail, 604.4.4.2
 Permit Reply Mail, 507.9.0

Repositionable Notes (RPNs), 709.3.0**reship service**

See also *Premium Forwarding Service*
 Express Mail, 507.5.6.1
 Priority Mail, 507.10.7

residential delivery

city routes, 508.2.1

restricted delivery, 503.7.0

after time of mailing, 503.7.3.2
 at time of mailing, 503.7.3.1
 delivery of items, 503.7.4
 fees, 503.7.1.1
 other extra services that can be added, 503.7.2.5
 refunds, 503.7.1.3
 what may be mailed, 503.7.2.2

restricted matter

controlled substances, 601.11.11
 drug paraphernalia, 601.11.12
 drugs, 601.11.11
 noxious odors, 601.11.8

return address

general, 602.1.0
 Periodicals, 707.3.2.4
 when required, 602.1.5.3
 with ancillary services, 602.1.9

return receipt, 503.6.0

after time of mailing, 503.6.3.2
 delivery, 503.6.4
 fees, 503.6.1.1
 filing a request for delivery information, 503.6.5
 other extra services that can be added, 503.6.2.3
 refunds, 503.6.1.3
 required label, 503.6.2.5
 what may be mailed, 503.6.2.2

return receipt for merchandise, 503.8.0

delivery, 503.8.4
 fees, 503.8.1.1
 how to mail, 503.8.3.2
 other extra services that can be added, 503.8.2.3
 required label, 503.8.3.4
 what may be mailed, 503.8.2.2

returned mail, 507.1.8**reusable mailpieces, 601.6.4, 601.6.5****revenue deficiency**

general, 604.10.1
 nonprofit Standard Mail, 604.10.2

Ride-Along piece for Periodicals, 707.15.0**rural routes, 508.2.2**

S**sacks**

barcoded labels, [708.6.0](#)
Bound Printed Matter, [365.3.0](#), [465.3.0](#)
First-Class Mail, [435.2.0](#)
Library Mail, [385.3.0](#), [485.3.0](#)
Media Mail, [375.3.0](#), [475.3.0](#)
Parcel Post, [455.2.0](#)
Periodicals, [707.20.1](#), [707.20.3](#)
Standard Mail, [345.3.0](#), [445.3.0](#)

saturation carrier route sequencing requirements

discount flats, [345.6.9](#), [345.6.10](#)
discount letters, [245.6.8](#), [245.6.9](#)
discount parcels, [445.7.6](#), [445.7.7](#)
Periodicals, [707.23.7](#), [707.23.8](#)

Saturday delivery, [608.3.0](#)**scheduling**

Deposit
 Bound Printed Matter, [366.3.9.4](#), [466.3.9.4](#)
 Parcel Post, [456.2.4.8](#)
 Standard Mail, [246.2.8.4](#), [346.2.8.4](#), [446.2.7.4](#)
Pickup on Demand, [507.5.5](#)

scheme sort, See *mail preparation* under individual classes of mail**scorpions, [601.9.3.9](#)****sealing, [601.4.0](#)****Second-Class Mail, See *Periodicals*****self-mailer, [201.3.13](#)****Sectional Center Facility (SCF), [246.4.0](#), [346.4.0](#), [366.5.0](#), [446.4.0](#), [466.5.0](#)****sexually-oriented advertisements, [508.9.0](#)****sharps, [601.10.17.4](#)****shipper paid forwarding**

annual accounting fee, [507.3.2.9](#)
fee, [507.3.2.10](#)
how it works, [507.2.3.5](#)
how to sign up, [507.3.2.9](#)

shipping, See *Parcel Post***shipping papers for hazardous materials, [601.10.9](#)****shortpaid mail, [604.6.0](#), [604.8.1](#)****Signature Confirmation, [503.10.0](#)**

barcodes on privately printed labels, [503.10.4](#)
electronic file transmission for electronic option, [503.10.5](#)
electronic option, [503.10.2.4](#)
fees, [503.10.1.1](#)
other extra services that can be added, [503.10.2.6](#)
required labels, [503.10.3](#)
retail option, [503.10.2.4](#)
what may be mailed, [503.10.2.2](#)
where to mail, [503.10.6](#)

simplified address, [602.3.2](#)**single-piece rate**

Express Mail, [113](#)
First-Class Mail, [133](#)
Library Mail, [183](#)
Media Mail, [173](#)
Parcel Post, [153](#)
Priority Mail, [123](#)

size

automation cards and letters, [201.3.0](#)
automation flats, [301.3.0](#)
barcoded parcels, [402.4.0](#)
Express Mail, [101.4.1](#), [101.5.2](#)
First-Class Mail, [101.6.3](#), [201.1.2](#), [202.1.2](#)
flats, [101.2.1](#), [301.1.2](#)
general, maximum and minimum, [601.1.2](#) – [601.1.3](#)
letters, [101.1.2](#), [201.1.0](#), [201.2.1](#)
machinable parcels, [101.3.0](#), [401.1.3](#)
nonmachinable letters, [101.1.0](#), [201.2.0](#)
nonmachinable parcels, [101.3.6](#),
nonmailable, [101.3.0](#), [401.1.3](#)
Package Services, [101.7.0](#) – [101.9.0](#), [301.2.3](#) –
[301.2.5](#)
Periodicals, [707.3.5.2](#)
Standard Mail, [301.2.2.1](#), [401.2.2.1](#)

skill contests, [601.12.7](#)**sleeves, for letter trays**

flats, [345.3.5](#)
letters, [235.3.4](#), [245.3.4](#)
Periodicals, [707.20.1.3](#)

software specifications, 708.3.2

sorting mail, See mail preparation under individual classes of mail

sound recordings

packaging, 601.7.4

space available mail (SAM), 703.2.1.2

special handling, 503.12.0

fees, 503.12.1.1

marking, 503.12.2.5

other extra services that can be added, 503.12.2.3

what may be mailed, 503.12.2.2

special mailing containers, 601.6.0

Special Standard Mail, See Media Mail, general

specimens, 601.e.

stamp collecting, See philatelic services

stamped stationery, 604.2.1

stamps, See postage stamps

Standard Mail, flats

alternate payment methods, 705.5.0

annual mailing fee, 343.3.4

attachments, 343.2.5

automation mailings, 343.7.0

cobundling, 705.9.3.3

enclosures, 343.7.4

weight, 301.3.2.2

barcodes, 343.7.3

bundling, 345.2.0

computing postage, 343.1.6,

carrier route sequencing requirements, 345.6.9, 345.6.10

circulars, 343.2.0

combining with other classes of mail, 343.2.5, 703.9.0

content standards, 343.2.0

cotraying and cosacking bundles, 705.9.0

deposit, 346.1.0, 346.2.8

scheduling appointments for, 346.2.8.3

vehicle unloading, 346.2.8.9

Standard Mail, flats (cont'd)

destination entry, 346.2.0

DBMC entry, 346.3.0

DDU entry, 346.5.0

DSCF entry, 346.4.0

discount, 346.2.0 – 346.5.0

dimensions, 301.2.2

documentation, 344.4.0

automation, 344.4.3

basic, 344.4.2

facsimile postage statements, 344.4.9

multiple mailings, 344.4.8

standard format, 344.4.4, 344.4.6, 708.1.0

eligibility 343

automation flats, 343.7.0

basic, 343.4.0

enhanced carrier route flats, 343.6.0

machinable/nonmachinable flats, 343.5.0

enclosures, 343.2.5

envelopes, enclosed, 343.7.4

fees, 343.1.5

general standards for any Standard Mail mailing, 343.3.3

mail preparation, 345

automation flats, 345.7.0

bundles, 345.2.0

bundling for enhanced carrier route rates, 345.6.3 – 345.6.4

bundling for presorted flats, 345.5.0

bundles on pallets, 705.8.9, 705.8.10.2

carrier route information line, 345.2.12

combined automation and presorted flats, 705.9.3, 705.11.3

combined flats on pallets, 705.8.16.3

containerization of bundles, 705.10.2

Customized MarketMail, 705.1.4

enhanced carrier route flats, 345.6.0

general information, 345.1.0

machinable mail, 345.7.0

merged flats in sacks, 705.10.2.4

merged flats on pallets, 705.10.2.5, 705.12.2.4, 705.13.2.4

optional endorsement line, 345.2.0

presorted flats, 345.5.0

sack labels, 345.6.0

sacks, 345.5.0

sacks on pallets, 705.8.10.2

tray labels, 345.6.0

trays, 345.5.0

trays on pallets, 705.8.10.2

markings, 302.2.0

enhanced carrier route rates, 345.6.1

mixed mail, 703.2.7

presorted rates, 345.5.1

Standard Mail, flats (cont'd)

merged pallets of bundles
 using 5% Threshold, 705.12.2
 using 5% Threshold and City State Product, 705.13.2

nonprofit
 applications for nonprofit rates
 applying for authorization, 703.1.7
 applying for authorization at additional offices, 703.1.8
 mailing while application is pending, 703.1.9
 what may be mailed, 703.1.6
 who will qualify, 703.1.2, 703.1.3

rates
 flats, 343.1.4, 343.1.5
 letters, 243.1.5 – 243.1.7
 parcels, 443.1.3, 443.1.6

physical standards, 301

postage payment methods, 344.2.0, 344.3.0

postage statements, See *documentation*

rate eligibility
 automation rates, 343.7.0
 destination entry discounts, 346.2.0 – 346.5.0
 enhanced carrier route rates, 343.6.0
 presorted rates, 343.5.0

rates and fees, 343.1.0

reply card, enclosed,
 size, 301.2.2.1

undeliverable mail, 507.1.5.3

weight, 301.2.2.1, 343.2.1

written additions, 343.2.6

ZIP Code accuracy, 343.3.8

Standard Mail, letters

alternate payment methods, 705.5.0

annual mailing fee, 243.1.7.1, 243.3.4

attachments, 243.2.5

automation mailings
 enclosures, 243.7.5
 physical standards, 201.3.0

barcodes, 243.7.4

bundling, 245.2.0

computing postage, 243.1.8,

carrier route sequencing requirements, 245.6.8, 245.6.9

circulars, 243.2.0

combining with other classes of mail, 243.2.5, 703.9.0

content standards, 243.2.0

deposit of, 246.1.0
 scheduling appointments for, 246.2.8
 vehicle unloading, 246.2.8.9

Standard Mail, letters (cont'd)

destination entry, 246.2.0
 DBMC entry, 246.3.0
 DDU entry, 246.5.0
 DSCF entry, 246.4.0

discount for destination entry, 246.2.0 – 246.5.0

documentation, 244.4.0
 automation, 244.4.3
 basic, 244.4.2
 facsimile postage statements, 244.4.9
 multiple mailings, 244.4.8
 standard format, 244.4.4, 244.4.6, 708.1.0

eligibility 243
 automation, 243.7.0
 basic, 243.4.0
 ECR flats, 243.6.0
 machinable/nonmachinable, 243.5.0

envelopes, enclosed, 243.7.5

enclosures, 243.2.5

fees, 243.1.7

general standards for any Standard Mail mailing, 243.3.3

mail preparation, 245
 automation letters, 245.7.0
 bundles, 245.2.0
 bundling for enhanced carrier route rates, 245.6.4 – 245.6.4
 bundles on pallets, 705.8.9, 705.8.10.2
 carrier route information line, 245.2.9
 containerization of bundles, 705.10.2
 Customized MarketMail, 705.1.4
 enhanced carrier route letters and cards mailings, 245.6.0
 enhanced carrier route letters and cards, 245.6.4, 245.6.6
 general information, 245.1.0
 presorted machinable letters and cards, 245.5.3

mail preparation
 presorted nonmachinable letters and cards, 245.5.4
 tray labels, 245.4.0
 trays, 245.3.0
 trays on pallets, 705.8.10.2

markings required on each mailpiece, 202.2.0
 enhanced carrier route rates, 245.6.1
 mixed mail, 703.2.7
 presorted rates, 245.5.1

Standard Mail, letters (cont'd)

nonprofit
 applications for nonprofit rates
 applying for authorization, 703.1.7
 applying for authorization at additional offices, 703.1.8
 mailing while application is pending, 703.1.9
 what may be mailed, 703.1.6
 who will qualify, 703.1.2, 703.1.3

rates
 flats, 343.1.4, 343.1.5
 letters, 243.1.5 – 243.1.7
 parcels, 443.1.3, 443.1.6

physical standards, 201

postage payment methods, [244](#)
 automation, [244.3.0](#)
 enhanced carrier route, [244.2.0](#)
 presorted, [244.2.0](#)

postage statements, See *documentation*

rate eligibility
 automation rates, [201.3.4](#), [243.4.0](#) – [243.7.0](#)
 destination entry discounts, [246.2.0](#) – [246.5.0](#)
 enhanced carrier route rates, [243.6.0](#)

rates and fees, [243.1.0](#)

reply card, enclosed, [243.7.5](#)

size, [201](#)

undeliverable mail, [507.1.5.3](#)

weight, [243.2.1](#)

written additions, [243.2.6](#)

ZIP Code accuracy, [243.3.8](#)

Standard Mail, parcels
 alternate payment methods, [705.5.0](#)
 annual mailing fee, [443.1.6.1](#), [443.3.4](#)
 attachments, [443.2.5](#)
 bundling, [445.2.5](#)
 computing postage, [443.1.1](#), [443.1.7](#)
 carrier route sequencing requirements, [445.7.5](#),
[445.7.6](#)
 circulars, [443.2.0](#)
 combined mailings with Package Services parcels,
[705.6.1](#)
 documentation, [705.6.1.3](#)
 postage payment, [705.6.1.2](#)
 preparation, [705.6.2.3](#)
 qualification, [705.6.1.1](#)
 combined parcels mailings, [705.6.3](#)
 postage payment, [705.6.1.2](#)
 qualification, [705.6.3.1](#)
 combining with other classes of mail, [443.2.5](#), [703.9.0](#)
 content standards, [443.2.0](#)

Standard Mail, parcels (cont'd)
 deposit, [446](#)
 scheduling appointments for, [446.2.7.3](#)
 vehicle unloading, [346.2.8.9](#)

destination entry, [446.2.0](#)
 DBMC entry, [446.3.0](#)
 DDU entry, [446.5.0](#)
 DSCF entry, [446.4.0](#)

discounts
 for destination entry, [446.2.0](#) – [446.5.0](#)

documentation, [444.3.0](#)
 basic, [444.3.2](#)
 facsimile postage statements, [444.3.8](#)
 multiple mailings, [444.3.7](#)
 standard format, [444.3.3](#), [444.3.5](#), [708.1.0](#)

eligibility [443](#)
 basic, [443.3.0](#), [443.4.0](#)
 enhanced carrier route, [443.6.0](#)
 presorted parcels, [443.5.0](#)

enclosures, [443.2.5](#)

extra services that can be added, [443.4.5](#)

fees, [443.1.6](#)

general standards for any Standard Mail mailing,
[443.3.3](#)

mail preparation, [445](#)
 bundles, [445.2.0](#)
 bundling for enhanced carrier route rates, [445.7.4](#)
 bundling for irregular parcels, [445.5.4](#), [445.7.5](#)
 bundles on pallets, [705.8.9](#), [705.8.10.2](#)
 carrier route information line, [445.2.10](#)
 combined machinable parcels, [705.6.0](#)
 containerization of bundles, [705.10.2](#)
 enhanced carrier route parcels, [445.7.0](#)
 machinable parcels on pallets, [705.8.17](#)
 Not Flat-Machinable (NFM) pieces, [445.6.0](#)
 presorted irregular parcels, [445.5.4](#)
 presorted machinable parcels, [445.5.3](#)
 sack labels, [445.4.0](#)
 sacks, [445.3.0](#)
 sacks on pallets, [705.8.10.2](#)

markings required on each mailpiece, [402.1.2](#)
 enhanced carrier route rates, [445.7.1](#)
 mixed mail, [703.2.7](#)
 presorted rates, [445.5.1](#)

Standard Mail, parcels (cont'd)

nonprofit
applications for nonprofit rates
applying for authorization, [703.1.7](#)
applying for authorization at additional offices, [703.1.8](#)
mailing while application is pending, [703.1.9](#)
what may be mailed, [703.1.6](#)
who will qualify, [703.1.2](#), [703.1.3](#)
rates
flats, [343.1.4](#), [343.1.5](#)
letters, [243.1.5](#) – [243.1.7](#)
parcels, [443.1.3](#), [443.1.6](#)
Not Flat-Machinable (NFM) pieces, [401.2.2.2](#)
physical standards, [401](#)
postage payment methods, [444](#)
enhanced carrier route parcels, [444.2.0](#)
presorted parcels, [444.2.0](#)
postage statements, See *documentation*
rate eligibility
destination entry discounts, [446.2.0](#) – [446.5.0](#)
enhanced carrier route rates, [443.6.0](#)
rates and fees, [443.1.0](#)
shipper paid forwarding, [507.3.2.9](#)
size, [401.2.2.1](#)
undeliverable mail, [507.1.5.3](#)
weight, [401.2.2.1](#), [443.2.1](#)
written additions, [443.2.6](#)
ZIP Code accuracy, [443.3.8](#)

Standard Mail (A), See *Standard Mail***Standard Mail (B), See *Bound Printed Matter, Library Mail, Media Mail, or Parcel Post*****standardized documentation, [708.1.0](#)****staples, [201.3.8](#), [301.3.4.2](#), [601.4.8](#)****statement of ownership, management, and circulation for Periodicals, [707.8.3](#)****statements of account**

Express Mail, [113.3.0](#)
Priority Mail, [123.3.0](#)
First-Class Mail
discount flats, [333.2.2](#)
discount letters, [233.2.2](#)
discount parcels, [433.2.2](#)
retail mail, [133.3.2](#)
solicitations in guise of, [601.12.1](#)

stationery, [604.2.0](#)

personalized stamped envelopes sold by USPS, [604.2.2](#)
plain stamped envelopes sold by USPS, [604.2.1](#)
rates and fees, [604.2.1.1](#), [604.2.2.1](#), [604.2.3.2](#)
stamped cards, [604.2.3.1](#)

stickers, [201.3.12](#), [301.3.7](#)**sweepstakes, [601.12.6](#)****T****tabbing, [201.3.10](#), [301.3.5](#)****tape**

sealing mailpieces, [601.4.3](#) – [601.4.5](#)

territories and possessions of the U.S., [608.2.0](#)**Third-Class Mail, See *Standard Mail*****tobacco, [601.11.12](#)****toxic substances, [601.10.16](#)****tracking, [503.13.2](#)****trademarks of the USPS, [608.7.1](#)****trays**

flat tray
First-Class Mail, [335.3.0](#)
letter tray
First-Class Mail, [235.3.0](#)
Periodicals, [707.20.1](#), [707.20.2](#)
Standard Mail, [245.3.0](#), [345.3.0](#)
barcoded labels, [708.6.0](#)

treatment of mail, [507.1.0](#)**tubs, See *trays*****U****undeliverable mail**

endorsements used by USPS, [507.1.4.1](#)
First-Class Mail, [507.1.5.1](#)
Package Services, [507.1.5.4](#)
Periodicals, [507.1.5.2](#)
Priority Mail, [507.1.5.1](#)
Standard Mail, [507.1.5.3](#)
with extra services, [507.1.4.5](#)

unaddressed mail, See *dead mail***unpaid mail, [508.2.2.5](#), [508.2.3.3](#)**

U.S. Armed Forces Mail, 703.2.0, 703.4.0

eligibility, 703.4.1.1, 703.4.2.2

matter sent free, 703.4.2

postage, 703.4.1.2

U.S. Department of Transportation

regulation of hazardous materials, 601.10.2

U.S. government mail

Department of State mail, 703.3.0

free mail for U.S. armed forces, 703.4.2

military address, 703.4.2.4

military mail, 703.2.0, 703.4.0

official mail for Members of Congress, 703.6.1.1

official mail for U.S. government, 703.6.0, 703.7.0

prepared by contractors, 703.7.15

voting materials, 703.8.0

U.S. Postal Service (USPS)

address for USPS functional areas, 608.8.1 – 608.8.3

appealing decision made about mailing standards, 607.2.0

business mail entry offices, addresses and phone numbers, 608.8.4

copyrights of the USPS, 608.7.2

complaints, 608.6.1

Domestic Mail Manual, general information, 608.1.0

holidays recognized by USPS, 608.3.2

philatelic services offered by USPS, 608.4.0

postal publications, 608.7.2

post offices, general information, 608.3.1, 608.3.2

postal inspection of mail, See *inspection by USPS*

pricing and classification service center (PCSC), 608.8.4

Private Express Statutes, 608.5.1

reporting crimes, 608.6.2

requesting exceptions to mailing standards, 607.2.0

service to territories and possessions of the United States, 608.2.0

trademarks of the USPS, 608.7.1

V**valuable items, 609.3.2, 503.2.3.1****volume requirements**

discount flats

Bound Printed Matter, 363.4.0

First-Class Mail, 333.3.3

Library Mail, 383.3.2

Media Mail, 373.3.2

Standard Mail, 343.3.3

discount letters

First-Class Mail, 233.3.3

Standard Mail, 243.3.3

volume requirements (cont'd)

discount parcels

Bound Printed Matter, 463.4.0

First-Class Mail, 433.3.3

Library Mail, 483.3.2

Media Mail, 473.3.2

Parcel Post, 453.3.1

Standard Mail, 443.3.3

retail mailings paid with permit imprint

First-Class Mail, 134.2.2

Library Mail, 184.2.2

Media Mail, 174.2.2

Parcel Post, 154.2.2

Priority Mail, 124.2.2

voting

absentee balloting materials, 703.8.0

voter registration commissions

mailing list services, 507.6.3.4, 507.6.7

W**walk sequence carrier route sequencing requirements**

discount letters, 245.6.8, 245.6.9

discount flats, 345.6.9, 345.6.10

discount parcels, 445.7.6, 445.7.7

Periodicals, 707.23.7, 707.23.8

window envelopes and inserts, 202.5.0, 601.6.3**written matter, See handwriting****Z****Z4CHANGE**

list matching, 708.3.3.2

ZIP Code, 602.1.8

sorting cards by 5-digit ZIP Code, 507.6.6

ZIP Code Accuracy

discount flats

Bound Printed Matter, 363.4.3

First-Class Mail, 333.3.6

Standard Mail, 343.3.8

discount letters

First-Class Mail, 233.3.6

Standard Mail, 243.3.8

discount parcels

Bound Printed Matter, 463.4.3

First-Class Mail, 433.3.6

Standard Mail, 443.3.8

ZIP+4 code, 602.1.8.2**zone charts, 708.10.3****zones, for computing postage, 708.1.7**

Labeling Lists

Labeling lists change frequently and are published and updated in the online DMM on Postal Explorer (*pe.usps.com*). Click on “Domestic Mail Manual (DMM),” then “Labeling Lists” under Index and Appendices.

Mailers may also subscribe to labeling list products and updates using Form 8184 (click on “Business Forms” on Postal Explorer). For more information contact the National Customer Support Center at 800-238-3150.

L000 General Use

[L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels](#)

[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](#)

[L007 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats in Bundles](#)

[L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles](#)

[L009 Mixed ADCs—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels](#)

[L010 BMC/ASF Entry—Standard Mail Letters and Package Services Irregular Parcels](#)

[L011 Non-BMC/ASF Entry—Periodicals and Standard Mail Letters](#)

L200 Periodicals and First-Class Mail

[L201 Periodicals Origin Split and First-Class Mail Mixed ADC/AADC](#)

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, First-Class Mail, and Package Services Parcels](#)

[L607 3-Digit ZIP Code Sort Option for Drop-Ship Mailers](#)

L800 Automation Rate Mailings

[L801 AADCs—Letter-Size Mailings](#)

Forms Glossary

ID	Title	ID	Title
17-G	Penalty Mail Stamp Requisition	3553	Coding Accuracy Support System (CASS) Summary Report
17-J	Penalty Mail Printed Stamped Envelope Order	3575	Change of Address Order
152	Delivery Confirmation	3579	Notice of Undeliverable Periodical
153	Signature Confirmation	3600-R	Postage Statement—First-Class Mail
1000	Domestic Claim or Registered Mail Inquiry	3601-C	Postage Meter Activity Report
1093	Application for Post Office Box or Caller Service	3602-C	Postage Statement—Consolidated—Supplement Standard Mail and Nonprofit Standard Mail
1094	Request for Post Office Box Key or Lock Service	3602-G	Postage Statement—Penalty Permit Imprint
1357-S	Customer Request for Computer Access	3602-R	Postage Statement—Standard Mail Letters and Flats
1500	Application for Listing and/or Prohibitory Order	3606	Certificate of Bulk Mailing
1508	Statement by Shipper of Firearms	3615	Mailing Permit Application and Customer Profile
1509	Sender's Application for Recall of Mail	3623	Application for Nonprofit Standard Mail Rates at Additional Mailing Office
1578-B	Requisition for Facing Slips or Labels	3624	Application to Mail at Nonprofit Standard Mail Rates
1583	Application for Delivery of Mail Through Agent	3800	Certified Mail Receipt
1583-A	Application to Act as Commercial Mail Receiving Agency	3801	Standing Delivery Order
2976	Customs Declaration CN 22—Sender's Declaration	3801-A	Agreement by a Hotel, Apartment House, or the Like
2976-A	Customs Declaration and Dispatch Note—CP72	3804	Return Receipt for Merchandise
3152	Delivery Confirmation Certification	3806	Receipt for Registered Mail
3152-A	Confirm Advanced Shipping Notice (ASN) Shipment ID	3811	Domestic Return Receipt
3152-E	Express Mail Manifesting Certification	3811-A	Request for Delivery Information/Return Receipt After Mailing
3203	Personalized Stamped Envelope Order	3813	Insured Mail Receipt Under \$200
3500	Application for Periodicals Mailing Privileges	3813-P	Insured Mail Receipt Over \$200
3510	Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication	3815	Plant-Load Authorization Application, Worksheet, and Agreement
3526	Statement of Ownership, Management, and Circulation	3816	COD Mailing and Delivery Receipt
3533	Application and Voucher for Refund of Postage and Fees	3816-AS	COD Card—Firm Mailings
3541	Postage Statement—Periodicals	3817	Certificate of Mailing
3541-C	Periodicals Certification for Multiple Issues (On the Same Day)	3849	Delivery Notice/Reminder/Receipt
3541-E	Periodicals Certification for Multiple Issues (Not on the Same Day)	3849-D	Notice to Sender of Undelivered COD Mail
3541-M	Postage Statement—Periodicals—All Issues in a Calendar Month	3877	Firm Mailing Book for Accountable Mail
3544	Post Office Receipt for Money	4410	Authorization for BMC Acceptance
3546	Forwarding Order Change Notice	5541	Pickup Service Statement—Express Mail, Priority Mail, or Parcel Post
3547	Notice to Mailer of Correction in Address		

Forms Glossary

ID	Title	ID	Title
5625	Express Mail Custom Designed Service Receipt	8061	Application for Accelerated Reply Mail (ARM)
5631	Express Mail Custom Designed Service Agreement	8096	Request to Pay Postage Refunds to Presenter of Mail
5637	Express Mail Corporate Account/Custom Designed Agreement	8105-A	Funds Transaction Report
5639	Express Mail Corporate Account Application	8125	Plant-Verified Drop Shipment (PVDS) Verification and Clearance
6387	Rural Money Order Transaction Application	8125-C	Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance
6401	Money Order Inquiry	8176	Premium Forwarding Service (PFS) Application
6805	Qualified Business Reply Mail (QBRM) Application and Approval	8184	Zone Chart Data & DMM Labeling List Order Form
8017	Expedited Plant Load Shipment Record		

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 July 15, 2007

R2006-1 Pricing Change for Periodicals Mail

We revised standards throughout the DMM to support the Periodicals portion of the pricing change recommended by the Postal Regulatory Commission in Docket No. R2006-1 and approved by the Governors of the United States Postal Service. Our new Periodicals prices reflect changes in operations and the marketplace and will enhance efficiency, offer more choices, and ensure that all types of Periodicals mail cover their costs. The new prices and mailing standards for Periodicals are effective on July 15, 2007. We published this information in the June 7 and June 21, 2007, *Postal Bulletin*.

Mailpiece Design for Flat-Size Mail

We revised [101.2.1](#), [301.1.0](#), [301.3.2](#), [601.1.2](#), and [707.26.0](#) to give mailers more design options for flat-size mailpieces. We published this information in the July 19, 2007, *Postal Bulletin*.

1.2 July 5, 2007

AADC Letter Trays on SCF Pallets

We revised [246.3.0](#), [705.8.10](#), and [707.29.3.2](#) to allow mailers to place automation area distribution center (AADC) trays of Periodicals and Standard Mail letters on sectional center facility (SCF) pallets. We published this information in the July 5, 2007, *Postal Bulletin*.

Mailing Lists for Automation Mailings

We revised [708.3.0](#) to allow mailers to use a new process, Direct Delivery Point Validation or "DirectDPV," as a valid coding method to qualify address lists for use in automation rate mailings. We published this information in the July 5, 2007, *Postal Bulletin*.

Precancelation Handstamps and Electroplates

We revised [604.3.0](#) to discontinue use of all USPS precancelation handstamps and precancelation electroplates. We published this information in the July 5, 2007, *Postal Bulletin*.

1.3 June 21, 2007

Letter-Size Mailability

We revised [601.1.1](#), [601.1.4](#), and [601.1.5](#) to clarify the impact of address orientation on letter-size mailpieces. We published this information in the June 21, 2007, *Postal Bulletin*.

Summary of Changes

1.4 June 8, 2007

Customs Forms

We added [608.2.4](#) to require customs declarations on all Priority Mail pieces weighing 16 ounces or more sent to or from ZIP Codes beginning with the prefix 969 and to or from ZIP Code 96799. We published this information in the June 21 and July 5, 2007, *Postal Bulletin*.

1.5 June 7, 2007

Detached Address Labels (DALs)

We revised [602.4.2.1](#), [602.4.2.5](#), and [602.4.4.2](#) to allow advertising on the front of detached address labels (DALs) that are barcoded and meet automation letter standards. We published this revision in the June 7, 2007, *Postal Bulletin*.

Labeling Lists

We revised labeling lists [L001](#), [L004](#), [L007](#), [L201](#), [L606](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the June 7, 2007, *Postal Bulletin*.

1.6 May 14, 2007

R2006-1 Pricing Change

We revised standards throughout the DMM to support the pricing change recommended by the Postal Regulatory Commission in Docket No. R2006-1 and approved by the Governors of the United States Postal Service. Our new prices reflect changes in operations and the marketplace and will enhance efficiency, offer more choices, and ensure that all types of mail cover their costs. We will implement new prices on May 14, 2007, for all classes of mail except Periodicals. We will implement new prices and mailing standards for Periodicals mail on July 15, 2007. We published this information in the April 6, 2007, *Postal Bulletin*.

1.7 May 1, 2007

Intelligent Mail Barcodes on Flat-Size Mailpieces

We revised [302.4.0](#), [302.4.2](#), [333.5.1](#), [343.7.1](#), [363.5.1](#), [503.13.3](#), [507.3.2.6](#), [707.14.1.1](#), and [708.4.3.1](#) to allow mailers to use Intelligent Mail barcodes on automation-rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flat-size mailpieces in lieu of POSTNET barcodes. We also allow First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flats with Intelligent Mail barcodes to participate in Confirm Service, and First-Class Mail and Periodicals flats with Intelligent Mail barcodes to participate in OneCode ACS. We published this revision in the April 26, 2007, *Postal Bulletin*.

1.8 April 12, 2007

Mailing Adult Fowl

We revised [601.9.3.4](#) to require mailers to package all mailable adult fowl, including chickens, in approved containers. We published this revision in the April 12, 2007, *Postal Bulletin*.

Summary of Changes

Realignment of ZIP Codes 448 and 449

We revised [246.3.1](#), [346.3.1](#), [366.3.1](#), [446.3.1](#), and [466.3.4](#) to shift destination bulk mail center (DBMC) mailings for 3-digit ZIP Code prefixes 448 and 449 from the Cincinnati, OH, bulk mail center (BMC) to the Pittsburgh, PA, BMC. We published this revision in the April 12, 2007, *Postal Bulletin*.

Labeling Lists

We revised labeling lists [L001](#), [L004](#), [L007](#), [L009](#), [L601](#), [L603](#), [L604](#), [L605](#), [L606](#), and [L801](#) to reflect changes in mail processing operations. We published this revision in the April 12, 2007, *Postal Bulletin*.

1.9 March 21, 2007

Authorized Meter Providers

We revised [604.4.1.3](#) to add a new meter provider to our list of authorized providers. We published this revision in the April 12, 2007, *Postal Bulletin*.

2.0 Summary of Changes by DMM Module

2.1 100—Retail Mail Letters, Cards, Flats, and Parcels Design Standards

[101.2.1](#) is revised to give mailers more design options for flat-size mailpieces. Effective 7-15-07.

2.2 200—Discount Letters and Cards Design Standards

[246.3.1](#) is revised to shift destination bulk mail center (DBMC) mailings for 3-digit ZIP Code prefixes 448 and 449 from the Cincinnati, OH, bulk mail center (BMC) to the Pittsburgh, PA, BMC. Effective 4-12-07.

[246.3.2](#) and [246.3.3](#) are revised to allow mailers to place automation area distribution center (AADC) trays of Periodicals and Standard Mail letters on sectional center facility (SCF) pallets. Effective 7-5-07.

2.3 300—Discount Flats Design Standards

[301.1.0](#) and [301.3.2](#) are revised to give mailers more design options for flat-size mailpieces. Effective 7-15-07.

[302.4.1](#), [302.4.2](#), [333.5.1](#), [343.7.1](#), and [363.5.1](#) are revised to allow mailers to use Intelligent Mail barcodes on automation-rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flat-size mailpieces for rate eligibility. First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flats with Intelligent Mail barcodes may participate in Confirm Service, and First-Class Mail and Periodicals flats with Intelligent Mail barcodes may participate in OneCode ACS. Effective 5-1-07.

[346.3.1](#) and [366.3.1](#) are revised to shift destination bulk mail center (DBMC) mailings for 3-digit ZIP Code prefixes 448 and 449 from the Cincinnati, OH, bulk mail center (BMC) to the Pittsburgh, PA, BMC. Effective 4-12-07.

Summary of Changes

2.4 400—Discount Parcels Design Standards

[446.3.1](#) and [466.3.4](#) are revised to shift destination bulk mail center (DBMC) mailings for 3-digit ZIP Code prefixes 448 and 449 from the Cincinnati, OH, bulk mail center (BMC) to the Pittsburgh, PA, BMC. Effective 4-12-07.

2.5 500—Additional Services

[503.13.3.1](#), [503.13.3.2](#), and [507.3.2.6](#) are revised to allow mailers to use Intelligent Mail barcodes on automation-rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flat-size mailpieces for rate eligibility. First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flats with Intelligent Mail barcodes may participate in Confirm Service, and First-Class Mail and Periodicals flats with Intelligent Mail barcodes may participate in OneCode ACS. Effective 5-1-07.

2.6 600—Basic Standards for All Mailing Services

[601.1.1](#), [601.1.4](#), and [601.1.5](#) are revised to clarify the impact of address orientation on letter-size mailpieces. Effective 6-21-07.

[601.1.2](#) is revised to give mailers more design options for flat-size mailpieces. Effective 7-15-07.

[601.9.4](#) is revised to require mailers to package all mailable adult fowl, including chickens, in approved containers. Effective 4-12-07.

[602.4.2.1](#), [602.4.2.5](#), and [602.4.4.2](#) are revised to allow advertising on the front of detached address labels (DALs) that are barcoded and meet automation letter standards. Effective 6-7-07.

[604.3.0](#) is revised to discontinue use of all USPS precancelation handstamps and precancelation electroplates. Effective 7-5-07.

[604.4.1.3](#) is revised to add a new meter provider to the list of authorized providers. Effective 3-21-07.

[608.2.4](#) is added to require customs declarations on all Priority Mail pieces weighing 16 ounces or more sent to or from ZIP Codes beginning with the prefix 969 and to or from ZIP Code 96799. Effective 6-8-07.

2.7 700—Special Standards

[705.8.10.1](#), [705.8.10.2](#), and [707.29.3.2](#) are revised to allow mailers to place automation area distribution center (AADC) trays of Periodicals and Standard Mail letters on sectional center facility (SCF) pallets. Effective 7-5-07.

[707.14.1.1](#) and [708.4.3.1](#) are revised to allow mailers to use Intelligent Mail barcodes on automation-rate First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flat-size mailpieces for rate eligibility. First-Class Mail, Periodicals, Standard Mail, and Bound Printed Matter flats with Intelligent Mail barcodes may participate in Confirm Service, and First-Class Mail and Periodicals flats with Intelligent Mail barcodes may participate in OneCode ACS. Effective 5-1-07.

Summary of Changes

[707.26.0](#) is revised to give mailers more design options for flat-size mailpieces. Effective 7-15-07.

[708.3.1.3](#), [708.3.3](#), and [708.3.6](#) are revised to allow mailers to use a new process, Direct Delivery Point Validation or "DirectDPV," as a valid coding method to qualify address lists for use in automation rate mailings. Effective 7-5-07.

2.8 Appendix 1—Labeling Lists

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

Rates and Fees

Effective
July 15, 2007

RETAIL RATES

Express Mail
Priority Mail
First-Class Mail
Media Mail
Library Mail
Parcel Post

DISCOUNT RATES

Letters

First-Class Mail
Standard Mail

Flats

First-Class Mail
Media Mail
Library Mail
Standard Mail
Bound Printed Matter

Parcels

First-Class Mail
Standard Mail
Bound Printed Matter
Parcel Post
Media Mail
Library Mail

Periodicals

FEES

Extra Services
Recipient Services
Mailer Services
Other Fees and Charges

Postal Explorer pe.usps.com



Express Mail

RETAIL LETTERS, FLATS, & PARCELS

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 ²	\$14.15	\$13.85	\$16.25	40	\$107.65	\$107.35	\$109.75
1	17.40	17.10	19.50	41	109.80	109.50	111.90
2	19.30	19.00	21.40	42	111.95	111.65	114.05
3	22.40	22.10	24.50	43	114.10	113.80	116.20
4	25.50	25.20	27.60	44	116.25	115.95	118.35
5	28.60	28.30	30.70	45	118.40	118.10	120.50
6	31.70	31.40	33.80	46	120.55	120.25	122.65
7	34.80	34.50	36.90	47	122.70	122.40	124.80
8	37.90	37.60	40.00	48	124.85	124.55	126.95
9	41.00	40.70	43.10	49	127.00	126.70	129.10
10	43.15	42.85	45.25	50	129.15	128.85	131.25
11	45.30	45.00	47.40	51	131.30	131.00	133.40
12	47.45	47.15	49.55	52	133.45	133.15	135.55
13	49.60	49.30	51.70	53	135.60	135.30	137.70
14	51.75	51.45	53.85	54	137.75	137.45	139.85
15	53.90	53.60	56.00	55	139.90	139.60	142.00
16	56.05	55.75	58.15	56	142.05	141.75	144.15
17	58.20	57.90	60.30	57	144.20	143.90	146.30
18	60.35	60.05	62.45	58	146.35	146.05	148.45
19	62.50	62.20	64.60	59	148.50	148.20	150.60
20	64.65	64.35	66.75	60	150.65	150.35	152.75
21	66.80	66.50	68.90	61	152.80	152.50	154.90
22	68.95	68.65	71.05	62	154.95	154.65	157.05
23	71.10	70.80	73.20	63	157.10	156.80	159.20
24	73.25	72.95	75.35	64	159.25	158.95	161.35
25	75.40	75.10	77.50	65	161.40	161.10	163.50
26	77.55	77.25	79.65	66	163.55	163.25	165.65
27	79.70	79.40	81.80	67	165.70	165.40	167.80
28	81.85	81.55	83.95	68	167.85	167.55	169.95
29	84.00	83.70	86.10	69	170.00	169.70	172.10
30	86.15	85.85	88.25	70	172.15	171.85	174.25
31	88.30	88.00	90.40				
32	90.45	90.15	92.55				
33	92.60	92.30	94.70				
34	94.75	94.45	96.85				
35	96.90	96.60	99.00				
36	99.05	98.75	101.15				
37	101.20	100.90	103.30				
38	103.35	103.05	105.45				
39	105.50	105.20	107.60				

1. Same Day Airport service is currently suspended.
2. The 1/2-pound rate is charged for matter sent in an Express Mail flat-rate envelope provided by the USPS, regardless of weight.



Priority Mail

RETAIL LETTERS, CARDS, FLATS, & PARCELS

Weight Not Over (pounds)	Zone ^{1,2,3,4,5}						
	Local, 1 & 2	3	4	5	6	7	8
1	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60	\$4.60
2	4.60	4.90	5.30	6.20	6.55	7.00	7.50
3	5.05	5.70	6.40	8.25	9.10	9.65	10.55
4	5.70	6.65	7.70	10.20	11.10	12.20	13.45
5	6.30	7.55	8.90	11.90	12.90	14.35	15.85
6	6.85	8.25	10.00	12.95	13.10	14.75	16.05
7	7.35	8.85	11.00	13.95	14.35	16.40	18.30
8	7.75	9.60	11.95	14.90	15.60	18.00	20.55
9	8.15	10.25	12.50	15.90	16.85	19.60	22.85
10	8.50	10.75	13.10	16.95	18.25	21.30	25.05
11	8.80	11.20	13.65	17.95	19.75	22.90	26.35
12	9.15	11.70	14.20	18.95	21.30	24.10	27.50
13	9.50	12.20	14.75	20.00	22.85	25.05	28.45
14	9.80	12.70	15.35	20.90	24.10	26.50	29.85
15	10.15	13.20	15.90	21.55	24.65	26.75	30.50
16	10.35	13.45	16.20	22.00	25.20	27.35	31.25
17	10.50	13.70	16.50	22.55	25.85	28.05	32.10
18	10.70	13.90	16.80	23.00	26.35	28.60	32.85
19	11.10	14.15	17.10	23.55	27.00	29.30	33.70
20	11.60	14.35	17.40	23.95	27.50	29.85	34.40
21	12.00	14.55	17.70	24.35	27.95	30.40	35.10
22	12.50	14.80	17.95	24.90	28.60	31.10	35.95
23	12.90	15.00	18.45	25.30	29.10	31.65	36.60
24	13.35	15.20	19.00	25.85	29.70	32.35	37.50
25	13.85	15.40	19.65	26.25	30.15	32.85	38.15
26	14.25	15.60	20.25	26.80	30.80	33.55	39.35
27	14.70	15.80	20.85	27.20	31.25	34.05	40.80
28	15.15	16.00	21.40	27.55	31.70	34.55	42.30
29	15.60	16.20	22.05	27.90	32.10	35.00	43.70
30	16.10	16.40	22.65	28.30	32.55	35.50	45.15
31	16.50	16.55	23.25	28.65	32.95	35.95	46.65
32	16.95	16.95	23.85	29.00	33.40	36.80	48.10
33	17.40	17.40	24.40	29.35	33.80	37.85	49.50
34	17.85	17.85	25.05	30.00	34.80	38.90	50.95
35	18.30	18.30	25.65	30.65	35.75	39.95	52.40
36	18.75	18.75	26.25	31.30	36.70	41.05	53.85
37	19.20	19.20	26.95	31.90	37.65	42.10	55.30
38	19.65	19.65	27.50	32.55	38.70	43.10	56.75
39	20.05	20.05	28.25	33.20	39.65	44.20	58.25
40	20.45	20.45	28.90	33.85	40.55	45.20	59.65
41	20.85	20.85	29.50	34.20	41.50	46.25	61.10
42	21.25	21.25	30.25	34.90	42.40	47.35	62.55
43	21.65	21.65	30.90	35.70	43.45	48.40	64.00
44	22.05	22.05	31.50	36.50	44.35	49.50	65.45

Weight Not Over (pounds)	Zone ^{1,2,3,4,5}						
	Local, 1 & 2	3	4	5	6	7	8
45	\$22.45	\$22.45	\$32.20	\$37.25	\$45.30	\$50.55	\$66.90
46	22.85	22.85	32.90	38.00	46.25	51.60	68.35
47	23.25	23.25	33.50	38.80	47.30	52.70	69.75
48	23.65	23.65	34.25	39.60	48.25	53.75	71.25
49	24.05	24.05	34.90	40.30	49.15	54.85	72.70
50	24.40	24.40	35.55	41.10	50.10	55.90	74.15
51	24.85	24.85	36.20	41.90	51.05	56.95	75.60
52	25.20	25.20	36.90	42.70	52.10	58.00	77.05
53	25.65	25.65	37.50	43.45	53.00	59.10	78.50
54	26.00	26.00	38.15	44.25	53.90	60.10	79.90
55	26.45	26.45	38.90	45.05	54.85	61.10	81.35
56	26.80	26.80	39.50	45.75	55.90	62.20	82.85
57	27.25	27.25	40.15	46.50	56.80	63.25	84.30
58	27.60	27.60	40.85	47.30	57.75	64.30	85.70
59	28.05	28.05	41.50	48.10	58.70	65.35	87.20
60	28.40	28.40	42.15	48.90	59.70	66.40	88.65
61	28.85	28.85	42.90	49.65	60.70	67.45	90.10
62	29.20	29.20	43.50	50.45	61.60	68.50	91.50
63	29.65	29.65	44.20	51.25	62.55	69.55	92.95
64	30.00	30.00	44.85	52.05	63.50	70.55	94.45
65	30.45	30.45	45.45	52.70	64.50	71.65	95.90
66	30.80	30.80	46.15	53.50	65.40	72.70	97.30
67	31.25	31.25	46.90	54.30	66.35	73.70	98.80
68	31.60	31.60	47.50	55.10	67.30	74.80	100.20
69	32.05	32.05	48.15	55.90	68.30	75.85	101.65
70	32.45	32.45	48.90	56.65	69.25	76.90	103.10

1. Parcels addressed for delivery to zones 1-4 (including local) that weigh less than 20 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable rate for a 20-pound parcel (balloon rate).
2. Parcels addressed for delivery to zones 5-8 that exceed 1 cubic foot (1,728 cubic inches) are charged based on the actual weight or the dimensional weight (as calculated in 123.1.4), whichever is greater.
3. For keys and ID devices that weigh:
 - Up to 13 ounces, refer to retail First-Class Mail parcel rates.
 - More than 13 ounces but not more than 1 pound, \$5.30.
 - More than 1 pound but not more than 2 pounds, \$6.00.
4. \$4.60 is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of weight or destination.
5. \$8.95 is charged for material sent in a Priority Mail flat-rate box provided by the USPS, regardless of weight or destination.



First-Class Mail

RETAIL LETTERS AND CARDS

Weight Not Over (ounces)	Single-Piece ¹
1	\$0.41
2	0.58
3	0.75
3.5 ²	0.92
Card Rate ³	0.26

1. Letter-rate pieces that meet one or more of the nonmachinable characteristics in DMM 101.1.2 are subject to the nonmachinable surcharge (see 133.1.10).
2. For weights over 3.5 ounces, see flat-size rates.
3. The card rate applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.



First-Class Mail

RETAIL FLATS

Weight Not Over (ounces) ¹	Single-Piece
1	\$0.80
2	0.97
3	1.14
4	1.31
5	1.48
6	1.65
7	1.82
8	1.99
9	2.16
10	2.33
11	2.50
12	2.67
13	2.84

1. Flat-size pieces with certain characteristics (see 101.2.0) are subject to parcel rates.

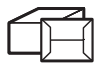


First-Class Mail

RETAIL PARCELS

Weight Not Over (ounces) ¹	Single-Piece
1	\$1.13
2	1.30
3	1.47
4	1.64
5	1.81
6	1.98
7	2.15
8	2.32
9	2.49
10	2.66
11	2.83
12	3.00
13	3.17

1. For keys and ID devices, add \$0.70. If more than 13 ounces, see retail Priority Mail rates.



Media Mail
RETAIL FLATS & PARCELS

Weight Not Over (pounds)	Single-Piece ¹	Weight Not Over (pounds)	Single-Piece ¹
1	\$2.13	36	\$14.03
2	2.47	37	14.37
3	2.81	38	14.71
4	3.15	39	15.05
5	3.49	40	15.39
6	3.83	41	15.73
7	4.17	42	16.07
8	4.51	43	16.41
9	4.85	44	16.75
10	5.19	45	17.09
11	5.53	46	17.43
12	5.87	47	17.77
13	6.21	48	18.11
14	6.55	49	18.45
15	6.89	50	18.79
16	7.23	51	19.13
17	7.57	52	19.47
18	7.91	53	19.81
19	8.25	54	20.15
20	8.59	55	20.49
21	8.93	56	20.83
22	9.27	57	21.17
23	9.61	58	21.51
24	9.95	59	21.85
25	10.29	60	22.19
26	10.63	61	22.53
27	10.97	62	22.87
28	11.31	63	23.21
29	11.65	64	23.55
30	11.99	65	23.89
31	12.33	66	24.23
32	12.67	67	24.57
33	13.01	68	24.91
34	13.35	69	25.25
35	13.69	70	25.59

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).



Library Mail
RETAIL FLATS & PARCELS

Weight Not Over (pounds)	Single-Piece ¹	Weight Not Over (pounds)	Single-Piece ¹
1	\$2.02	36	\$13.22
2	2.34	37	13.54
3	2.66	38	13.86
4	2.98	39	14.18
5	3.30	40	14.50
6	3.62	41	14.82
7	3.94	42	15.14
8	4.26	43	15.46
9	4.58	44	15.78
10	4.90	45	16.10
11	5.22	46	16.42
12	5.54	47	16.74
13	5.86	48	17.06
14	6.18	49	17.38
15	6.50	50	17.70
16	6.82	51	18.02
17	7.14	52	18.34
18	7.46	53	18.66
19	7.78	54	18.98
20	8.10	55	19.30
21	8.42	56	19.62
22	8.74	57	19.94
23	9.06	58	20.26
24	9.38	59	20.58
25	9.70	60	20.90
26	10.02	61	21.22
27	10.34	62	21.54
28	10.66	63	21.86
29	10.98	64	22.18
30	11.30	65	22.50
31	11.62	66	22.82
32	11.94	67	23.14
33	12.26	68	23.46
34	12.58	69	23.78
35	12.90	70	24.10

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).



Parcel Post (Local and Intra-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
1	\$3.42	\$3.67	\$3.70	\$3.78	\$3.96	\$6.29	\$6.54	\$6.57	\$6.65	\$6.83
2	3.80	4.34	4.38	4.47	4.72	6.67	7.21	7.25	7.34	7.59
3	4.15	4.96	5.00	5.11	5.46	7.02	7.83	7.87	7.98	8.33
4	4.47	5.37	5.58	5.69	6.13	7.34	8.24	8.45	8.56	9.00
5	4.76	5.74	6.07	6.21	6.76	7.63	8.61	8.94	9.08	9.63
6	5.03	6.09	6.53	6.67	7.32	7.90	8.96	9.40	9.54	10.19
7	5.24	6.42	6.94	7.10	7.86	8.11	9.29	9.81	9.97	10.73
8	5.42	6.95	7.33	7.50	8.34	8.29	9.82	10.20	10.37	11.21
9	5.60	7.24	7.69	7.90	8.79	8.47	10.11	10.56	10.77	11.66
10	5.77	7.55	8.07	8.53	9.21	8.64	10.42	10.94	11.40	12.08
11	5.93	7.82	8.38	8.86	9.59	8.80	10.69	11.25	11.73	12.46
12	6.09	8.10	8.69	9.18	9.96	8.96	10.97	11.56	12.05	12.83
13	6.25	8.28	8.97	9.48	10.30	9.12	11.15	11.84	12.35	13.17
14	6.39	8.44	9.22	9.81	10.61	9.26	11.31	12.09	12.68	13.48
15	6.53	8.59	9.49	10.07	10.90	9.40	11.46	12.36	12.94	13.77
16	6.68	8.74	9.76	10.33	11.20	9.55	11.61	12.63	13.20	14.07
17	6.80	8.92	10.01	10.61	11.45	9.67	11.79	12.88	13.48	14.32
18	6.93	9.05	10.25	10.84	11.70	9.80	11.92	13.12	13.71	14.57
19	7.05	9.20	10.49	11.08	11.94	9.92	12.07	13.36	13.95	14.81
20	7.19	9.35	10.73	11.28	12.15	10.06	12.22	13.60	14.15	15.02
21	7.30	9.46	10.95	11.49	12.36	10.17	12.33	13.82	14.36	15.23
22	7.42	9.62	11.17	11.71	12.55	10.29	12.49	14.04	14.58	15.42
23	7.53	9.72	11.40	11.93	12.76	10.40	12.59	14.27	14.80	15.63
24	7.65	9.85	11.61	12.15	12.93	10.52	12.72	14.48	15.02	15.80
25	7.76	9.96	11.81	12.35	13.11	10.63	12.83	14.68	15.22	15.98
26	7.86	10.10	12.00	12.56	13.26	10.73	12.97	14.87	15.43	16.13
27	7.97	10.21	12.21	12.76	13.42	10.84	13.08	15.08	15.63	16.29
28	8.07	10.31	12.41	12.94	13.59	10.94	13.18	15.28	15.81	16.46
29	8.18	10.43	12.60	13.13	13.79	11.05	13.30	15.47	16.00	16.66
30	8.29	10.54	12.78	13.31	13.97	11.16	13.41	15.65	16.18	16.84
31	8.38	10.65	12.94	13.49	14.17	11.25	13.52	15.81	16.36	17.04
32	8.46	10.76	13.13	13.67	14.34	11.33	13.63	16.00	16.54	17.21
33	8.57	10.86	13.29	13.83	14.52	11.44	13.73	16.16	16.70	17.39
34	8.63	10.96	13.40	14.00	14.69	11.50	13.83	16.27	16.87	17.56
35	8.70	11.05	13.55	14.16	14.86	11.57	13.92	16.42	17.03	17.73

1. For parcels that originate and destinate in the same BMC service area.
2. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) (for retail) or [401.2.3.2](#) (for discount) must pay the nonmachinable rates.
5. Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Parcel Post (Local and Intra-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
36	For parcels over 35 pounds, use nonmachinable rates.					\$11.65	\$14.01	\$16.53	\$17.18	\$17.89
37	---	---	---	---	---	11.70	14.13	16.65	17.34	18.05
38	---	---	---	---	---	11.76	14.22	16.78	17.49	18.21
39	---	---	---	---	---	11.85	14.32	16.91	17.63	18.36
40	---	---	---	---	---	11.93	14.39	17.01	17.78	18.51
41	---	---	---	---	---	12.01	14.52	17.16	17.87	18.66
42	---	---	---	---	---	12.07	14.58	17.26	17.98	18.80
43	---	---	---	---	---	12.15	14.66	17.37	18.05	18.94
44	---	---	---	---	---	12.24	14.77	17.48	18.13	19.07
45	---	---	---	---	---	12.30	14.83	17.57	18.35	19.20
46	---	---	---	---	---	12.35	14.96	17.69	18.42	19.44
47	---	---	---	---	---	12.44	15.05	17.78	18.50	19.83
48	---	---	---	---	---	12.50	15.12	17.90	18.55	20.24
49	---	---	---	---	---	12.56	15.22	18.00	18.61	20.64
50	---	---	---	---	---	12.62	15.26	18.09	18.67	21.06
51	---	---	---	---	---	12.71	15.38	18.17	18.74	21.48
52	---	---	---	---	---	12.75	15.47	18.31	18.80	21.92
53	---	---	---	---	---	12.82	15.51	18.38	18.83	22.37
54	---	---	---	---	---	12.91	15.58	18.43	18.90	22.83
55	---	---	---	---	---	12.97	15.66	18.50	18.96	23.02
56	---	---	---	---	---	13.01	15.75	18.55	19.03	23.10
57	---	---	---	---	---	13.08	15.84	18.57	19.06	23.24
58	---	---	---	---	---	13.15	15.91	18.63	19.11	23.33
59	---	---	---	---	---	13.22	15.99	18.67	19.16	23.43
60	---	---	---	---	---	13.24	16.08	18.70	19.19	23.54
61	---	---	---	---	---	13.36	16.16	18.76	19.25	23.63
62	---	---	---	---	---	13.39	16.23	18.80	19.33	23.72
63	---	---	---	---	---	13.47	16.30	18.82	19.42	23.81
64	---	---	---	---	---	13.53	16.38	18.85	19.50	23.91
65	---	---	---	---	---	13.58	16.46	18.90	19.58	23.98
66	---	---	---	---	---	13.62	16.55	18.93	19.67	24.09
67	---	---	---	---	---	13.73	16.62	18.96	19.77	24.16
68	---	---	---	---	---	13.78	16.65	18.99	19.82	24.24
69	---	---	---	---	---	13.79	16.75	19.02	19.91	24.33
70	---	---	---	---	---	13.80	16.82	19.06	20.00	24.41
Oversized	---	---	---	---	---	28.82	41.78	42.17	43.01	44.28

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) (for retail) or [401.2.3.2](#) (for discount) must pay the nonmachinable rates.
- Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Parcel Post (Inter-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}							Nonmachinable ^{1, 2, 4, 5, 6, 7}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.38	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$8.27	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39
2	4.50	4.80	5.20	5.67	6.00	6.15	6.15	8.39	8.69	9.09	9.56	9.89	10.04	10.04
3	4.95	5.60	6.30	7.02	7.05	7.33	7.93	8.84	9.49	10.19	10.91	10.94	11.22	11.82
4	5.60	6.55	7.47	7.78	8.04	8.45	9.25	9.49	10.44	11.36	11.67	11.93	12.34	13.14
5	6.20	7.45	8.23	8.59	8.98	9.50	10.50	10.09	11.34	12.12	12.48	12.87	13.39	14.39
6	6.75	8.15	8.97	9.36	9.83	10.48	11.77	10.64	12.04	12.86	13.25	13.72	14.37	15.66
7	7.25	8.61	9.67	10.09	10.64	11.44	12.88	11.14	12.50	13.56	13.98	14.53	15.33	16.77
8	7.65	8.94	10.36	10.79	11.41	12.32	14.08	11.54	12.83	14.25	14.68	15.30	16.21	17.97
9	8.05	9.27	10.99	11.47	12.14	13.14	15.21	11.94	13.16	14.88	15.36	16.03	17.03	19.10
10	8.40	10.37	11.62	12.12	12.84	13.92	16.17	12.29	14.26	15.51	16.01	16.73	17.81	20.06
11	8.70	10.69	12.22	12.75	13.52	14.68	17.08	12.59	14.58	16.11	16.64	17.41	18.57	20.97
12	8.96	10.97	12.80	13.36	14.17	15.40	17.96	12.85	14.86	16.69	17.25	18.06	19.29	21.85
13	9.14	11.22	13.37	13.95	14.80	16.10	18.80	13.03	15.11	17.26	17.84	18.69	19.99	22.69
14	9.32	11.53	13.91	14.53	15.41	16.77	19.61	13.21	15.42	17.80	18.42	19.30	20.66	23.50
15	9.48	11.79	14.44	15.09	15.99	17.43	20.40	13.37	15.68	18.33	18.98	19.88	21.32	24.29
16	9.62	12.04	14.96	15.64	16.56	18.06	21.16	13.51	15.93	18.85	19.53	20.45	21.95	25.05
17	9.80	12.25	15.46	16.18	17.12	18.67	21.89	13.69	16.14	19.35	20.07	21.01	22.56	25.78
18	9.93	12.48	15.78	16.70	17.66	19.27	22.61	13.82	16.37	19.67	20.59	21.55	23.16	26.50
19	10.10	12.71	16.13	17.21	18.18	19.85	23.30	13.99	16.60	20.02	21.10	22.07	23.74	27.19
20	10.22	12.92	16.42	17.71	18.70	20.41	23.98	14.11	16.81	20.31	21.60	22.59	24.30	27.87
21	10.37	13.14	16.72	18.20	19.19	20.96	24.64	14.26	17.03	20.61	22.09	23.08	24.85	28.53
22	10.49	13.31	17.02	18.69	19.68	21.50	25.28	14.38	17.20	20.91	22.58	23.57	25.39	29.17
23	10.63	13.55	17.33	19.16	20.16	22.02	25.90	14.52	17.44	21.22	23.05	24.05	25.91	29.79
24	10.73	13.72	17.58	19.62	20.62	22.54	26.51	14.62	17.61	21.47	23.51	24.51	26.43	30.40
25	10.87	13.90	17.85	20.08	21.08	23.04	27.11	14.76	17.79	21.74	23.97	24.97	26.93	31.00
26	10.97	14.07	18.10	20.53	21.53	23.53	27.69	14.86	17.96	21.99	24.42	25.42	27.42	31.58
27	11.12	14.25	18.33	20.97	21.97	24.01	28.26	15.01	18.14	22.22	24.86	25.86	27.90	32.15
28	11.21	14.42	18.60	21.40	22.39	24.48	28.82	15.10	18.31	22.49	25.29	26.28	28.37	32.71
29	11.34	14.60	18.84	21.83	22.81	24.94	29.36	15.23	18.49	22.73	25.72	26.70	28.83	33.25
30	11.44	14.74	19.05	22.24	23.23	25.39	29.90	15.33	18.63	22.94	26.13	27.12	29.28	33.79
31	11.57	14.89	19.27	22.66	23.63	25.83	30.42	15.46	18.78	23.16	26.55	27.52	29.72	34.31
32	11.65	15.05	19.49	23.06	24.03	26.27	30.94	15.54	18.94	23.38	26.95	27.92	30.16	34.83
33	11.75	15.21	19.71	23.46	24.42	26.69	31.44	15.64	19.10	23.60	27.35	28.31	30.58	35.33
34	11.87	15.31	19.88	23.86	24.81	27.11	31.93	15.76	19.20	23.77	27.75	28.70	31.00	35.82
35	11.97	15.48	20.09	24.25	25.19	27.53	32.42	15.86	19.37	23.98	28.14	29.08	31.42	36.31

- For parcels that destinate to different BMC service areas.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- For OBMC Presort discount, deduct \$1.50 per parcel.
- For BMC Presort discount, deduct \$0.26 per parcel.



Parcel Post (Inter-BMC/ASF)

RETAIL PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}							Nonmachinable ^{1, 2, 4, 5, 6, 7}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
36	For parcels over 35 pounds, use nonmachinable rates.							\$15.95	\$19.50	\$24.20	\$28.52	\$29.45	\$31.82	\$36.79
37	---	---	---	---	---	---	---	16.05	19.62	24.35	28.90	29.81	32.22	37.26
38	---	---	---	---	---	---	---	16.14	19.79	24.53	29.27	30.17	32.61	37.72
39	---	---	---	---	---	---	---	16.25	19.88	24.70	29.65	30.53	33.00	38.17
40	---	---	---	---	---	---	---	16.34	20.04	24.89	30.01	30.88	33.38	38.62
41	---	---	---	---	---	---	---	16.46	20.17	25.04	30.37	31.22	33.76	39.06
42	---	---	---	---	---	---	---	16.54	20.28	25.21	30.73	31.56	34.12	39.49
43	---	---	---	---	---	---	---	16.60	20.40	25.38	31.08	31.90	34.49	39.92
44	---	---	---	---	---	---	---	16.70	20.49	25.52	31.42	32.23	34.85	40.34
45	---	---	---	---	---	---	---	16.79	20.63	25.69	31.77	32.55	35.20	40.75
46	---	---	---	---	---	---	---	16.88	20.74	25.85	32.11	32.87	35.55	41.16
47	---	---	---	---	---	---	---	16.99	20.87	25.98	32.31	33.19	35.89	41.56
48	---	---	---	---	---	---	---	17.06	20.97	26.15	32.48	33.51	36.23	41.95
49	---	---	---	---	---	---	---	17.12	21.09	26.28	32.65	33.81	36.56	42.35
50	---	---	---	---	---	---	---	17.20	21.17	26.39	32.82	34.12	36.90	42.73
51	---	---	---	---	---	---	---	17.31	21.30	26.55	32.98	34.42	37.22	43.11
52	---	---	---	---	---	---	---	17.37	21.40	26.68	33.13	34.72	37.54	43.48
53	---	---	---	---	---	---	---	17.48	21.48	26.77	33.28	35.01	37.86	43.86
54	---	---	---	---	---	---	---	17.54	21.62	26.93	33.43	35.30	38.17	44.22
55	---	---	---	---	---	---	---	17.61	21.66	27.06	33.58	35.59	38.49	44.58
56	---	---	---	---	---	---	---	17.71	21.82	27.17	33.73	35.87	38.79	44.94
57	---	---	---	---	---	---	---	17.79	21.90	27.30	33.86	36.15	39.09	45.29
58	---	---	---	---	---	---	---	17.85	21.99	27.41	34.00	36.43	39.39	45.64
59	---	---	---	---	---	---	---	17.94	22.08	27.54	34.13	36.71	39.69	45.98
60	---	---	---	---	---	---	---	18.02	22.17	27.67	34.26	36.98	39.98	46.32
61	---	---	---	---	---	---	---	18.13	22.30	27.76	34.38	37.25	40.27	46.66
62	---	---	---	---	---	---	---	18.19	22.36	27.88	34.51	37.51	40.56	46.99
63	---	---	---	---	---	---	---	18.24	22.47	27.99	34.62	37.77	40.84	47.31
64	---	---	---	---	---	---	---	18.31	22.53	28.08	34.74	38.03	41.12	47.64
65	---	---	---	---	---	---	---	18.39	22.64	28.20	34.86	38.29	41.40	47.96
66	---	---	---	---	---	---	---	18.49	22.73	28.29	34.96	38.55	41.67	48.28
67	---	---	---	---	---	---	---	18.57	22.82	28.41	35.08	38.80	41.94	48.59
68	---	---	---	---	---	---	---	18.62	22.90	28.53	35.18	39.05	42.21	48.90
69	---	---	---	---	---	---	---	18.68	22.96	28.62	35.29	39.30	42.48	49.21
70	---	---	---	---	---	---	---	18.78	23.08	28.72	35.38	39.54	42.74	49.51
Oversized	---	---	---	---	---	---	---	50.54	55.19	58.28	69.40	83.99	97.82	127.24

- For parcels that destinate to different BMC service areas.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- For OBMC Presort discount, deduct \$1.50 per parcel.
- For BMC Presort discount, deduct \$0.26 per parcel.



First-Class Mail

DISCOUNT LETTERS & CARDS

Weight Not Over (ounces)	Automation				Nonautomation
	5-Digit	3-Digit	AADC	Mixed AADC	Presorted ¹
1	\$0.312	\$0.334	\$0.341	\$0.360	\$0.373
2	0.437	0.459	0.466	0.485	0.543
3	0.562	0.584	0.591	0.610	0.713
3.5	0.687	0.709	0.716	0.735	0.883 ²
Card Rate ³	0.191	0.204	0.208	0.220	0.241

1. Letters that meet one or more of the nonmachinable characteristics in DMM 201.2.1 are subject to the nonmachinable surcharge.
2. The maximum weight for machinable letter preparation is 3.3 ounces.
3. The card rate applies to each single or double postcard when originally mailed; reply half of double postcard must be designed for reply mail purposes only.

**Standard Mail Regular**

DISCOUNT LETTERS – ENHANCED CARRIER ROUTE & AUTOMATION

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.177	\$0.186	\$0.226	\$0.218	\$0.233	\$0.238	\$0.252
	DBMC	0.144	0.153	0.193	0.185	0.200	0.205	0.219
	DSCF	0.135	0.144	0.184	0.176	0.191	0.196	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound rate	None	0.621	0.621	0.621	0.739	0.739	0.739	0.739
	DBMC	0.462	0.462	0.462	0.580	0.580	0.580	0.580
	DSCF	0.418	0.418	0.418	0.536	0.536	0.536	---
	DDU	---	---	---	---	---	---	---
+ per piece rate		+ 0.049 ³	+ 0.058 ³	+ 0.098 ³	+ 0.069 ³	+ 0.084 ³	+ 0.089 ³	+ 0.103 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are mailable at the flat-size rates (243.6). Mailers may not pay ECR flat rates and claim the DDU discount for letter-size pieces.

2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.

3. Per piece rate for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size rate (3.3 ounces or less) minus the applicable letter piece rate (3.3 ounces or less).

**Standard Mail Regular**

DISCOUNT LETTERS – NONAUTOMATION

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.246	\$0.255	\$0.328	\$0.411	\$0.440	\$0.520
	DBMC	0.213	0.222	0.295	0.378	0.407	0.487
	DSCF	0.204	---	0.286	0.369	0.398	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable rates.



Standard Mail Nonprofit

DISCOUNT LETTERS – ENHANCED CARRIER ROUTE & AUTOMATION

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation			
		Saturation	High Density	Basic	5-Digit	3-Digit	AADC	Mixed AADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.108	\$0.117	\$0.157	\$0.127	\$0.142	\$0.147	\$0.161
	DBMC	0.075	0.084	0.124	0.094	0.109	0.114	0.128
	DSCF	0.066	0.075	0.115	0.085	0.100	0.105	---
	DDU	---	---	---	---	---	---	---
more than 3.3 oz. ² per pound rate	None	0.432	0.432	0.432	0.622	0.622	0.622	0.622
	DBMC	0.273	0.273	0.273	0.463	0.463	0.463	0.463
	DSCF	0.229	0.229	0.229	0.419	0.419	0.419	---
	DDU	---	---	---	---	---	---	---
+ per piece rate		+	+	+	+	+	+	+
		0.019 ³	0.028 ³	0.068 ³	0.001 ³	0.016 ³	0.021 ³	0.035 ³

1. ECR letters that are not automation-compatible and barcoded (201.3.0) are mailable at the flat-size rates (243.6). Mailers may not pay ECR flat rates and claim the DDU discount for letter-size pieces.
2. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.
3. Per piece rate for ECR letters and automation letters that weigh more than 3.3 ounces but less than (or equal to) 3.5 ounces includes a discount that equals the applicable flat-size rate (3.3 ounces or less) minus the applicable letter piece rate (3.3 ounces or less).



Standard Mail Nonprofit

DISCOUNT LETTERS – NONAUTOMATION

	Entry Discount	Machinable		Nonmachinable ¹			
		AADC	Mixed AADC	5-Digit	3-Digit	ADC	Mixed ADC
Letters weighing 3.3 oz. or less per piece rate	None	\$0.155	\$0.164	\$0.237	\$0.320	\$0.349	\$0.429
	DBMC	0.122	0.131	0.204	0.287	0.316	0.396
	DSCF	0.113	---	0.195	0.278	0.307	---
	DDU	---	---	---	---	---	---

1. For pieces over 3.3 ounces, see Standard Mail Not Flat-Machinable rates.

**First-Class Mail**

DISCOUNT FLATS

Weight Not Over (ounces) ¹	Automation				Nonautomation
	5-Digit	3-Digit	ADC	Mixed ADC	Presorted
1	\$0.383	\$0.484	\$0.567	\$0.686	\$0.699
2	0.553	0.654	0.737	0.856	0.869
3	0.723	0.824	0.907	1.026	1.039
4	0.893	0.994	1.077	1.196	1.209
5	1.063	1.164	1.247	1.366	1.379
6	1.233	1.334	1.417	1.536	1.549
7	1.403	1.504	1.587	1.706	1.719
8	1.573	1.674	1.757	1.876	1.889
9	1.743	1.844	1.927	2.046	2.059
10	1.913	2.014	2.097	2.216	2.229
11	2.083	2.184	2.267	2.386	2.399
12	2.253	2.354	2.437	2.556	2.569
13	2.423	2.524	2.607	2.726	2.739

1. Flat-size pieces with certain characteristics (see 301.1.3 through 1.5) are subject to parcel rates.

**Media Mail**

DISCOUNT FLATS

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.30	\$1.80
2	1.64	2.14
3	1.98	2.48
4	2.32	2.82
5	2.66	3.16

**Library Mail**

DISCOUNT FLATS

Weight Not Over (pounds)	5-Digit	Basic
1	\$1.24	\$1.71
2	1.56	2.03
3	1.88	2.35
4	2.20	2.67
5	2.52	2.99



Discount Flats

Discount Flats: Standard Mail



Standard Mail Regular DISCOUNT FLATS

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece rate	None	\$0.187	\$0.205	\$0.249	\$0.335	\$0.392	\$0.424	\$0.477	\$0.363	\$0.427	\$0.461	\$0.515
	DBMC	0.154	0.172	0.216	0.302	0.359	0.391	0.444	0.330	0.394	0.428	0.482
	DSCF	0.145	0.163	0.207	0.293	0.350	0.382	---	0.321	0.385	0.419	---
	DDU	0.136	0.154	0.198	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.621	0.621	0.621	0.739	0.739	0.739	0.739	0.739	0.739	0.739	0.739
	DBMC	0.462	0.462	0.462	0.580	0.580	0.580	0.580	0.580	0.580	0.580	0.580
	DSCF	0.418	0.418	0.418	0.536	0.536	0.536	---	0.536	0.536	0.536	---
	DDU	0.373	0.373	0.373	---	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+	+	+	+	
per piece rate		0.059	0.077	0.121	0.186	0.243	0.275	0.328	0.213	0.277	0.311	0.365

1. Flat-size pieces with certain characteristics (see 301.1.3 through 1.5) are subject to not flat-machinable or parcel rates.
2. For ECR flats with a detached address label, add \$0.015 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.



Standard Mail Nonprofit DISCOUNT FLATS

	Entry Discount	Enhanced Carrier Route (ECR) ¹			Automation ¹				Nonautomation ¹			
		Saturation ²	High Density	Basic	5-Digit	3-Digit	ADC	Mixed ADC	5-Digit	3-Digit	ADC	Mixed ADC
Flats weighing 3.3 oz. or less per piece rate	None	\$0.118	\$0.136	\$0.180	\$0.212	\$0.269	\$0.301	\$0.354	\$0.237	\$0.301	\$0.335	\$0.389
	DBMC	0.085	0.103	0.147	0.179	0.236	0.268	0.321	0.204	0.268	0.302	0.356
	DSCF	0.076	0.094	0.138	0.170	0.227	0.259	---	0.195	0.259	0.293	---
	DDU	0.067	0.085	0.129	---	---	---	---	---	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.432	0.432	0.432	0.622	0.622	0.622	0.622	0.622	0.622	0.622	0.622
	DBMC	0.273	0.273	0.273	0.463	0.463	0.463	0.463	0.463	0.463	0.463	0.463
	DSCF	0.229	0.229	0.229	0.419	0.419	0.419	---	0.419	0.419	0.419	---
	DDU	0.184	0.184	0.184	---	---	---	---	---	---	---	---
+		+	+	+	+	+	+	+	+	+	+	
per piece rate		0.029	0.047	0.091	0.086	0.143	0.175	0.228	0.111	0.175	0.209	0.263

1. Flat-size pieces with certain characteristics (see 301.1.3 through 1.5) are subject to not flat-machinable or parcel rates.
2. For ECR flats with a detached address label, add \$0.015 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.



Bound Printed Matter

DISCOUNT CARRIER ROUTE & PRESORTED FLATS

		Carrier Route			Presorted ²		
		Rate per piece	+	Rate per pound	Rate per piece	+	Rate per pound
Each piece is subject to both a piece rate and a pound rate. ¹							
Zone	Local, 1 & 2	\$1.178	+	\$0.122	\$1.289	+	\$0.122
	3	1.178	+	0.148	1.289	+	0.148
	4	1.178	+	0.195	1.289	+	0.195
	5	1.178	+	0.249	1.289	+	0.249
	6	1.178	+	0.311	1.289	+	0.311
	7	1.178	+	0.359	1.289	+	0.359
	8	1.178	+	0.477	1.289	+	0.477
	<i>Destination Entry</i>						
DBMC	1 & 2	0.861	+	0.086	0.972	+	0.086
	3	0.861	+	0.124	0.972	+	0.124
	4	0.861	+	0.164	0.972	+	0.164
	5	0.861	+	0.218	0.972	+	0.218
DSCF		0.478	+	0.083	0.589	+	0.083
DDU		0.394	+	0.040	0.505 ³	+	0.040

- Multiply the number of pounds in the mailing by rate per pound. Multiply the number of pieces in the mailing by rate per piece. Add both totals.
- For barcode discount, deduct \$0.03 per piece (automation-compatible flats only). Barcode discount not available for pieces mailed at presorted DDU rates.
- Each flat must weigh more than 1 pound to be eligible for presorted DDU rate.



Bound Printed Matter

NONPRESORTED FLATS

Weight Not Over (pounds) ¹	Zone							
	1 & 2	3	4	5	6	7	8	
1.0	\$1.96	\$2.01	\$2.07	\$2.14	\$2.22	\$2.29	\$2.46	
1.5	1.96	2.01	2.07	2.14	2.22	2.29	2.46	
2.0	2.05	2.11	2.19	2.29	2.39	2.49	2.71	
2.5	2.14	2.22	2.32	2.44	2.57	2.69	2.97	
3.0	2.23	2.32	2.44	2.59	2.74	2.89	3.22	
3.5	2.32	2.43	2.57	2.74	2.92	3.09	3.48	
4.0	2.41	2.53	2.69	2.89	3.09	3.29	3.73	
4.5	2.50	2.64	2.82	3.04	3.27	3.49	3.99	
5.0	2.59	2.74	2.94	3.19	3.44	3.69	4.24	
6.0	2.77	2.95	3.19	3.49	3.79	4.09	4.75	
7.0	2.95	3.16	3.44	3.79	4.14	4.49	5.26	
8.0	3.13	3.37	3.69	4.09	4.49	4.89	5.77	
9.0	3.31	3.58	3.94	4.39	4.84	5.29	6.28	
10.0	3.49	3.79	4.19	4.69	5.19	5.69	6.79	
11.0	3.67	4.00	4.44	4.99	5.54	6.09	7.30	
12.0	3.85	4.21	4.69	5.29	5.89	6.49	7.81	
13.0	4.03	4.42	4.94	5.59	6.24	6.89	8.32	
14.0	4.21	4.63	5.19	5.89	6.59	7.29	8.83	
15.0	4.39	4.84	5.44	6.19	6.94	7.69	9.34	

1. For barcode discount, deduct \$0.03 per piece (machinable flats only, 50-piece minimum).



First-Class Mail

DISCOUNT PARCELS

Weight Not Over (ounces) ¹	5-Digit	3-Digit	ADC	Single-Piece ²
1	\$0.704	\$0.837	\$0.891	\$1.13
2	0.874	1.007	1.061	1.30
3	1.044	1.177	1.231	1.47
4	1.214	1.347	1.401	1.64
5	1.384	1.517	1.571	1.81
6	1.554	1.687	1.741	1.98
7	1.724	1.857	1.911	2.15
8	1.894	2.027	2.081	2.32
9	2.064	2.197	2.251	2.49
10	2.234	2.367	2.421	2.66
11	2.404	2.537	2.591	2.83
12	2.574	2.707	2.761	3.00
13	2.744	2.877	2.931	3.17

- A \$0.05 surcharge applies to pieces in 3-digit and ADC sacks that:
 - Do not bear a correct POSTNET or UCC/EAN Code 128 barcode (708.5).
 - Weigh less than 2 ounces.
 - Are irregularly shaped, such as tubes, rolls, and triangles.
- Use single-piece rate for mixed ADC sortation.



Standard Mail Regular

DISCOUNT PARCELS

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece rate	None	\$0.369	\$0.378	\$0.499	---	---	---	\$0.607	\$0.653	\$0.914	\$1.129
	DBMC	0.336	0.345	0.466	---	---	---	0.574	0.620	0.881	1.096
	DSCF	0.327	0.336	0.457	---	---	---	0.565	0.611	0.872	---
	DDU	0.318	0.327	0.448	---	---	---	0.556	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.621	0.621	0.621	0.739	0.739	0.739	0.739	0.739	0.739	0.739
	DBMC	0.462	0.462	0.462	0.580	0.580	---	0.580	0.580	0.580	0.580
	DSCF	0.418	0.418	0.418	0.536	---	---	0.536	0.536	0.536	---
	DDU	0.373	0.373	0.373	0.491	---	---	0.491	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece rate		0.241	0.250	0.371	0.346	0.716	0.909	0.457	0.503	0.764	0.979

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For ECR parcels with a detached address label, add \$0.015 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.



Standard Mail Nonprofit

DISCOUNT PARCELS

	Entry Discount	Enhanced Carrier Route (ECR)			Machinable ¹			Irregular ¹			
		Saturation ²	High Density	Basic	5-Digit	BMC	Mixed BMC	5-Digit	3-Digit	ADC	Mixed ADC
Parcels weighing 3.3 oz. or less per piece rate	None	\$0.300	\$0.309	\$0.430	---	---	---	\$0.481	\$0.527	\$0.788	\$1.003
	DBMC	0.267	0.276	0.397	---	---	---	0.448	0.494	0.755	0.970
	DSCF	0.258	0.267	0.388	---	---	---	0.439	0.485	0.746	---
	DDU	0.249	0.258	0.379	---	---	---	0.430	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.432	0.432	0.432	0.622	0.622	0.622	0.622	0.622	0.622	0.622
	DBMC	0.273	0.273	0.273	0.463	0.463	---	0.463	0.463	0.463	0.463
	DSCF	0.229	0.229	0.229	0.419	---	---	0.419	0.419	0.419	---
	DDU	0.184	0.184	0.184	0.374	---	---	0.374	---	---	---
+		+	+	+	+	+	+	+	+	+	
per piece rate		0.211	0.220	0.341	0.244	0.614	0.807	0.355	0.401	0.662	0.877

1. For nonbarcoded parcels, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes.
2. For ECR parcels with a detached address label, add \$0.015 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.



Standard Mail Regular

NOT FLAT-MACHINABLE

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece rate	None	\$0.460 ²	\$0.506	\$0.767	\$1.028
	DBMC	0.427	0.473	0.734	0.995
	DSCF	0.418	0.464	0.725	---
	DDU	0.409	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.739	0.739	0.739	0.739
	DBMC	0.580	0.580	0.580	0.580
	DSCF	0.536	0.536	0.536	---
	DDU	0.491	---	---	---
+		+	+	+	+
per piece rate		0.310	0.356	0.617	0.878

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM rates.
2. Customized MarketMail pieces pay \$0.460 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.



Standard Mail Nonprofit

NOT FLAT-MACHINABLE

	Entry Discount	Not Flat-Machinable ¹			
		5-Digit	3-Digit	ADC/BMC	Mixed ADC/BMC
Pieces weighing 3.3 oz. or less per piece rate	None	\$0.334 ²	\$0.380	\$0.641	\$0.902
	DBMC	0.301	0.347	0.608	0.869
	DSCF	0.292	0.338	0.599	---
	DDU	0.283	---	---	---
more than 3.3 oz. ³ per pound rate	None	0.622	0.622	0.622	0.622
	DBMC	0.463	0.463	0.463	0.463
	DSCF	0.419	0.419	0.419	---
	DDU	0.374	---	---	---
+		+	+	+	+
per piece rate		0.208	0.254	0.515	0.776

1. For nonbarcoded pieces, add \$0.05 per piece. The surcharge does not apply to pieces sorted to 5-digit ZIP Codes or to nonmachinable letters over 3.3 ounces paying NFM rates.
2. Customized MarketMail pieces pay \$0.334 per piece.
3. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.



Bound Printed Matter DISCOUNT PARCELS

		Carrier Route			Presorted ²		
		Rate per piece	+	Rate per pound	Rate per piece	+	Rate per pound
Each piece is subject to both a piece rate and a pound rate. ¹							
Zone	Local, 1&2	\$1.336	+	\$0.122	\$1.447	+	\$0.122
	3	1.336	+	0.148	1.447	+	0.148
	4	1.336	+	0.195	1.447	+	0.195
	5	1.336	+	0.249	1.447	+	0.249
	6	1.336	+	0.311	1.447	+	0.311
	7	1.336	+	0.359	1.447	+	0.359
	8	1.336	+	0.477	1.447	+	0.477
	<i>Destination Entry</i>						
DBMC	1&2	1.019	+	0.086	1.130	+	0.086
	3	1.019	+	0.124	1.130	+	0.124
	4	1.019	+	0.164	1.130	+	0.164
	5	1.019	+	0.218	1.130	+	0.218
DSCF		0.636	+	0.083	0.747	+	0.083
DDU		0.552	+	0.040	0.663	+	0.040

- Multiply the number of pounds in the mailing by rate per pound. Multiply the number of pieces in the mailing by rate per piece. Add both totals.
- Machinable presorted parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum), except for parcels mailed at presorted DDU or DSCF rates.



Bound Printed Matter NONPRESORTED PARCELS

Weight Not Over (pounds) ¹	Zone						
	1 & 2	3	4	5	6	7	8
1.0	\$2.12	\$2.17	\$2.23	\$2.30	\$2.38	\$2.45	\$2.62
1.5	2.12	2.17	2.23	2.30	2.38	2.45	2.62
2.0	2.21	2.27	2.35	2.45	2.55	2.65	2.87
2.5	2.30	2.38	2.48	2.60	2.73	2.85	3.13
3.0	2.39	2.48	2.60	2.75	2.90	3.05	3.38
3.5	2.48	2.59	2.73	2.90	3.08	3.25	3.64
4.0	2.57	2.69	2.85	3.05	3.25	3.45	3.89
4.5	2.66	2.80	2.98	3.20	3.43	3.65	4.15
5.0	2.75	2.90	3.10	3.35	3.60	3.85	4.40
6.0	2.93	3.11	3.35	3.65	3.95	4.25	4.91
7.0	3.11	3.32	3.60	3.95	4.30	4.65	5.42
8.0	3.29	3.53	3.85	4.25	4.65	5.05	5.93
9.0	3.47	3.74	4.10	4.55	5.00	5.45	6.44
10.0	3.65	3.95	4.35	4.85	5.35	5.85	6.95
11.0	3.83	4.16	4.60	5.15	5.70	6.25	7.46
12.0	4.01	4.37	4.85	5.45	6.05	6.65	7.97
13.0	4.19	4.58	5.10	5.75	6.40	7.05	8.48
14.0	4.37	4.79	5.35	6.05	6.75	7.45	8.99
15.0	4.55	5.00	5.60	6.35	7.10	7.85	9.50

1. For barcode discount, deduct \$0.03 per piece (automation-compatible parcels only, 50-piece minimum).



Parcel Post (Local and Intra-BMC/ASF—Single-Piece)

DISCOUNT PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
1	\$3.42	\$3.67	\$3.70	\$3.78	\$3.96	\$6.29	\$6.54	\$6.57	\$6.65	\$6.83
2	3.80	4.34	4.38	4.47	4.72	6.67	7.21	7.25	7.34	7.59
3	4.15	4.96	5.00	5.11	5.46	7.02	7.83	7.87	7.98	8.33
4	4.47	5.37	5.58	5.69	6.13	7.34	8.24	8.45	8.56	9.00
5	4.76	5.74	6.07	6.21	6.76	7.63	8.61	8.94	9.08	9.63
6	5.03	6.09	6.53	6.67	7.32	7.90	8.96	9.40	9.54	10.19
7	5.24	6.42	6.94	7.10	7.86	8.11	9.29	9.81	9.97	10.73
8	5.42	6.95	7.33	7.50	8.34	8.29	9.82	10.20	10.37	11.21
9	5.60	7.24	7.69	7.90	8.79	8.47	10.11	10.56	10.77	11.66
10	5.77	7.55	8.07	8.53	9.21	8.64	10.42	10.94	11.40	12.08
11	5.93	7.82	8.38	8.86	9.59	8.80	10.69	11.25	11.73	12.46
12	6.09	8.10	8.69	9.18	9.96	8.96	10.97	11.56	12.05	12.83
13	6.25	8.28	8.97	9.48	10.30	9.12	11.15	11.84	12.35	13.17
14	6.39	8.44	9.22	9.81	10.61	9.26	11.31	12.09	12.68	13.48
15	6.53	8.59	9.49	10.07	10.90	9.40	11.46	12.36	12.94	13.77
16	6.68	8.74	9.76	10.33	11.20	9.55	11.61	12.63	13.20	14.07
17	6.80	8.92	10.01	10.61	11.45	9.67	11.79	12.88	13.48	14.32
18	6.93	9.05	10.25	10.84	11.70	9.80	11.92	13.12	13.71	14.57
19	7.05	9.20	10.49	11.08	11.94	9.92	12.07	13.36	13.95	14.81
20	7.19	9.35	10.73	11.28	12.15	10.06	12.22	13.60	14.15	15.02
21	7.30	9.46	10.95	11.49	12.36	10.17	12.33	13.82	14.36	15.23
22	7.42	9.62	11.17	11.71	12.55	10.29	12.49	14.04	14.58	15.42
23	7.53	9.72	11.40	11.93	12.76	10.40	12.59	14.27	14.80	15.63
24	7.65	9.85	11.61	12.15	12.93	10.52	12.72	14.48	15.02	15.80
25	7.76	9.96	11.81	12.35	13.11	10.63	12.83	14.68	15.22	15.98
26	7.86	10.10	12.00	12.56	13.26	10.73	12.97	14.87	15.43	16.13
27	7.97	10.21	12.21	12.76	13.42	10.84	13.08	15.08	15.63	16.29
28	8.07	10.31	12.41	12.94	13.59	10.94	13.18	15.28	15.81	16.46
29	8.18	10.43	12.60	13.13	13.79	11.05	13.30	15.47	16.00	16.66
30	8.29	10.54	12.78	13.31	13.97	11.16	13.41	15.65	16.18	16.84
31	8.38	10.65	12.94	13.49	14.17	11.25	13.52	15.81	16.36	17.04
32	8.46	10.76	13.13	13.67	14.34	11.33	13.63	16.00	16.54	17.21
33	8.57	10.86	13.29	13.83	14.52	11.44	13.73	16.16	16.70	17.39
34	8.63	10.96	13.40	14.00	14.69	11.50	13.83	16.27	16.87	17.56
35	8.70	11.05	13.55	14.16	14.86	11.57	13.92	16.42	17.03	17.73

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Parcel Post (Local and Intra-BMC/ASF—Single-Piece)

DISCOUNT PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4}					Nonmachinable ^{1, 2, 4, 5}				
	Zone					Zone				
	Local	1 & 2	3	4	5	Local	1 & 2	3	4	5
36	---	---	---	---	---	\$11.65	\$14.01	\$16.53	\$17.18	\$17.89
37	---	---	---	---	---	11.70	14.13	16.65	17.34	18.05
38	---	---	---	---	---	11.76	14.22	16.78	17.49	18.21
39	---	---	---	---	---	11.85	14.32	16.91	17.63	18.36
40	---	---	---	---	---	11.93	14.39	17.01	17.78	18.51
41	---	---	---	---	---	12.01	14.52	17.16	17.87	18.66
42	---	---	---	---	---	12.07	14.58	17.26	17.98	18.80
43	---	---	---	---	---	12.15	14.66	17.37	18.05	18.94
44	---	---	---	---	---	12.24	14.77	17.48	18.13	19.07
45	---	---	---	---	---	12.30	14.83	17.57	18.35	19.20
46	---	---	---	---	---	12.35	14.96	17.69	18.42	19.44
47	---	---	---	---	---	12.44	15.05	17.78	18.50	19.83
48	---	---	---	---	---	12.50	15.12	17.90	18.55	20.24
49	---	---	---	---	---	12.56	15.22	18.00	18.61	20.64
50	---	---	---	---	---	12.62	15.26	18.09	18.67	21.06
51	---	---	---	---	---	12.71	15.38	18.17	18.74	21.48
52	---	---	---	---	---	12.75	15.47	18.31	18.80	21.92
53	---	---	---	---	---	12.82	15.51	18.38	18.83	22.37
54	---	---	---	---	---	12.91	15.58	18.43	18.90	22.83
55	---	---	---	---	---	12.97	15.66	18.50	18.96	23.02
56	---	---	---	---	---	13.01	15.75	18.55	19.03	23.10
57	---	---	---	---	---	13.08	15.84	18.57	19.06	23.24
58	---	---	---	---	---	13.15	15.91	18.63	19.11	23.33
59	---	---	---	---	---	13.22	15.99	18.67	19.16	23.43
60	---	---	---	---	---	13.24	16.08	18.70	19.19	23.54
61	---	---	---	---	---	13.36	16.16	18.76	19.25	23.63
62	---	---	---	---	---	13.39	16.23	18.80	19.33	23.72
63	---	---	---	---	---	13.47	16.30	18.82	19.42	23.81
64	---	---	---	---	---	13.53	16.38	18.85	19.50	23.91
65	---	---	---	---	---	13.58	16.46	18.90	19.58	23.98
66	---	---	---	---	---	13.62	16.55	18.93	19.67	24.09
67	---	---	---	---	---	13.73	16.62	18.96	19.77	24.16
68	---	---	---	---	---	13.78	16.65	18.99	19.82	24.24
69	---	---	---	---	---	13.79	16.75	19.02	19.91	24.33
70	---	---	---	---	---	13.80	16.82	19.06	20.00	24.41
Oversized	---	---	---	---	---	28.82	41.78	42.17	43.01	44.28

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$2.87 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Parcel Post (Inter-BMC/ASF—Single-Piece)

DISCOUNT PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}							Nonmachinable ^{1, 2, 4, 5, 6, 7}						
	Zone							Zone						
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8
1	\$4.38	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$4.50	\$8.27	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39	\$8.39
2	4.50	4.80	5.20	5.67	6.00	6.15	6.15	8.39	8.69	9.09	9.56	9.89	10.04	10.04
3	4.95	5.60	6.30	7.02	7.05	7.33	7.93	8.84	9.49	10.19	10.91	10.94	11.22	11.82
4	5.60	6.55	7.47	7.78	8.04	8.45	9.25	9.49	10.44	11.36	11.67	11.93	12.34	13.14
5	6.20	7.45	8.23	8.59	8.98	9.50	10.50	10.09	11.34	12.12	12.48	12.87	13.39	14.39
6	6.75	8.15	8.97	9.36	9.83	10.48	11.77	10.64	12.04	12.86	13.25	13.72	14.37	15.66
7	7.25	8.61	9.67	10.09	10.64	11.44	12.88	11.14	12.50	13.56	13.98	14.53	15.33	16.77
8	7.65	8.94	10.36	10.79	11.41	12.32	14.08	11.54	12.83	14.25	14.68	15.30	16.21	17.97
9	8.05	9.27	10.99	11.47	12.14	13.14	15.21	11.94	13.16	14.88	15.36	16.03	17.03	19.10
10	8.40	10.37	11.62	12.12	12.84	13.92	16.17	12.29	14.26	15.51	16.01	16.73	17.81	20.06
11	8.70	10.69	12.22	12.75	13.52	14.68	17.08	12.59	14.58	16.11	16.64	17.41	18.57	20.97
12	8.96	10.97	12.80	13.36	14.17	15.40	17.96	12.85	14.86	16.69	17.25	18.06	19.29	21.85
13	9.14	11.22	13.37	13.95	14.80	16.10	18.80	13.03	15.11	17.26	17.84	18.69	19.99	22.69
14	9.32	11.53	13.91	14.53	15.41	16.77	19.61	13.21	15.42	17.80	18.42	19.30	20.66	23.50
15	9.48	11.79	14.44	15.09	15.99	17.43	20.40	13.37	15.68	18.33	18.98	19.88	21.32	24.29
16	9.62	12.04	14.96	15.64	16.56	18.06	21.16	13.51	15.93	18.85	19.53	20.45	21.95	25.05
17	9.80	12.25	15.46	16.18	17.12	18.67	21.89	13.69	16.14	19.35	20.07	21.01	22.56	25.78
18	9.93	12.48	15.78	16.70	17.66	19.27	22.61	13.82	16.37	19.67	20.59	21.55	23.16	26.50
19	10.10	12.71	16.13	17.21	18.18	19.85	23.30	13.99	16.60	20.02	21.10	22.07	23.74	27.19
20	10.22	12.92	16.42	17.71	18.70	20.41	23.98	14.11	16.81	20.31	21.60	22.59	24.30	27.87
21	10.37	13.14	16.72	18.20	19.19	20.96	24.64	14.26	17.03	20.61	22.09	23.08	24.85	28.53
22	10.49	13.31	17.02	18.69	19.68	21.50	25.28	14.38	17.20	20.91	22.58	23.57	25.39	29.17
23	10.63	13.55	17.33	19.16	20.16	22.02	25.90	14.52	17.44	21.22	23.05	24.05	25.91	29.79
24	10.73	13.72	17.58	19.62	20.62	22.54	26.51	14.62	17.61	21.47	23.51	24.51	26.43	30.40
25	10.87	13.90	17.85	20.08	21.08	23.04	27.11	14.76	17.79	21.74	23.97	24.97	26.93	31.00
26	10.97	14.07	18.10	20.53	21.53	23.53	27.69	14.86	17.96	21.99	24.42	25.42	27.42	31.58
27	11.12	14.25	18.33	20.97	21.97	24.01	28.26	15.01	18.14	22.22	24.86	25.86	27.90	32.15
28	11.21	14.42	18.60	21.40	22.39	24.48	28.82	15.10	18.31	22.49	25.29	26.28	28.37	32.71
29	11.34	14.60	18.84	21.83	22.81	24.94	29.36	15.23	18.49	22.73	25.72	26.70	28.83	33.25
30	11.44	14.74	19.05	22.24	23.23	25.39	29.90	15.33	18.63	22.94	26.13	27.12	29.28	33.79
31	11.57	14.89	19.27	22.66	23.63	25.83	30.42	15.46	18.78	23.16	26.55	27.52	29.72	34.31
32	11.65	15.05	19.49	23.06	24.03	26.27	30.94	15.54	18.94	23.38	26.95	27.92	30.16	34.83
33	11.75	15.21	19.71	23.46	24.42	26.69	31.44	15.64	19.10	23.60	27.35	28.31	30.58	35.33
34	11.87	15.31	19.88	23.86	24.81	27.11	31.93	15.76	19.20	23.77	27.75	28.70	31.00	35.82
35	11.97	15.48	20.09	24.25	25.19	27.53	32.42	15.86	19.37	23.98	28.14	29.08	31.42	36.31

- For parcels that destinate to different BMC service areas (see 153.1.1).
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- For OBMC presort discount, deduct \$1.50 per piece.
- For BMC presort discount, deduct \$0.26 per piece.



Parcel Post (Inter-BMC/ASF—Single-Piece)

DISCOUNT PARCELS

Weight Not Over (pounds)	Machinable ^{1, 2, 3, 4, 6, 7}								Nonmachinable ^{1, 2, 4, 5, 6, 7}							
	Zone								Zone							
	1 & 2	3	4	5	6	7	8	1 & 2	3	4	5	6	7	8		
36	---	---	---	---	---	---	---	\$15.95	\$19.50	\$24.20	\$28.52	\$29.45	\$31.82	\$36.79		
37	---	---	---	---	---	---	---	16.05	19.62	24.35	28.90	29.81	32.22	37.26		
38	---	---	---	---	---	---	---	16.14	19.79	24.53	29.27	30.17	32.61	37.72		
39	---	---	---	---	---	---	---	16.25	19.88	24.70	29.65	30.53	33.00	38.17		
40	---	---	---	---	---	---	---	16.34	20.04	24.89	30.01	30.88	33.38	38.62		
41	---	---	---	---	---	---	---	16.46	20.17	25.04	30.37	31.22	33.76	39.06		
42	---	---	---	---	---	---	---	16.54	20.28	25.21	30.73	31.56	34.12	39.49		
43	---	---	---	---	---	---	---	16.60	20.40	25.38	31.08	31.90	34.49	39.92		
44	---	---	---	---	---	---	---	16.70	20.49	25.52	31.42	32.23	34.85	40.34		
45	---	---	---	---	---	---	---	16.79	20.63	25.69	31.77	32.55	35.20	40.75		
46	---	---	---	---	---	---	---	16.88	20.74	25.85	32.11	32.87	35.55	41.16		
47	---	---	---	---	---	---	---	16.99	20.87	25.98	32.31	33.19	35.89	41.56		
48	---	---	---	---	---	---	---	17.06	20.97	26.15	32.48	33.51	36.23	41.95		
49	---	---	---	---	---	---	---	17.12	21.09	26.28	32.65	33.81	36.56	42.35		
50	---	---	---	---	---	---	---	17.20	21.17	26.39	32.82	34.12	36.90	42.73		
51	---	---	---	---	---	---	---	17.31	21.30	26.55	32.98	34.42	37.22	43.11		
52	---	---	---	---	---	---	---	17.37	21.40	26.68	33.13	34.72	37.54	43.48		
53	---	---	---	---	---	---	---	17.48	21.48	26.77	33.28	35.01	37.86	43.86		
54	---	---	---	---	---	---	---	17.54	21.62	26.93	33.43	35.30	38.17	44.22		
55	---	---	---	---	---	---	---	17.61	21.66	27.06	33.58	35.59	38.49	44.58		
56	---	---	---	---	---	---	---	17.71	21.82	27.17	33.73	35.87	38.79	44.94		
57	---	---	---	---	---	---	---	17.79	21.90	27.30	33.86	36.15	39.09	45.29		
58	---	---	---	---	---	---	---	17.85	21.99	27.41	34.00	36.43	39.39	45.64		
59	---	---	---	---	---	---	---	17.94	22.08	27.54	34.13	36.71	39.69	45.98		
60	---	---	---	---	---	---	---	18.02	22.17	27.67	34.26	36.98	39.98	46.32		
61	---	---	---	---	---	---	---	18.13	22.30	27.76	34.38	37.25	40.27	46.66		
62	---	---	---	---	---	---	---	18.19	22.36	27.88	34.51	37.51	40.56	46.99		
63	---	---	---	---	---	---	---	18.24	22.47	27.99	34.62	37.77	40.84	47.31		
64	---	---	---	---	---	---	---	18.31	22.53	28.08	34.74	38.03	41.12	47.64		
65	---	---	---	---	---	---	---	18.39	22.64	28.20	34.86	38.29	41.40	47.96		
66	---	---	---	---	---	---	---	18.49	22.73	28.29	34.96	38.55	41.67	48.28		
67	---	---	---	---	---	---	---	18.57	22.82	28.41	35.08	38.80	41.94	48.59		
68	---	---	---	---	---	---	---	18.62	22.90	28.53	35.18	39.05	42.21	48.90		
69	---	---	---	---	---	---	---	18.68	22.96	28.62	35.29	39.30	42.48	49.21		
70	---	---	---	---	---	---	---	18.78	23.08	28.72	35.38	39.54	42.74	49.51		
Oversized	---	---	---	---	---	---	---	50.54	55.19	58.28	69.40	83.99	97.82	127.24		

- For parcels that destinate to different BMC service areas (see 153.1.1).
- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rates.
- Rates include the \$3.89 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- For OBMC presort discount, deduct \$1.50 per piece.
- For BMC presort discount, deduct \$0.26 per piece.



Parcel Select DISCOUNT PARCELS

Weight Not Over (pounds)	Machinable ^{1,2}						Nonmachinable ^{1,2}						
	DDU	DSCF	DBMC/ASF Zone				DDU	DSCF		DBMC/ASF Zone ⁴			
			1 & 2	3	4	5		5-Digit	3-Digit ³	1 & 2	3	4	5
1	\$1.40	\$1.90	\$2.38	\$2.72	\$3.05	\$3.91	\$1.40	\$1.90	\$2.86	\$4.52	\$4.86	\$5.19	\$6.05
2	1.47	2.11	2.68	3.35	3.99	4.67	1.47	2.11	3.07	4.82	5.49	6.13	6.81
3	1.52	2.30	2.96	3.95	4.85	5.41	1.52	2.30	3.26	5.10	6.09	6.99	7.55
4	1.58	2.47	3.24	4.52	5.58	6.08	1.58	2.47	3.43	5.38	6.66	7.72	8.22
5	1.63	2.63	3.49	5.05	6.10	6.71	1.63	2.63	3.59	5.63	7.19	8.24	8.85
6	1.68	2.79	3.73	5.54	6.53	7.27	1.68	2.79	3.75	5.87	7.68	8.67	9.41
7	1.72	2.93	3.95	5.99	6.92	7.81	1.72	2.93	3.89	6.09	8.13	9.06	9.95
8	1.76	3.07	4.17	6.43	7.28	8.29	1.76	3.07	4.03	6.31	8.57	9.42	10.43
9	1.81	3.21	4.38	6.84	7.66	8.74	1.81	3.21	4.17	6.52	8.98	9.80	10.88
10	1.85	3.33	4.58	7.24	8.48	9.16	1.85	3.33	4.29	6.72	9.38	10.62	11.30
11	1.88	3.45	4.77	7.63	8.81	9.54	1.88	3.45	4.41	6.91	9.77	10.95	11.68
12	1.92	3.57	4.96	8.00	9.13	9.91	1.92	3.57	4.53	7.10	10.14	11.27	12.05
13	1.96	3.69	5.14	8.33	9.43	10.25	1.96	3.69	4.65	7.28	10.47	11.57	12.39
14	1.99	3.79	5.32	8.59	9.76	10.56	1.99	3.79	4.75	7.46	10.73	11.90	12.70
15	2.03	3.92	5.49	8.87	10.02	10.85	2.03	3.92	4.88	7.63	11.01	12.16	12.99
16	2.06	4.03	5.65	9.14	10.28	11.15	2.06	4.03	4.99	7.79	11.28	12.42	13.29
17	2.09	4.14	5.81	9.35	10.56	11.40	2.09	4.14	5.10	7.95	11.49	12.70	13.54
18	2.13	4.24	5.96	9.54	10.79	11.65	2.13	4.24	5.20	8.10	11.68	12.93	13.79
19	2.16	4.35	6.12	9.71	11.03	11.89	2.16	4.35	5.31	8.26	11.85	13.17	14.03
20	2.19	4.45	6.26	9.89	11.23	12.10	2.19	4.45	5.41	8.40	12.03	13.37	14.24
21	2.22	4.54	6.41	10.07	11.41	12.31	2.22	4.54	5.50	8.55	12.21	13.55	14.45
22	2.25	4.64	6.55	10.22	11.60	12.50	2.25	4.64	5.60	8.69	12.36	13.74	14.64
23	2.27	4.73	6.68	10.40	11.77	12.71	2.27	4.73	5.69	8.82	12.54	13.91	14.85
24	2.30	4.83	6.82	10.55	11.93	12.88	2.30	4.83	5.79	8.96	12.69	14.07	15.02
25	2.33	4.91	6.95	10.70	12.08	13.06	2.33	4.91	5.87	9.09	12.84	14.22	15.20
26	2.36	5.00	7.08	10.82	12.23	13.21	2.36	5.00	5.96	9.22	12.96	14.37	15.35
27	2.38	5.09	7.21	10.99	12.37	13.37	2.38	5.09	6.05	9.35	13.13	14.51	15.51
28	2.41	5.18	7.33	11.15	12.49	13.51	2.41	5.18	6.14	9.47	13.29	14.63	15.65
29	2.43	5.26	7.45	11.28	12.65	13.64	2.43	5.26	6.22	9.59	13.42	14.79	15.78
30	2.46	5.34	7.57	11.41	12.76	13.79	2.46	5.34	6.30	9.71	13.55	14.90	15.93
31	2.48	5.42	7.69	11.51	12.86	13.92	2.48	5.42	6.38	9.83	13.65	15.00	16.06
32	2.51	5.51	7.81	11.65	12.98	14.05	2.51	5.51	6.47	9.95	13.79	15.12	16.19
33	2.53	5.58	7.92	11.76	13.10	14.15	2.53	5.58	6.54	10.06	13.90	15.24	16.29
34	2.55	5.66	8.03	11.88	13.19	14.27	2.55	5.66	6.62	10.17	14.02	15.33	16.41
35	2.58	5.74	8.14	12.00	13.31	14.38	2.58	5.74	6.70	10.28	14.14	15.45	16.52

1. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).
2. Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable rates.
3. Rates include the \$0.96 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
4. Rates include the \$2.14 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Parcel Select
DISCOUNT PARCELS

Weight Not Over (pounds)	Machinable ^{1,2}						Nonmachinable ^{1,2}						
	DDU	DSCF	DBMC/ASF Zone				DDU	DSCF		DBMC/ASF Zone ⁴			
			1 & 2	3	4	5		5-Digit	3-Digit ³	1 & 2	3	4	5
36	---	---	---	---	---	---	\$2.60	\$5.81	\$6.77	\$10.40	\$14.72	\$15.54	\$16.62
37	---	---	---	---	---	---	2.62	5.88	6.84	10.51	14.82	15.63	16.72
38	---	---	---	---	---	---	2.64	5.94	6.90	10.61	14.94	15.72	16.82
39	---	---	---	---	---	---	2.66	6.02	6.98	10.72	15.05	15.80	16.91
40	---	---	---	---	---	---	2.69	6.08	7.04	10.82	15.16	15.88	16.98
41	---	---	---	---	---	---	2.71	6.14	7.10	10.92	15.29	15.95	17.07
42	---	---	---	---	---	---	2.73	6.22	7.18	11.02	15.39	16.04	17.15
43	---	---	---	---	---	---	2.75	6.28	7.24	11.12	15.50	16.12	17.52
44	---	---	---	---	---	---	2.77	6.34	7.30	11.21	15.58	16.19	17.88
45	---	---	---	---	---	---	2.79	6.40	7.36	11.31	15.66	16.38	18.28
46	---	---	---	---	---	---	2.81	6.47	7.43	11.40	15.78	16.44	18.66
47	---	---	---	---	---	---	2.83	6.53	7.49	11.50	15.87	16.50	19.05
48	---	---	---	---	---	---	2.85	6.58	7.54	11.58	15.98	16.58	19.46
49	---	---	---	---	---	---	2.87	6.64	7.60	11.67	16.06	16.64	19.86
50	---	---	---	---	---	---	2.89	6.70	7.66	11.77	16.16	16.68	20.28
51	---	---	---	---	---	---	2.90	6.76	7.72	11.85	16.24	16.74	20.70
52	---	---	---	---	---	---	2.92	6.80	7.76	11.94	16.35	16.80	21.14
53	---	---	---	---	---	---	2.94	6.85	7.81	12.03	16.41	16.85	21.59
54	---	---	---	---	---	---	2.95	6.90	7.86	12.11	16.47	16.91	22.05
55	---	---	---	---	---	---	2.96	6.97	7.93	12.19	16.52	16.97	22.24
56	---	---	---	---	---	---	2.98	7.02	7.98	12.28	16.56	17.00	22.32
57	---	---	---	---	---	---	2.99	7.07	8.03	12.36	16.60	17.04	22.46
58	---	---	---	---	---	---	3.00	7.12	8.08	12.44	16.65	17.09	22.55
59	---	---	---	---	---	---	3.01	7.18	8.14	12.52	16.68	17.13	22.65
60	---	---	---	---	---	---	3.02	7.22	8.18	12.60	16.72	17.16	22.76
61	---	---	---	---	---	---	3.04	7.26	8.22	12.68	16.76	17.21	22.85
62	---	---	---	---	---	---	3.05	7.31	8.27	12.76	16.80	17.30	22.94
63	---	---	---	---	---	---	3.06	7.36	8.32	12.83	16.83	17.38	23.03
64	---	---	---	---	---	---	3.07	7.42	8.38	12.91	16.86	17.44	23.13
65	---	---	---	---	---	---	3.08	7.45	8.41	12.99	16.90	17.52	23.20
66	---	---	---	---	---	---	3.10	7.50	8.46	13.06	16.94	17.62	23.31
67	---	---	---	---	---	---	3.11	7.55	8.51	13.13	16.96	17.68	23.38
68	---	---	---	---	---	---	3.12	7.58	8.54	13.20	16.97	17.75	23.46
69	---	---	---	---	---	---	3.13	7.64	8.60	13.28	17.00	17.82	23.55
70	---	---	---	---	---	---	3.14	7.68	8.64	13.35	17.03	17.91	23.63
Oversized	---	---	---	---	---	---	7.36	13.56	13.56	21.08	29.49	39.77	41.33

- Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).
- Regardless of weight, a parcel that meets any of the criteria in 401.2.3.2 must pay the nonmachinable rates.
- Rates include the \$0.96 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- Rates include the \$2.14 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Media Mail

DISCOUNT PARCELS

Weight Not Over (pounds)	5-Digit	Basic ¹	Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.30	\$1.80	36	\$13.20	\$13.70
2	1.64	2.14	37	13.54	14.04
3	1.98	2.48	38	13.88	14.38
4	2.32	2.82	39	14.22	14.72
5	2.66	3.16	40	14.56	15.06
6	3.00	3.50	41	14.90	15.40
7	3.34	3.84	42	15.24	15.74
8	3.68	4.18	43	15.58	16.08
9	4.02	4.52	44	15.92	16.42
10	4.36	4.86	45	16.26	16.76
11	4.70	5.20	46	16.60	17.10
12	5.04	5.54	47	16.94	17.44
13	5.38	5.88	48	17.28	17.78
14	5.72	6.22	49	17.62	18.12
15	6.06	6.56	50	17.96	18.46
16	6.40	6.90	51	18.30	18.80
17	6.74	7.24	52	18.64	19.14
18	7.08	7.58	53	18.98	19.48
19	7.42	7.92	54	19.32	19.82
20	7.76	8.26	55	19.66	20.16
21	8.10	8.60	56	20.00	20.50
22	8.44	8.94	57	20.34	20.84
23	8.78	9.28	58	20.68	21.18
24	9.12	9.62	59	21.02	21.52
25	9.46	9.96	60	21.36	21.86
26	9.80	10.30	61	21.70	22.20
27	10.14	10.64	62	22.04	22.54
28	10.48	10.98	63	22.38	22.88
29	10.82	11.32	64	22.72	23.22
30	11.16	11.66	65	23.06	23.56
31	11.50	12.00	66	23.40	23.90
32	11.84	12.34	67	23.74	24.24
33	12.18	12.68	68	24.08	24.58
34	12.52	13.02	69	24.42	24.92
35	12.86	13.36	70	24.76	25.26

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

**Library Mail**

DISCOUNT PARCELS

Weight Not Over (pounds)	5-Digit	Basic ¹	Weight Not Over (pounds)	5-Digit	Basic ¹
1	\$1.24	\$1.71	36	\$12.44	\$12.91
2	1.56	2.03	37	12.76	13.23
3	1.88	2.35	38	13.08	13.55
4	2.20	2.67	39	13.40	13.87
5	2.52	2.99	40	13.72	14.19
6	2.84	3.31	41	14.04	14.51
7	3.16	3.63	42	14.36	14.83
8	3.48	3.95	43	14.68	15.15
9	3.80	4.27	44	15.00	15.47
10	4.12	4.59	45	15.32	15.79
11	4.44	4.91	46	15.64	16.11
12	4.76	5.23	47	15.96	16.43
13	5.08	5.55	48	16.28	16.75
14	5.40	5.87	49	16.60	17.07
15	5.72	6.19	50	16.92	17.39
16	6.04	6.51	51	17.24	17.71
17	6.36	6.83	52	17.56	18.03
18	6.68	7.15	53	17.88	18.35
19	7.00	7.47	54	18.20	18.67
20	7.32	7.79	55	18.52	18.99
21	7.64	8.11	56	18.84	19.31
22	7.96	8.43	57	19.16	19.63
23	8.28	8.75	58	19.48	19.95
24	8.60	9.07	59	19.80	20.27
25	8.92	9.39	60	20.12	20.59
26	9.24	9.71	61	20.44	20.91
27	9.56	10.03	62	20.76	21.23
28	9.88	10.35	63	21.08	21.55
29	10.20	10.67	64	21.40	21.87
30	10.52	10.99	65	21.72	22.19
31	10.84	11.31	66	22.04	22.51
32	11.16	11.63	67	22.36	22.83
33	11.48	11.95	68	22.68	23.15
34	11.80	12.27	69	23.00	23.47
35	12.12	12.59	70	23.32	23.79

1. Machinable parcels may be eligible for barcode discount of \$0.03 per parcel (50-piece minimum).

Periodicals

Outside-County—Including Science-of-Agriculture

Pound Rates—per pound or fraction

ADVERTISING PORTION			NONADVERTISING PORTION			
Zone	Regular Rate	Science-of-Agriculture	Zone	Regular Rate	Science-of-Agriculture	
DDU	\$0.160	\$0.120	DDU	\$0.133	\$0.133	Preferred Rate Discount: Authorized nonprofit and 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 in DMM 707.7.
DSCF	0.209	0.157	DSCF	0.174	0.174	
DADC	0.219	0.164	DADC	0.182	0.182	
1 & 2	0.239	0.179	Other	0.199	0.199	
3	0.257	0.257				
4	0.303	0.303				
5	0.372	0.372				
6	0.446	0.446				
7	0.534	0.534				
8	0.610	0.610				

Piece Rates—per addressed piece

Bundle Level	LETTERS		MACHINABLE FLATS		NONMACHINABLE FLATS		PARCELS
	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	Barcoded	Nonbarcoded	
5-Digit	\$0.211	\$0.276	\$0.268	\$0.276	\$0.285	\$0.289	\$0.289
3-Digit/SCF	0.275	0.348	0.331	0.348	0.362	0.373	0.373
ADC	0.289	0.370	0.350	0.370	0.412	0.432	0.432
MXD ADC	0.327	0.431	0.404	0.431	0.504	0.534	0.534

All Firm bundles: \$0.169

All Carrier Route pieces: Saturation—\$0.131; High Density—\$0.149; Basic—\$0.169

Nonadvertising adjustment factor for each 1% of nonadvertising content: \$0.00091

Bundle Rates—per bundle

Bundle Level	CONTAINER LEVEL			
	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Firm	\$0.027	\$0.045	\$0.048	\$0.079
Carrier Route	0.039	0.095	0.104	---
5-Digit	0.008	0.084	0.095	0.161
3-Digit/SCF	---	0.039	0.063	0.134
ADC	---	---	0.038	0.129
MXD ADC	---	---	---	0.100

Container Rates—per pallet, tray, or sack

Entry	PALLET			TRAY/SACK			
	5-Digit	3-Digit/SCF	ADC	CR/5-Digit	3-Digit/SCF	ADC	MXD ADC
Destination Delivery Unit	\$1.20	---	---	\$0.70	---	---	---
Destination SCF	8.00	\$6.70	---	0.90	\$0.60	---	---
Destination ADC	15.50	12.20	\$8.90	1.30	1.00	\$0.60	---
Destination BMC	17.50	14.40	13.00	1.50	1.20	1.10	---
Origin	26.95	22.98	18.61	2.24	1.90	1.80	\$0.42

Periodicals

In-County

POUND RATES—
per pound or fraction

LETTERS, FLATS, & PARCELS	
Zone	Rate
DDU	\$0.132
None	0.171

PIECE RATES—per addressed piece

Presort Level	AUTOMATION		NONAUTOMATION
	Letters	Flats	Letters, Flats, and Parcels
Carrier Route			
<i>Saturation</i>	---	---	\$0.028
<i>High Density</i>	---	---	0.041
<i>Basic</i>	---	---	0.056
5-Digit	\$0.044	\$0.093	0.098
3-Digit	0.046	0.099	0.110
Basic	0.055	0.107	0.122

Destination delivery unit (DDU) discount for each addressed piece: \$0.008.

Ride-Along Rate—per Ride-Along piece: \$0.155

Extra Services

CERTIFICATE OF MAILING

Individual Pieces	Fee
Individual article (Form 3817)	\$1.05
Duplicate copies of Form 3817 or mailing bill, per page	1.05
Firm mailing books (Form 3877), per article listed (minimum 3)	0.35
Bulk Quantities	Fee
For first 1,000 pieces (or fraction thereof)	\$5.50
Each additional 1,000 pieces (or fraction thereof)	0.60
Duplicate copy of Form 3606	1.05

CERTIFIED MAIL Fee—\$2.65

COLLECT ON DELIVERY (COD)

Amount to be collected or insurance coverage desired, whichever is higher ¹	Fee
\$0.01 to \$50	\$5.10
50.01 to 100	6.25
100.01 to 200	7.40
200.01 to 300	8.55
300.01 to 400	9.70
400.01 to 500	10.85
500.01 to 600	12.00
600.01 to 700	13.15
700.01 to 800	14.30
800.01 to 900	15.45
900.01 to 1,000	16.60
Additional COD Services	Fee
Restricted delivery ²	\$4.10
Notice of nondelivery	3.40
Alteration of COD charges	3.40
Designation of new addressee	3.40
Registered COD ³	4.55

1. For Express Mail COD shipments valued at \$100 or less, the COD fee is based on the amount to be collected. Express Mail insurance automatically provides up to \$100 merchandise insurance.

2. Not available with Express Mail COD.

3. Regardless of amount to be collected or insurance value.

CONFIRM

Subscription Level	Subscription Fee and Term	Additional ID Code Fee and Term	Additional Scans Fee and Number
Silver	\$2,000 3 months	\$750 each 3 months \$2,000 annual	\$500 block of 2 million scans
Gold	\$6,000 12 months	\$750 each 3 months \$2,000 annual	\$750 block of 6 million scans
Platinum	\$19,500 12 months	\$750 each 3 months \$2,000 annual	NA

CONFIRMATION SERVICES

Delivery Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$0.75
	Electronic	0.18
Priority Mail	Retail	0.65
	Electronic	0.00
Package Services (parcels only) ¹	Retail	0.75
	Electronic	0.18
Standard Mail (NFMs and parcels)	Electronic	0.18

1. No charge for Parcel Select electronic option.

Signature Confirmation		Fee
First-Class Mail (parcels only)	Retail	\$2.10
	Electronic	1.75
Priority Mail	Retail	2.10
	Electronic	1.75
Package Services (parcels only)	Retail	2.10
	Electronic	1.75

INSURANCE

Insurance (Amount for Merchandise Insurance Coverage Desired)	Fee ¹
\$0.01 to \$50	\$1.65
50.01 to 100	2.05
100.01 to 200	2.45
200.01 to 300	4.60
300.01 to 400	5.50
400.01 to 500	6.40
500.01 to 600	7.30
600.01 to 5,000 (maximum liability is \$5000)	\$7.30 plus \$0.90 per \$100 or fraction thereof over \$600 in declared value

1. Bulk insurance discount \$0.80 per piece. (See 503.4.4 for eligibility.)

Express Mail Insurance (Amount for Merchandise Insurance Coverage Desired)	Fee ¹
\$0.01 to \$100.00	\$0.00
100.01 to 200.00	0.75
200.01 to 500.00	2.10
500.01 to 5,000.00	\$2.10 plus \$1.35 for each \$500 or fraction thereof over \$500

1. Express Mail merchandise maximum coverage: \$5,000. Document reconstruction maximum liability: \$100.

Extra Services

REGISTERED MAIL

Declared Value	Fee (in addition to postage)	Declared Value	Fee (in addition to postage) ¹
\$0.00	\$9.50	\$25,000.01 to \$15,000,000	\$38.75
0.01 to 100	10.15		+ handling charge of
100.01 to 500	11.25		\$1.10 per each \$1,000 or fraction thereof over first \$25,000
500.01 to 1,000	12.35		
1,000.01 to 2,000	13.45	Over \$15,000,000	\$16,511.25
2,000.01 to 3,000	14.55		+ amount determined by USPS based on weight, space, and value
3,000.01 to 4,000	15.65		
4,000.01 to 5,000	16.75		
5,000.01 to 6,000	17.85		
6,000.01 to 7,000	18.95	Additional Services	Fee (in addition to postage)
7,000.01 to 8,000	20.05	COD Collection Charge (maximum amount collectible is \$1,000)	\$4.55
8,000.01 to 9,000	21.15		
9,000.01 to 10,000	22.25	Restricted Delivery	4.10
10,000.01 to 11,000	23.35		
11,000.01 to 12,000	24.45		
12,000.01 to 13,000	25.55	Return Receipts, requested at time of mailing showing to whom, signature, date of delivery, and addressee's address (if different)	2.15
13,000.01 to 14,000	26.65		
14,000.01 to 15,000	27.75		
15,000.01 to 16,000	28.85		
16,000.01 to 17,000	29.95		
17,000.01 to 18,000	31.05	Return Receipts, requested at time of mailing (receive electronically)	0.85
18,000.01 to 19,000	32.15		
19,000.01 to 20,000	33.25		
20,000.01 to 21,000	34.35		
21,000.01 to 22,000	35.45	Return Receipts, requested after mailing showing only to whom and date delivered	3.80
22,000.01 to 23,000	36.55		
23,000.01 to 24,000	37.65		
24,000.01 to 25,000	38.75		

1. Fees for articles valued over \$25,000 are for handling only. Maximum amount of insurance coverage available is \$25,000.

RESTRICTED DELIVERY

Fee, per item, in addition to postage and other fees—\$4.10

RETURN RECEIPT FOR MERCHANDISE (FORM 3804)

Requested at time of mailing—\$3.50

Delivery record—\$3.80

SPECIAL HANDLING

Weight	Fee
Not more than 10 pounds	\$6.90
More than 10 pounds	9.60

RETURN RECEIPT

Return Receipt (In conjunction with another service)	Fee
Requested at time of mailing (receive by mail)	\$2.15
Requested at time of mailing (receive electronically)	0.85
Requested after mailing (Form 3811-A) (receive by fax, mail, or e-mail)	3.80

Recipient Services

CALLER SERVICE

Fee Group	For Each Separation Provided
	Per Semiannual (6-month) Period
1	\$630.00
2	550.00
3	485.00
4	475.00
5	465.00
6	415.00
7	370.00

Additional Fees and Services

For each reserved call number, per calendar year	\$38.00
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POST OFFICE BOX SERVICE

Fee Group	Box Size and Fee per Semiannual (6-month) Period				
	1	2	3	4	5
1	\$42.00	\$64.00	\$118.00	\$242.00	\$390.00
2	35.00	54.00	94.00	184.00	326.00
3	28.00	46.00	84.00	150.00	250.00
4	20.00	34.00	52.00	102.00	196.00
5	18.00	26.00	48.00	88.00	148.00
6	13.00	20.00	35.00	62.00	110.00
7	10.00	16.00	28.00	48.00	86.00
E ¹	0.00	0.00	0.00	0.00	0.00

Additional Fees and Services

Deposit per key issued	\$1.00
Key duplication or replacement (after first 2 keys), each	6.00
Post office box lock replacement, each	14.00

1. Eligibility and location determined by USPS.

PREMIUM FORWARDING SERVICE

Enrollment fee—\$10.00
Weekly reshipment charge—\$11.95

Mailer Services

ADDRESS CORRECTION SERVICE

Per manual notice issued—\$0.50

Per electronic notice (or manual notice for electronic option customers) issued:

- First-Class Mail—\$0.06
- Other than First-Class Mail—\$0.25

Per automated notice issued:

- First-Class Mail letters (first two notices)—\$0.00
- First-Class Mail letters (per additional notice)—\$0.05
- Standard Mail letters (first two notices)—\$0.02
- Standard Mail letters (per additional notice)—\$0.15

ADDRESS SEQUENCING SERVICE

Per card removed by the USPS for an incorrect or undeliverable address or added for a missing or new address—\$0.33

BULK PARCEL RETURN SERVICE

Annual permit fee—\$175.00
Annual account maintenance fee—\$550.00
Per piece returned, regardless of weight—\$2.10
For Standard Mail machinable parcels only.

MERCHANDISE RETURN SERVICE

Annual permit fee—\$175.00
Annual account maintenance fee (for advance deposit account)—\$550.00

PICKUP SERVICE FEE

For Express Mail, Priority Mail, and Parcel Post:
Per Pickup on Demand or Custom Designed delivery stop—\$14.25

SHIPPER PAID FORWARDING

Annual account maintenance fee—\$550.00
For Standard Mail machinable parcels and most Package

Business Reply Mail (BRM)	High Volume	Basic
Annual permit fee	\$175.00	\$175.00
Annual account maintenance fee	550.00	None
1-ounce letter rate + per piece ¹	0.41 + 0.08	0.41 + 0.70
1-ounce flat rate + per piece ¹	0.80 + 0.08	0.80 + 0.70
1-ounce parcel rate + per piece ¹	1.13 + 0.08	1.13 + 0.70
Card rate + per piece	0.26 + 0.08	0.26 + 0.70
Qualified Business Reply Mail (QBRM)	High Volume	Basic
Annual permit fee	\$175.00	\$175.00
Annual account maintenance fee	550.00	550.00
Quarterly fee	1,800.00	None
1-ounce letter rate + per piece ²	0.380 + 0.005	0.380 + 0.05
Card rate + per piece	0.230 + 0.005	0.230 + 0.05

1. \$0.17 each additional ounce; use Priority Mail rates for flats and parcels over 13 ounces.

2. Second ounce or fraction—\$0.17.

Mailer Services

MAILING LIST SERVICE

For correction of name and address on occupant lists, per name on list—\$0.33. Minimum per list (30 items)—\$9.90

For sorting mailing lists on cards by 5-digit ZIP Code, per 1,000 addresses or fraction—\$110.00

For address changes provided to election boards and voter registration commissions, per Form 3575—\$0.32

PARCEL RETURN SERVICE

Annual permit fee—\$175.00

Annual account maintenance fee—\$550.00

**PARCEL RETURN SERVICE—
RETURN DELIVERY UNIT**

LENGTH PLUS GIRTH	RATE
Not over 108 inches	\$2.20
Oversized (Over 108 inches up to 130 inches)	8.08

**PARCEL RETURN SERVICE—
RETURN BMC MACHINABLE**

Weight Not Over (pounds) ¹	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
1	\$2.22	\$2.25	\$2.33	\$2.51
2	2.89	2.93	3.02	3.27
3	3.51	3.55	3.66	4.01
4	3.92	4.13	4.24	4.68
5	4.29	4.62	4.76	5.31
6	4.64	5.08	5.22	5.87
7	4.93	5.49	5.65	6.41
8	5.50	5.88	6.05	6.89
9	5.79	6.24	6.45	7.34
10	6.04	6.62	7.08	7.76
11	6.19	6.93	7.41	8.14
12	6.38	7.24	7.73	8.51
13	6.55	7.52	8.03	8.85
14	6.71	7.77	8.36	9.16
15	6.84	8.04	8.62	9.45
16	6.98	8.31	8.88	9.75
17	7.15	8.56	9.16	10.00
18	7.26	8.80	9.39	10.25
19	7.42	9.04	9.63	10.49
20	7.54	9.23	9.83	10.70
21	7.66	9.41	10.04	10.91
22	7.79	9.56	10.26	11.10
23	7.90	9.77	10.48	11.31
24	8.00	9.91	10.70	11.48
25	8.11	10.07	10.90	11.66
26	8.23	10.21	11.11	11.81
27	8.34	10.37	11.31	11.97
28	8.42	10.52	11.45	12.14
29	8.53	10.68	11.58	12.34
30	8.64	10.80	11.71	12.52
31	8.74	10.91	11.82	12.72
32	8.86	11.05	11.95	12.89
33	8.93	11.18	12.05	13.07
34	9.04	11.28	12.16	13.21
35	9.11	11.42	12.25	13.33

1. Parcels that measure in combined length and girth:
- More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).

Mailer Services

PARCEL RETURN SERVICE—RETURN BMC NONMACHINABLE

Weight Not Over (pounds) ¹	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5	Weight Not Over (pounds) ¹	RBMC Zones 1 & 2	RBMC Zone 3	RBMC Zone 4	RBMC Zone 5
1	\$5.09	\$5.12	\$5.20	\$5.38	50	\$12.90	\$15.52	\$16.05	\$17.02
2	5.76	5.80	5.89	6.14	51	12.99	15.57	16.08	17.07
3	6.38	6.42	6.53	6.88	52	13.03	15.67	16.12	17.10
4	6.79	7.00	7.11	7.55	53	13.05	15.71	16.13	17.14
5	7.16	7.49	7.63	8.18	54	13.11	15.73	16.17	17.17
6	7.51	7.95	8.09	8.74	55	13.15	15.76	16.20	17.21
7	7.80	8.36	8.52	9.28	56	13.20	15.78	16.23	17.25
8	8.37	8.75	8.92	9.76	57	13.26	15.78	16.23	17.29
9	8.66	9.11	9.32	10.21	58	13.31	15.81	16.25	17.33
10	8.91	9.49	9.95	10.63	59	13.35	15.82	16.27	17.37
11	9.06	9.80	10.28	11.01	60	13.41	15.83	16.27	17.40
12	9.25	10.11	10.60	11.38	61	13.45	15.84	16.30	17.44
13	9.42	10.39	10.90	11.72	62	13.49	15.85	16.36	17.47
14	9.58	10.64	11.23	12.03	63	13.54	15.85	16.42	17.52
15	9.71	10.91	11.49	12.32	64	13.59	15.85	16.45	17.56
16	9.85	11.18	11.75	12.62	65	13.62	15.89	16.50	17.59
17	10.02	11.43	12.03	12.87	66	13.68	15.89	16.56	17.63
18	10.13	11.67	12.26	13.12	67	13.73	15.90	16.63	17.67
19	10.29	11.91	12.50	13.36	68	13.73	15.90	16.66	17.70
20	10.41	12.10	12.70	13.57	69	13.80	15.90	16.72	17.75
21	10.53	12.28	12.91	13.78	70	13.84	15.90	16.77	17.79
22	10.66	12.43	13.13	13.97	Oversized	27.39	27.78	28.62	29.89
23	10.77	12.64	13.35	14.18					
24	10.87	12.78	13.57	14.35					
25	10.98	12.94	13.77	14.53					
26	11.10	13.08	13.98	14.68					
27	11.21	13.24	14.18	14.84					
28	11.29	13.39	14.32	15.01					
29	11.40	13.55	14.45	15.21					
30	11.51	13.67	14.58	15.39					
31	11.61	13.78	14.69	15.59					
32	11.73	13.92	14.82	15.76					
33	11.80	14.05	14.92	15.94					
34	11.91	14.15	15.03	16.08					
35	11.98	14.29	15.12	16.20					
36	12.10	14.43	15.25	16.35					
37	12.19	14.52	15.33	16.42					
38	12.24	14.61	15.39	16.48					
39	12.31	14.71	15.45	16.54					
40	12.36	14.77	15.49	16.61					
41	12.45	14.88	15.54	16.67					
42	12.48	14.95	15.60	16.72					
43	12.53	15.03	15.66	16.75					
44	12.60	15.10	15.71	16.79					
45	12.64	15.16	15.89	16.84					
46	12.72	15.25	15.93	16.87					
47	12.78	15.30	15.96	16.91					
48	12.82	15.39	15.99	16.95					
49	12.89	15.46	16.02	16.98					

1. Parcels that measure in combined length and girth:
 - More than 84 inches but not more than 108 inches, and the piece weighs less than 20 pounds, use 20-pound rates (balloon rate).
 - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).

Other Fees and Charges

ANNUAL MAILING FEES (per 12-month period)

First-Class Mail Presort, per office of mailing—\$175.00
 Standard Mail—\$175.00
 Parcel Select—\$175.00
 Presorted Media Mail—\$175.00
 Presorted Library Mail—\$175.00
 Bound Printed Matter (destination entry)—\$175.00

DETACHED ADDRESS LABELS

For Standard Mail Enhanced Carrier Route Flats and Parcels:
 Per detached address label—\$0.015

PARCEL AIRLIFT (PAL)

Weight not more than 2 pounds—\$0.50
 Weight not more than 3 pounds—\$1.00
 Weight not more than 4 pounds—\$1.45
 Weight not more than 30 pounds—\$2.00

PERIODICALS APPLICATION FEES

Original entry—\$500.00
 Additional entry—\$75.00
 Reentry—\$55.00
 Registration for news agents—\$45.00

PERMIT IMPRINT

Application fee—\$175.00

MONEY ORDERS

Service	Fee
Domestic money order	
\$0.01 to \$500	\$1.05
\$500.01 to \$1,000	1.50
Postal military money order (issued by military facilities)	0.30
Inquiry fee (includes the issuance of a copy of a paid money order)	5.00
Maximum amount per money order—\$1,000	

PLAIN STAMPED ENVELOPES

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	Each	500
Size 6-3/4	\$0.09	\$14.50
Size 10	0.09	16.50

PERSONALIZED STAMPED ENVELOPES

Fee, in addition to the postage value preprinted on the envelope:

TYPE	FEE	
	50	500
Size 6-3/4	\$4.25	\$20.00
Size 10	4.25	23.00

STAMPED CARDS

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

REPOSITIONABLE NOTES

First-Class Mail letters and flats—\$0.005
 Periodicals letters and flats—\$0.015
 Standard Mail letters and flats—\$0.015

Postal Explorer

pe.usps.com

Publications

Up-to-date Domestic Mail Manual, Quick Service Guides, International Mail Manual, and more.

Rate Calculators

Use the retail and business rate calculators to compute rates.

Domestic Rate Charts

Rates and Fees Reference is available as a PDF and HTML document.

Zone Charts

Access up-to-date National Zone Charts.