

# 708 Technical Specifications

## Overview

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## 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 Bound Printed Matter, documentation to support mail volume and preparation must be produced by standardized documentation according to this section. Standardized documentation contains the elements described in 1.2 through 1.8, as applicable. Documentation produced by Presort Accuracy Validation and Evaluation (PAVE)-certified or Manifest Analysis and Certification (MAC)-certified software is considered standardized documentation.

### 1.2 Format and Content

[5-31-15] For First-Class Mail, Periodicals, Standard Mail, and 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 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., 245.10.0 for Standard Mail automation letters) or the type of prices claimed.
  2. For Periodicals, each publication number and title corresponding to the postage statement and entry office, 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., 207.24.0 for letter-size barcoded Periodicals) or the type of prices claimed. For

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publications that are combined or copalletized and represented on the same documentation, list all publication titles and numbers in the header on the first page.

- b. Sequential page numbers.
- c. For mail in trays or sacks, list these required elements:
  1. Tray/sack sortation level. Note with an asterisk (“\*\*”) all trays containing overflow mail moved into that tray under [235.6.5](#), [245.8.3](#) or [245.7.5](#).
  2. Tray/sack destination ZIP Code from top line of tray/sack label except that, for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes 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). Exception: documentation for 3-digit/scheme letters in AADC trays or for AADC letters in mixed AADC trays is not required unless those trays contain overflow mail. For automation letter mailings, the number of pieces in the next higher level tray in lieu of overflow trays if applicable. For ECR letters prepared under [245.9.0](#), the number of pieces in carrier routes within full trays. For bundled mail, the number of pieces in each bundle level and presort destination.
  4. Separate columns with the number of pieces for each price reported in the mailing, and a continuous running total of pieces 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). For pieces prepared in FSS scheme bundles, list by 5-digit ZIP Code within each bundle. For pieces prepared in 5-digit scheme bundles, list by 5-digit ZIP Code within each bundle. For pieces prepared in 3-digit scheme bundles, list by 3-digit ZIP Code within the bundle. Periodicals firm bundles may be listed in a separate firm bundle column or in the appropriate column based on container level.
  5. The tray identification number and size (1-foot or 2-foot) if available for letter mail in trays. The tray identification number is optional for tray-based automation flats.
  6. For all Periodicals mailings, include a separate “Zone” column. If all automation letters for a specific tray, group, or bundle destination are subject to the same zone price or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in [1.6.3](#). If automation letters for a bundle or tray 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.

7. For Periodicals mailings that contain both In-County and Outside-County pieces, 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 a running total.
- d. For bundles on pallets, list these required elements:
1. Pallet sortation level.
  2. Pallet destination ZIP Code.
  3. For each bundle, the sortation level and number of pieces claimed at each price. Periodicals firm bundles may be listed in a separate firm bundle column or in a column based on container level.
  4. Separate columns with the number of pieces for each price reported in the mailing, and a continuous running total of pieces (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code). Document SCF, ADC, or NDC pallets created as a result of bundle reallocation under [705.8.11](#), [705.8.12](#), or [705.8.13](#) by designating the protected pallet with an identifier of “PSCF” (for an SCF pallet), “PADC” (for an ADC pallet), or “PBMC” (for a NDC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required on pallet labels or on any other documentation.
  5. For mailings of bundles on pallets under [705.12.0](#) and [705.13.0](#), provide a separate 5% threshold summary for each logical merged 5-digit scheme pallet and each logical merged 5-digit pallet.
  6. For all Periodicals mailings, include a separate “Zone” column. If all copies for a bundle destination are subject to the same zone price or entry discount, show the zone or entry discount for those copies using the abbreviations in [207.17.4.3](#). If copies for a bundle destination are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or “M”) in the “Zone” column. Report foreign copies separately.
  7. For Periodicals mailings that contain both In-County and Outside-County pieces, the listing may include separate “Container Charge” and “Bundle Charge” columns. Indicate which pallets and bundles are subject to the container or bundle charges and a total or a running total.
  8. At the end, a summary report of the number of pieces claimed at each price on each pallet by postage payment method, and the number of pieces and the weight of the mail on each pallet.
- e. At the end of the documentation, a summary report of the number of pieces mailed at each price for each mailing by postage payment method (and by entry point for drop shipment mailings) and the number of pieces in each mailing. This information must match the information reported on the postage statement(s). For Periodicals mailings, documentation also must provide:
1. A summary of the 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 prices under [207.1.1.2](#).

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2. A summary of the 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 prices under [207.1.1.3](#).
3. For combined mailings, a summary by mailer of the number of each type of bundle and container in the mailing and, optionally, the bundle and container price paid. Report only bundles, trays, sacks, and pallets subject to the Outside-County bundle and container prices.
4. A summary of the number of copies for each zone, including In-County, DDU, SCF, and ADC prices. A separate summary report is not required if a PAVE-certified postage statement facsimile generated by the presort software used to prepare the documentation is presented for each mailing.

**1.3 Price Level Column Headings**

[5-31-15] The actual name of the price level (or abbreviation) is used for column headings required by 1.2 and shown below:

a. Automation First-Class Mail, Standard Mail, and barcoded Periodicals:

PRICE	ABBREVIATION
FSS [Periodicals flats, Standard Mail flats]	SB
5-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	5B
3-Digit [First-Class Mail letters and flats, Periodicals letters and flats, and Standard Mail letters and flats]	3B
AADC [First-Class Mail, Periodicals, and Standard Mail letters]	AB
ADC [First-Class Mail, Periodicals, and Standard Mail Flats]	AB
Mixed AADC [First-Class Mail, Periodicals, and Standard Mail letters]	MB
Mixed ADC [First-Class Mail, Periodicals, and Standard Mail flats]	MB
Basic [In-County Periodicals]	BB
Firm [Outside-County Periodicals]	FB

b. Presorted First-Class Mail, barcoded and nonbarcoded Periodicals flats, nonbarcoded Periodicals letters, and machinable and nonmachinable Standard Mail:

PRICE	ABBREVIATION
Presorted [First-Class Mail letters/cards, flats, and parcels]	Presort
5-Digit [First-Class Mail parcels, all Standard Mail, and Periodicals letters]	5D
FSS [Periodicals flats, Standard Mail flats]	SD
3-Digit [First-Class Mail parcels, all Standard Mail and Periodicals letters]	3D
SCF [for Standard Mail parcels]	SCF
AADC [Standard Mail machinable letters]	AB
ADC [First-Class Mail parcels, First-Class Mail Package Service parcels, Standard Mail nonmachinable letters, flats, and irregular parcels and all Periodicals]	AD
Basic [In-County Periodicals]	BS
Mixed AADC [Standard Mail machinable letters]	MB
Mixed ADC [Standard Mail nonmachinable letters, flats, irregular parcels; and all Periodicals]	MD
Mixed ADC [First-Class Mail parcels]	SP
NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	NDC
Mixed NDC [Standard Mail machinable parcels and Marketing parcels 6 ounces and over]	MNDC
Firm [Outside-County Periodicals]	FB

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## c. Carrier Route Periodicals and Enhanced Carrier Route Standard Mail:

PRICE	ABBREVIATION
Saturation [letters, flats, and irregular parcels]	WS
High Density [letters, flats, and irregular parcels]	HD
High Density Plus [Standard Mail only; letters and flats]	HDP
Basic [letters, flats, and irregular parcels]	CR
Firm [Outside-County Periodicals]	FB

## 1.4

**Sortation Level**

[5-31-15] 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, Bound Printed Matter 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
FSS Scheme [bundle, tray, sack or other approved container, Periodicals flats, Standard Mail flats, Bound Printed Matter flats]	FSS
3-Digit Carrier Routes	CR3
3-Digit Scheme [barcoded letters, barcoded and cobundled flats]	3DGS
Merged 3-Digit [sacks, Periodicals flats and irregular parcels]	M3D
3-Digit	3DG
ADC	ADC
ADC [pallets created from bundle reallocation]	PADC
AADC	AADC
Mixed ADC	MADC
Origin Mixed ADC	OMX
Mixed AADC	MAAD
SCF [sacks and pallets, Periodicals flats, Bound Printed Matter, Standard Mail irregular parcels less than 6 ounces]	SCF

<b>SORTATION LEVEL</b>	<b>ABBREVIATION</b>
SCF [pallets created from bundle reallocation]	PSCF
NDC	NDC
ASF	ASF
NDC [pallets created from bundle reallocation]	PNDC
Mixed NDC [working]	MNDC

**1.5 Combined, Copalletized, and Merged Mailings**

For combined or copalletized mailings of Periodicals and Standard Mail, documentation must show this additional information:

- a. For mailings that require multiple postage statements:
  - 1. A column that identifies the contents of all trays/bundles by product or edition code.
  - 2. Prices for each product or edition shown in the correct “Price” column and summarized for each tray, sack, or pallet and for the entire mailing.
- b. For Periodicals, when copies of multiple editions or publications are combined in a firm bundle: report “1” in the appropriate “Piece Price” column for one edition or publication, and report “0” in the “Piece Price” and the “Product/Edition Code” columns for the other editions or publications in the firm bundle.
- c. 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. Mailers must maintain full bundle detail (by product or edition code and price) for the entire mailing job for 90 days and provide it to the USPS on request within 3 working days. This documentation must include the price summary by product or edition for each pallet/sack, including those for which full detail bundle listings are not reported.

**1.6 Detailed Zone Listing for Periodicals**

**1.6.1 Definition and Retention**

[5-31-15] The publisher must be able to present documentation to support the number of copies of each edition of an issue, by entry point, mailed to each zone, and at DDU, DFSS, DSCF, DADC, DNDC, and In-County prices. This listing is separate from the standardized documentation required to support presort and may be submitted with each mailing, or a publisher may keep these records for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings upon request by the USPS.

**1.6.2 Characteristics**

Report the number of copies mailed to each 3-digit ZIP Code area using either one of the following formats:

- a. Report copies by each 3-digit ZIP Code in ascending numeric order. Include columns for: 3-digit ZIP Code, zone, and number of copies per zone. Include a summary of the number of copies at each zone price at the end of the report. A

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3-digit ZIP Code may appear more than once if there are copies at different zone prices (e.g., In-County and Outside-County copies) for that 3-digit ZIP Code.

- b. Report copies by each zone and by 3-digit ZIP Code in ascending numeric order. For each zone, include columns for: 3-digit ZIP Code and number of copies. 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 prices for that 3-digit ZIP Code.

### 1.6.3 Zone Abbreviations

[5-31-15] Use the actual price name or the authorized zone abbreviation in the listings in 1.0 and 207.17.4.2:

ZONE ABBREVIATION	RATE EQUIVALENT
ICD	In-County, DDU
IC	In-County, Others
DDU	Outside-County, DDU
FSS	Outside-County, DFSS
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

## 1.7 Bundle and Container Reports for Outside-County Periodicals Mail

A mailer must present documentation to support the actual number of bundles and containers of each edition of an issue as explained in 1.7.1 and 1.7.2 below.

### 1.7.1 Outside-County Bundle Report

The bundle report must contain, at a minimum, the following elements:

- a. Container identification number.
- b. Container type.
- c. Container presort level.
- d. Bundle ZIP Code.
- e. Bundle level.
- f. Price category.
- g. Number of copies by version in the bundle.
- h. An indicator showing which bundles are subject to the bundle charge.

### 1.7.2 Outside-County Container Report

[5-31-15] The container report must contain, at a minimum, the following elements:

- a. Container identification number.
- b. Container type.

- c. Container level.
- d. Container entry level (origin, DDU, DFSS, DSCF, DADC, or DNDC).
- e. An indicator showing which containers are subject to the container charge.

**1.8 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 1.7.

**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 price 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 must also obtain CASS certification (including Multiline Accuracy Support System (MASS)) for the address matching software used on the MLOCRs.

**3.1.3 Methods**

Delivery point or ZIP+4 coding may be obtained by using the CASS-certified DPC address matching software with components DPV and LACS<sup>Link</sup>; CASS-certified Z4CHANGE process; CASS-certified DirectDPV process; NCOA<sup>Link</sup>; or DSF<sup>2</sup> 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 price 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 prices 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**

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 price 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.

<b>FILE RELEASE</b> <i>Use of file released on...</i>	<b>REQUIRED USE</b> <i>Must begin no later than...</i>	<b>LAST PERMISSIBLE USE</b> <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 price 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**

When using DirectDPV to match and code address lists for automation price 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.

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- 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 price 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 prices and all carrier route prices. 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**

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**

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 Intelligent Mail and POSTNET Barcodes

### 4.1 General

Intelligent Mail barcodes and POSTNET (Postal Numeric Encoding Technique) 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. POSTNET barcodes do not qualify for automation pricing.

### 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

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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:

- 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

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-price 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-price eligibility purposes, the barcode must contain a delivery point routing code that accurately matches the delivery address. When flat-size pieces bear an Intelligent Mail barcode for automation price 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 <http://ribbs.usps.gov/> for more information on incorporating OELs in Intelligent Mail barcodes.

- c. Reply mail pieces using origin Confirm Service do not require a Mailer ID to be encoded into the Mailer Identifier field. All other mailpieces, including QBRM letters and PRM pieces, bearing Intelligent Mail barcodes must include the Mailer ID in the Mailer Identifier field. Confirm subscribers approved for OneCode Confirm must incorporate their Confirm Subscriber ID (which is their MID) 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 price eligibility can contact the PostalOne! Help Desk at 1-800-522-9085 to obtain a MID.

#### 4.3.2 Specifications

Complete specifications for Intelligent Mail barcodes are defined in USPS publication USPS-B-3200. 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 Mailer ID are described by the respective publications for each extra service. These publications are available at <http://ribbs.usps.gov/>.

### 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 First-Class Package Service parcel 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 print contrast ratio (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 prices or at Enhanced Carrier Route saturation or high density prices.
- 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 mailing or on a First-Class Mail parcel or a First-Class Package Service parcel.

### 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  $\pm 5$  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, First-Class Package Service Parcels, and Standard Mail Irregular Parcels

The maximum rotational skew (slant or tilt of the individual barcode bars) for barcodes is  $\pm 10$  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 [202.5.0](#). For information on barcode placement on parcels weighing less than 6 ounces, see [202.4.0](#).

### 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 prices 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 Package and Extra Service Barcodes

### 5.1 Intelligent Mail Package Barcode

#### 5.1.1 Definition

An Intelligent Mail package barcode (IMpb) is the USPS-developed barcode that can be read by automated parcel processing equipment and scanning devices, and consists of a data string that generally follows the GS1-128 specification. These barcodes include a variable length format that is determined by the elements selected by the mailer, and supplies tracking and routing data for packages and extra service applications. Intelligent Mail package barcodes may be used on all packages, and on other mailpieces requesting extra services. All mailers generating Intelligent Mail package barcodes must also submit piece-level information to the USPS via an approved electronic file format (except for mailers generating barcodes for use on return services products, such as MRS). Electronic files must include the destination delivery address (recommended) and/or ZIP + 4 for all records. The ZIP + 4 is recommended, but not required to be encoded into the barcode.

#### 5.1.2 Barcode Location

See [202.4.1](#) for barcode location standards.

#### 5.1.3 Barcode Data Fields

The following fields are used in conjunction with the Intelligent Mail package barcode. Not every barcode type will use every field, and some fields may be suppressed from the human-readable text. Detailed specifications are provided in Publication 199 and on RIBBS at <http://ribbs.usps.gov/>.

- a. *Channel Application Identifier (AI)*: identifies the business induction channel from which the mailpiece originated and the location of the payment record.
- b. *Channel Identifier*: identifies the retail system from which the barcode originates.
- c. *Destination ZIP Code*.
- d. *Device Identifier*: used in conjunction with the AI to identify the exact printing source.
- e. *Julian Date*: used in conjunction with the AI to identify the print date.
- f. *Mailer Identifier (MID)*: identifies the 6 or 9-digit MID of the mailer or mail service provider. A 6-digit MID must begin with a “0” through an “8” and a 9-digit MID must begin with a “9.”
- g. *Mod 10 Check Digit*: used as the final digit in the barcode string.
- h. *Postal Code Application Identifier*: identifies the presence of a routing code, when used.
- i. *Serial Number*: identifies the mailpiece, the length for which is determined by the induction channel for the mailer.
- j. *Service Type Code*: a 3-digit code that identifies the mail class, product and/or extra services.
- k. *Source Identifier*: a 2-digit field that identifies the type of online source or platform that generated the barcode.

#### 5.1.4 Physical Barcode Requirements

Detailed physical specifications for barcodes are provided in the resource documents and Publication 199, available on RIBBS at <http://ribbs.usps.gov/>. Physical barcode requirements are as follows:

- a. *Barcode Symbology*: generally follows GS1-128 symbology.
- b. *X-Dimension*: defines the width of the narrowest bar or space element within the barcode and must be between 0.013 inch and 0.021 inch. X-Dimension must remain constant through the barcode.
- c. *Barcode Length*: the overall length is a function of the number of characters encoded and the X-Dimension used.
- d. *Barcode Height*: unless allowed by exception, the minimum height must be at least 0.75 inch.
- e. *Minimum Horizontal Barcode Quiet/Clear Zone*: must measure at least ten (10) times the X-Dimension to the left and right of the barcode. A clear zone of at least 0.25 inch is recommended.
- f. *Minimum Vertical Barcode Quiet/Clear Zone*: a clear zone of at least 0.125 inch must be maintained directly above and below the barcode.
- g. *Human-Readable Representation of Barcode Data and Service Banner*: text must be printed in accordance with [Exhibit 5.1.4](#) and as follows:
  1. Human-readable text cannot extend beyond the length of the identification bars.
  2. Service Banners must include the human-readable text “USPS SIGNATURE TRACKING #” (or “USPS SIGNATURE TRACKING NUMBER”) for mailpieces requiring a signature at delivery and “USPS TRACKING #” (or “USPS TRACKING NUMBER”) for all other mailpieces. Service Banner text shown in [Exhibit 5.1.4](#) is an example. See Publication 199 for additional information.
- h. *Identification Bars*: are horizontal black lines that extend at least the total combined width of the barcode and the minimum horizontal clearance to the left and right of the barcode, and may extend beyond this measurement to the width of the label are printed in accordance with [Exhibit 5.1.4](#)
- i. *ZIP Identifier for Concatenated Barcodes*: barcodes containing a postal routing code must include a “ZIP” marking above the barcode as shown in [Exhibit 5.1.4](#)

**Exhibit 5.1.4 Barcode Specifications****5.1.5 Print Quality Requirements**

Detailed specifications for measuring print quality are defined in the Intelligent Mail Package Barcode Specification and Publication 199.

Print quality requirements are as follows:

- Reflectance:* barcodes must be printed on substrate (e.g. shipping label) of uniform color and must meet requirements for reflectance as measured on a USPS-specified reflectance meter or barcode verifier.
- Symbol Contrast:* when measured in accordance with the Intelligent Mail Package Barcode Specification, must be greater than 40 percent.
- Barcode Quality:* barcodes in each mailing must have an acceptable overall symbol grade.

**5.1.6 Quality Assurance**

Mailers must perform routine inspections and testing of labels and barcodes to ensure quality

**5.1.7 Electronic File**

All mailers generating Intelligent Mail package barcodes must transmit piece-level information to the USPS in an approved electronic file format (except for mailers generating barcodes for use on return services products, such as MRS).

Specifications for electronic files are available on RIBBS at <http://ribbs.usps.gov/>.

Electronic files must include the following elements:

- Header Record:* provides summary information regarding the entity transmitting the file and the nature of the mailing.
- Detail Record 1:* defines the class and service type of the item, fees and postage, destination ZIP Code and information related to containerization.
- Detail Record 2:* provides detail on special products (e.g. Priority Mail Express).
- Version 1.6 (or subsequent versions) of the electronic shipping services manifest files including each destination delivery address or ZIP + 4 Code. Effective January 25, 2015, shipping services manifests, or other approved electronic documentation, must include the destination delivery address or delivery point validated (DPV) 11-digit ZIP Code for each record in the file.

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- e. Electronic shipping manifest files, or approved alternative electronic documentation, must include data identifying the mailing agent and mail owner, as applicable.

**5.1.8 Alternate Approval**

Labels not meeting IMpb specifications or other label element standards, but are still able to demonstrate acceptable functionality within USPS processes, may be allowed using an alternative approval process authorized by the vice president, Product Information.

**5.2 Other Package Barcodes****5.2.1 Basic Standards for Postal Routing Barcodes**

A separate postal routing barcode may be used on parcels to provide routing information, when used in conjunction with an IMpb. Each parcel must bear a properly prepared GS1-128 barcode symbology as described in [5.2.2](#) that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see [202.4.0](#).

**5.2.2 Basic Elements of Postal Routing Barcodes**

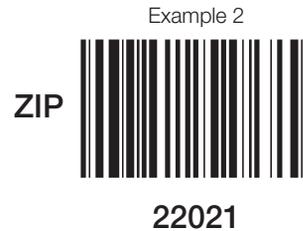
GS1-Code128 postal routing barcode data elements include:

- a. *Barcode Type*. GS1-128 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 GS1-128 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. GS1-128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.
- g. *Stop Code*. The GS1-128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text.

**Exhibit 5.2.2 Postal Routing GS1-128 Barcode Format**

GS1-128 Format (as described in a-g)

Start	FNC1	4	2	0	2	2	0	2	1	Mod 103	Stop
-------	------	---	---	---	---	---	---	---	---	---------	------



**5.2.3 Use With USPS Tracking or Signature Confirmation**

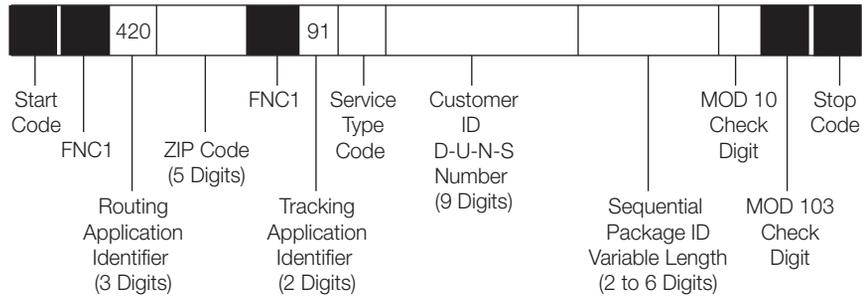
Eligible machinable parcels may qualify for the barcode discount and bear a USPS Tracking or Signature Confirmation barcode using one of the following options:

- a. The Single Concatenated Barcode (see [Exhibit 5.2.3a](#)). Mailers may place a single concatenated barcode that combines the postal routing information and USPS Tracking or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in [503](#) for USPS Tracking or Signature Confirmation, and in Publication 199. 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 5.2.3a Confirmation Services Concatenated GS1-128 Barcode Format**

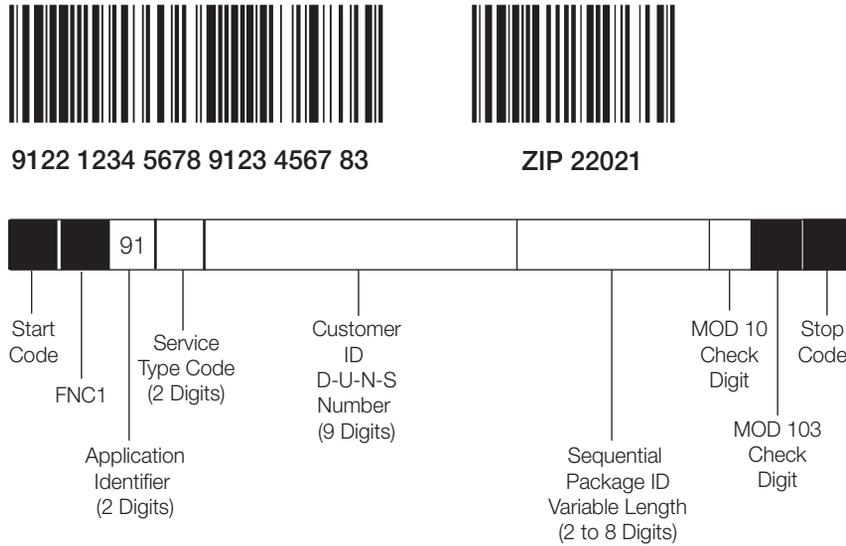


420 22021 9122 1234 5678 91 23 4567 83



- b. Separate Barcodes. Mailers may place both a postal routing barcode described in [5.2.2](#) and a USPS Tracking barcode or Signature Confirmation barcode described in [503](#) and in Publication 199 on the same parcel.

**Exhibit 5.2.3b Confirmation Services GS1-128 Barcode Format Using a Separate Postal Routing Barcode**



**5.2.4 Use With Confirmation Services and Insurance (Integrated Barcode)**

To eliminate the need to place one barcode for USPS Tracking 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 USPS Tracking or Signature Confirmation and insurance using one of the following options:

- a. Single Concatenated Integrated Barcode that combines postal routing information and postal insurance (503.4.0) with USPS Tracking service or Signature Confirmation service. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in 503 for USPS Tracking and Signature Confirmation, and Publication 199. 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 5.2.2 and an integrated barcode that combines insurance as described in 5.2a on the same parcel with USPS Tracking in 503.7.0 or Signature Confirmation in 503.8.0. The integrated barcode option allows electronic mailers to combine multiple special services into a single barcode on their packages.

**5.2.5 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.

**5.2.6 Location**

See 202.4.1 for barcode location standards.

**5.2.7 Clear Zone**

The barcode must be located as specified in [202.4.1](#). 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.

**5.2.8 Reflectance**

Barcodes must be printed on substrate (e.g. shipping label) of uniform color and must meet requirements for reflectance as measured on a USPS-specified reflectance meter or barcode verifier.

**5.2.9 Quality**

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. Information concerning ANSI guidelines X3.182-1990 may be obtained from the ANSI (see [608.8.3](#)).

**5.2.10 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 [5.2.2](#), [5.2.3b](#), and [5.2.4b](#), 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 5.2.2](#)). 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 [5.2.3b](#) or [5.2.4b](#) 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).

**5.2.11 Service Banner Text**

Except with Certified Mail, Registered Mail, Adult Signature, Parcel Return Service, and Priority Mail Express or Priority Mail Open and Distribute services, mailers preparing extra service barcodes under [5.2](#) may optionally use a “USPS TRACKING #” human-readable service banner text above the barcode on packages not requiring a signature at delivery, and a “USPS SIGNATURE TRACKING #” service banner text above the barcode on packages where a signature is required at delivery.

**5.2.12 Technical Specifications**

Postal routing codes must meet the technical specifications in the GS1-128 Application Identifier Standard, which can be obtained from Uniform Code Council Inc. (see [608.8.0](#)), and the barcode characteristics in [5.0](#).

**5.2.13 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 Standards for Barcoded Tray Labels, Sack Labels, and Container Placards**

**6.1 General**

**6.1.1 Tray and Sack Labels**

Intelligent Mail tray labels are the USPS-approved method to encode routing, content, origin, and mailer information on trays and sacks. Intelligent Mail tray labels are designed for optimum use with Intelligent Mail barcoded mail and have the capacity to provide unique identification throughout postal processing, but are required for use on all trays and sacks in presorted mailings.

**6.1.2 Container Placards**

Mailer-generated container placards bearing Intelligent Mail container barcodes identify the mail owner or agent and uniquely identify the unit (pallet, container, or rolling stock). Intelligent Mail container placards are designed for use with Intelligent Mail barcoded mail and Intelligent Mail tray labels.

- a. Intelligent Mail container placards are not required for small mailings of Standard Mail, Periodicals, and Bound Printed Matter letters and flats when entered at a BMEU, if the mailing is less than 500 pounds of bundles or sacks, and fewer than 72 linear feet of trays.
- b. Intelligent Mail container placards are not required when entering mail at a co-located BMEU within the service area where mail is entered, if the mailing consists of 100 but less than 250 pounds of bundles or sacks, and at least 12 but fewer than 35 linear feet of trays.

**6.2 Specifications for Barcoded Tray and Sack Labels**

**6.2.1 Use**

[Exhibit 6.2.1](#) 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](#), and tray labels must be non-adhesive.

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- 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 6.2.1 Required Barcoded Tray and Sack Labels**

PRICE OR TYPE	PROCESSING CATEGORY
<b>First-Class Mail</b>	
Automation price	Letter-size, flat-size
Cobundled and cotrayed under 705.9.0 through 705.13.0	Flat-size
<b>Periodicals</b>	
Automation price	Letter-size, flat-size
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
<b>Standard Mail</b>	
Automation price	Letter-size, flat-size
Enhanced Carrier Route high-density and saturation letter prices	Letter-size (barcoded labels not required for letter-size pieces with simplified addresses or paid at nonletter prices)
Cobundled and cosacked under 705.9.0 through 705.13.0	Flat-size
Automation, Presorted, and Enhanced Carrier Route in letter trays under 245.3.0	Flat-size
Automation and Presorted in letter trays cotrayed under 705.9.0 using 245.3.0 option	Flat-size
<b>Bound Printed Matter</b>	
Barcoded	Flat-size

**6.2.2 Line 1 (Destination Line)**

The destination line must meet these standards:

- a. *Placement.* The destination line must be the top line of the label. An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in 6.3.2, and 6.3.3f. The destination line must be completely visible when placed in the label holder. Visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label, when the label is cut and prepared.
- b. *Information.* The destination line must contain only the information required by the standards for the class, processing category, sortation level of the tray or sack, and the prices claimed. This information is contained in the labeling lists for all sortation and price levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit 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.

- 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 its 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 CLDS system ([clds.usps.com](https://clds.usps.com)). 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.

### 6.2.3 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 [b.](#) or [c.](#). 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 [6.2.4](#) 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 [207.27.2](#) 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.

### 6.2.4 3-Digit Content Identifier Numbers

**[5-31-15]** The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and its 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 by mailers through the CLDS system ([clds.usps.com](https://clds.usps.com)). 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. See [Exhibit 6.2.4](#).



708.6.2.4

### Exhibit 6.2.4 3-Digit Content Identifier Numbers

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>PRIORITY MAIL EXPRESS OPEN AND DISTRIBUTE</b>		
Dropship, all container levels	143	EXPRESS DROPSHIP
<b>PRIORITY MAIL OPEN AND DISTRIBUTE</b>		
Dropship, all container levels	165	PMOD
Letters, all classes	029	PMOD LTRS
Flats, all classes	030	PMOD FLTS
Parcels, all classes	025	PMOD PARCELS
<b>First-Class Package Service, Parcels</b>		
DDU parcels	026	PMOD FC PARCELS DDU
SCF parcels	027	PMOD FC PARCELS SCF
ADC parcels	028	PMOD FC PARCELS ADC
<b>All Other Classes, Parcels</b>		
DDU parcels	031	PMOD PARCELS DDU
SCF parcels	032	PMOD PARCELS SCF
ADC parcels	033	PMOD PARCELS ADC
ASF/NDC irregular parcels	034	PMOD IRREG NDC
ASF/NDC machinable parcels	035	PMOD MACH NDC
<b>FIRST-CLASS MAIL</b>		
<b>FCM Letters – Automation</b>		
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 <sup>2</sup>
3-digit trays	244	FCM LTR 3D BC
AADC trays	245	FCM LTR AADC BC
mixed AADC trays	246	FCM LTR BC WKG
<b>FCM Letters – Nonautomation Machinable</b>		
3-digit trays	255	FCM LTR 3D MACH
AADC trays	258	FCM LTR AADC MACH
mixed AADC trays	260	FCM LTR MACH WKG
<b>FCM Letters – Presorted Nonmachinable</b>		
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

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>FCM Letters – Single-Piece</b>		
single-piece trays	260	FCM SNGLP LTRS WKG
<b>FCM Flats – Automation</b>		
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
<b>FCM Flats – Presorted</b>		
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
<b>FCM Flats – Co-trayed Automation and Presorted</b>		
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
<b>FCM Flats – Single-Piece</b>		
single-piece trays	282	FCM SNGLP FLTS WKG
<b>FC Parcels – Presorted</b>		
5-digit scheme sacks	289	FC PARCELS 5D SCH
5-digit sacks	289	FC PARCELS 5D
3-digit sacks	290	FC PARCELS 3D
ADC sacks	291	FC PARCELS ADC
mixed ADC sacks	292	FC PARCELS WKG
<b>PERIODICALS (PER)</b>		
<b>PER Letters – Carrier Route</b>		
saturation price trays	369	PER LTRS WSS <sup>1</sup>
high density price trays	370	PER LTRS WSH <sup>1</sup>
basic price trays	366	PER LTRS CR <sup>1</sup>
5-digit carrier routes trays	367	PER LTRS CR-RTS
3-digit carrier routes trays	368	PER LTRS 3D CR-RTS
<b>PER Letters – Barcoded (Automation)</b>		
5-digit scheme trays	341	PER LTRS BC 5D SCHEME
5-digit trays	342	PER LTRS 5D BC

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
3-digit scheme trays	343	PER LTRS BC SCHEME <sup>2</sup>
3-digit trays	344	PER LTRS 3D BC
AADC trays	345	PER LTRS AADC BC
mixed AADC trays	346	PER LTRS BC WKG
<b>PER Letters – Nonbarcoded (Nonautomation)</b>		
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
<b>PER Flats – Carrier Route</b>		
car. rt. sacks — saturation	387	PER FLTS WSS <sup>1</sup>
car. rt. sacks — high density	388	PER FLTS WSH <sup>1</sup>
car. rt. sacks — basic	385	PER FLTS CR <sup>1</sup>
5-digit carrier routes sacks	386	PER FLTS 5D CR-RTS
5-digit scheme car. rts. sacks	371	PER FLTS CR-RTS SCH
3-digit carrier routes sacks	351	PER FLTS 3D CR-RTS
<b>PER Flats – Barcoded</b>		
5-digit sacks	372	PER FLTS 5D BC
5-digit scheme sacks	372	PER FLTS 5D SCH BC
3-digit sacks	373	PER FLTS 3D BC
SCF sacks	377	PER FLTS SCF BC
ADC sacks or trays	374	PER FLTS ADC BC
mixed ADC sacks or trays	375	PER FLTS BC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM
<b>PER Flats – Nonbarcoded</b>		
5-digit scheme sacks	378	PER FLT 5D SCH NON BC
5-digit sacks	378	PER FLTS 5D NON BC
3-digit sacks	379	PER FLTS 3D NON BC
SCF sacks	384	PER FLTS SCF NON BC
ADC sacks or trays	380	PER FLTS ADC NON BC
mixed ADC sacks or trays	382	PER FLTS NON BC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM
<b>PER Flats – Cosacked Barcoded and Nonbarcoded</b>		
5-digit scheme sacks	321	PER FLT 5D SCH BC/NBC

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
5-digit sacks	321	PER FLTS 5D BC/NBC
3-digit sacks	322	PER FLTS 3D BC/NBC
SCF sacks	329	PER FLTS SCF BC/NBC
ADC sacks or trays	331	PER FLTS ADC BC/NBC
mixed ADC sacks or trays	332	PER FLTS BC/NBC WKG
origin mixed ADC sacks or trays	381	PER FLTS WKG W FCM
<b>PER Flats – Merged Carrier Route, Barcoded, and Nonbarcoded</b>		
merged 5-digit sacks	339	PER FLTS CR/5D
merged 5-digit scheme sacks	349	PER FLTS CR/5D SCH
FSS scheme	707	PER FLTS 5D FSS SCH BC
FSS facility	703	PER FLTS 5D FSS FAC BC
merged 3-digit sacks	352	PER FLTS CR/5D/3D
<b>PER Irregular Parcels – Merged Carrier Route and Presorted</b>		
merged 5-digit sacks	340	PER IRREG CR/5D
merged 3-digit sacks	354	PER IRREG CR/5D/3D
merged 5-digit scheme sacks	365	PER IRREG CR/5D SCH
<b>PER Irregular Parcels – Carrier Route</b>		
saturation price sacks	397	PER IRREG WSS <sup>1</sup>
high density price sacks	398	PER IRREG WSH <sup>1</sup>
basic price sacks	395	PER IRREG CR <sup>1</sup>
5-digit carrier routes sacks	396	PER IRREG 5D CR-RTS
5-digit scheme car. rts. sacks	399	PER IRREG CR-RTS SCH
3-digit carrier routes sacks	355	PER IRREG 3D CR-RTS
<b>PER Irregular Parcels – Presorted</b>		
5-digit sacks	389	PER IRREG 5D
3-digit sacks	390	PER IRREG 3D
SCF sacks	394	PER IRREG SCF
ADC sacks or trays	391	PER IRREG ADC
mixed ADC sacks or trays	392	PER IRREG WKG
origin mixed ADC sacks or trays	363	PER IRREG WKG W FCM

**PERIODICALS (NEWS)**

**NEWS Letters – Carrier Route**



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
saturation price trays	469	NEWS LTRS WSS <sup>1</sup>
high density price trays	470	NEWS LTRS WSH <sup>1</sup>
basic price trays	466	NEWS LTRS CR <sup>1</sup>
5-digit carrier routes trays	467	NEWS LTRS CR-RTS
3-digit carrier routes trays	468	NEWS LTRS 3D CR-RTS
<b>NEWS Letters – Barcoded (Automation)</b>		
5-digit scheme trays	441	NEWS LTR BC 5D SCHEME
5-digit trays	442	NEWS LTRS 5D BC
3-digit scheme trays	443	NEWS LTRS BC SCHEME <sup>2</sup>
3-digit trays	444	NEWS LTRS 3D BC
AADC trays	445	NEWS LTRS AADC BC
mixed AADC trays	446	NEWS LTRS BC WKG
<b>NEWS Letters – Nonbarcoded (Nonautomation)</b>		
5-digit trays	450	NEWS LTRS 5D NON BC
3-digit trays	453	NEWS LTRS 3D NON BC
ADC trays	456	NEWS LTRS ADC NON BC
mixed ADC trays	459	NEWS LTRS NON BC WKG
<b>NEWS Flats – Carrier Route</b>		
car. rt. sacks – saturation	487	NEWS FLTS WSS <sup>1</sup>
car. rt. sacks – high density	488	NEWS FLTS WSH <sup>1</sup>
car. rt. sacks – basic	485	NEWS FLTS CR <sup>1</sup>
5-digit carrier routes sacks	486	NEWS FLTS 5D CR-RTS
5-digit scheme car. rts. sacks	471	NEWS FLTS CR-RTS SCH
3-digit carrier routes sacks	451	NEWS FLTS 3D CR-RTS
<b>NEWS Flats – Barcoded</b>		
5-digit sacks	472	NEWS FLTS 5D BC
5-digit scheme sacks	472	NEWS FLTS 5D SCH BC
3-digit sacks	473	NEWS FLTS 3D BC
SCF sacks	477	NEWS FLTS SCF BC
ADC sacks or trays	474	NEWS FLTS ADC BC
mixed ADC sacks or trays	475	NEWS FLTS BC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
<b>NEWS Flats – Nonbarcoded</b>		
5-digit scheme sacks	478	NEWS FLT 5D SCH NON BC

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
5-digit sacks	478	NEWS FLTS 5D NON BC
3-digit sacks	479	NEWS FLTS 3D NON BC
SCF sacks	484	NEWS FLTS SCF NON BC
ADC sacks or trays	480	NEWS FLTS ADC NON BC
mixed ADC sacks or trays	482	NEWS FLTS NON BC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
<b>NEWS Flats – Cosacked Barcoded and Nonbarcoded</b>		
5-digit scheme sacks	421	NEWS FLT 5D SCH BC/NBC
5-digit sacks	421	NEWS FLTS 5D BC/NBC
3-digit sacks	422	NEWS FLTS 3D BC/NBC
SCF and origin/entry SCF sacks	429	NEWS FLTS SCF BC/NBC
ADC sacks or trays	431	NEWS FLTS ADC BC/NBC
mixed ADC sacks or trays	432	NEWS FLTS BC/NBC WKG
origin mixed ADC sacks or trays	481	NEWS FLTS WKG W FCM
<b>NEWS Flats – Merged Carrier Route, Barcoded, and Nonbarcoded</b>		
merged 5-digit	439	NEWS FLTS CR/5D
merged 5-digit scheme	449	NEWS FLTS CR/5D SCH
FSS scheme	708	NEWS FLTS 5D FSS SCH BC
FSS facility	704	NEWS FLTS 5D FSS FAC BC
merged 3-digit sacks	452	NEWS FLTS CR/5D/3D
<b>NEWS Irregular Parcels – Merged Carrier Route and Presorted</b>		
merged 5-digit	440	NEWS IRREG CR/5D
merged 5-digit scheme	465	NEWS IRREG CR/5D SCH
merged 3-digit sacks	454	NEWS IRREG CR/5D/3D
<b>NEWS Irregular Parcels – Carrier Route</b>		
saturation price sacks	497	NEWS IRREG WSS <sup>1</sup>
high density price sacks	498	NEWS IRREG WSH <sup>1</sup>
basic price sacks	495	NEWS IRREG CR <sup>1</sup>
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

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
<b>NEWS Irregular Parcels – Presorted</b>		
5-digit sacks	489	NEWS IRREG 5D
3-digit sacks	490	NEWS IRREG 3D
SCF sacks	494	NEWS IRREG SCF
ADC sacks or trays	491	NEWS IRREG ADC
mixed ADC sacks or trays	492	NEWS IRREG WKG
origin mixed ADC sacks or trays	463	NEWS IRREG WKG W FCM
<b>STANDARD MAIL</b>		
<b>ECR Letters – Barcoded</b>		
saturation price	557	STD LTR BC WSS <sup>1</sup>
high density or high density plus price	557	STD LTR BC WSH <sup>1</sup>
basic price	557	STD LTR BC LOT <sup>1</sup>
5-digit carrier routes trays	564	STD LTR 5D CR-RT BC
3-digit carrier routes trays	565	STD LTR 3D CR-RT BC
<b>ECR Letters – Nonautomation (Machinable)</b>		
saturation price	569	STD LTR MACH WSS <sup>1</sup>
high density or high density plus price	569	STD LTR MACH WSH <sup>1</sup>
basic price	569	STD LTR MACH LOT <sup>1</sup>
5-digit carrier routes trays	567	STD LTR 5D CR-RT MACH
3-digit carrier routes trays	568	STD LTR 3D CR-RT MACH
<b>ECR Letters – Nonautomation (Nonmachinable)</b>		
saturation price	608	STD LTR MAN WSS <sup>1</sup>
high density or high density plus price	608	STD LTR MAN WSH <sup>1</sup>
basic price	608	STD LTR MAN LOT <sup>1</sup>
5-digit carrier routes trays	609	STD LTR 5D CR-RT MAN
3-digit carrier routes trays	611	STD LTR 3D CR-RT MAN
<b>STD Letters – Automation</b>		
5-digit scheme trays	541	STD LTR BC 5D SCHEME
5-digit trays	542	STD LTR 5D BC
3-digit scheme trays	543	STD LTR BC SCHEME <sup>2</sup>
3-digit trays	544	STD LTR 3D BC
AADC trays	545	STD LTR AADC BC

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
mixed AADC trays	546	STD LTR BC WKG
<b>STD Letters – Nonautomation Machinable</b>		
3-digit trays	555	STD LTR 3D MACH
AADC trays	558	STD LTR AADC MACH
mixed AADC trays	560	STD LTR MACH WKG
<b>STD Letters – Presorted Nonmachinable</b>		
5-digit trays	604	STD LTR 5D MANUAL
3-digit trays	606	STD LTR 3D MANUAL
ADC trays	607	STD LTR ADC MANUAL
mixed ADC trays	605	STD LTR MANUAL WKG
<b>STD Letters – Residual Pieces Subject to FCM Single-Piece Prices</b>		
residual trays	560	STD LTRS WKG
<b>Enhanced Carrier Route Flats – Nonautomation</b>		
saturation price sacks	587	STD FLTS ECRWSS <sup>1</sup>
high density or high density plus price sacks	588	STD FLTS ECRWSH <sup>1</sup>
basic price sacks	589	STD FLTS ECRLOT <sup>1</sup>
5-digit carrier routes sacks	586	STD FLTS CR-RTS
5-digit scheme car. rts. sacks	529	STD FLTS CR-RTS SCH
<b>STD Flats – Cosacked Automation and Nonautomation</b>		
5-digit scheme sacks	521	STD FLT 5D SCH BC/NBC
5-digit sacks	521	STD FLTS 5D BC/NBC
3-digit and origin/entry 3-digit sacks	522	STD FLTS 3D BC/NBC
ADC sacks	531	STD FLTS ADC BC/NBC
mixed ADC sacks	532	STD FLTS BC/NBC WKG
<b>STD Flats – Merged Carrier Route, Automation, and Presorted</b>		
merged 5-digit	539	STD FLTS CR/5D
merged 5-digit scheme	549	STD FLTS CR/5D SCH
FSS scheme	709	STD FLTS 5D FSS SCH BC
FSS facility	705	STD FLTS 5D FSS FAC BC
<b>STD Flats – Automation</b>		
5-digit sacks	572	STD FLTS 5D BC
5-digit scheme sacks	572	STD FLTS 5D SCH BC
3-digit sacks	573	STD FLTS 3D BC



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CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
ADC sacks	574	STD FLTS ADC BC
mixed ADC sacks	575	STD FLTS BC WKG
<b>STD Flats – Nonautomation</b>		
5-digit scheme sacks	578	STD FLT 5D SCH NON BC
5-digit sacks	578	STD FLTS 5D NON BC
3-digit sacks	579	STD FLTS 3D NON BC
ADC sacks	580	STD FLTS ADC NON BC
mixed ADC sacks	582	STD FLTS NON BC WKG
<b>STD Flats – Residual Pieces Subject to FCM Single-Piece Prices</b>		
residual sacks	582	STD FLTS WKG
<b>Customized MarketMail (CMM)</b>		
CMM letter trays	206	DEL LTR STD CMM MAN
CMM flat trays	207	DEL FLTS STD CMM MAN
CMM sacks	205	DEL STD CMM MAN
<b>ECR Marketing Parcels</b>		
saturation price sacks	599	STD MKTG WSS <sup>1</sup>
high density price sacks	600	STD MKTG WSH <sup>1</sup>
basic price sacks	601	STD MKTG LOT <sup>1</sup>
5-digit carrier routes sacks	598	STD MKTG CR-RTS
<b>STD Marketing Parcels less than 6 oz. and Irregular Parcels</b>		
5-digit scheme sacks	590	STD IRREG 5D SCH
5-digit sacks	590	STD IRREG 5D
SCF sacks	596	STD IRREG SCF
ASF sacks	571	STD IRREG ASF
NDC sacks	570	STD IRREG NDC
mixed NDC sacks	594	STD IRREG WKG
<b>STD Marketing Parcels 6 oz. or more and Machinable Parcels</b>		
5-digit sacks	670	STD MACH 5D
5-digit scheme sacks	670	STD MACH 5D SCH
ASF sacks	672	STD MACH ASF
NDC sacks	673	STD MACH NDC
mixed NDC sacks	674	STD MACH WKG
<b>STD Machinable and Irregular Parcels – Presorted</b>		
5-digit sacks	603	STD MACH-IRREG 5D

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
5-digit scheme sacks	603	STD MACH-IRREG 5D SCH
<b>PACKAGE SERVICES</b>		
<b>Carrier Route BPM – Flats</b>		
carrier route sacks	657	PSVC FLTS CR <sup>1</sup>
5-digit scheme car. rts. sacks	659	PSVC FLTS CR-RTS SCH
5-digit carrier routes sacks	658	PSVC FLTS CR-RTS
<b>Presorted BPM – Flats</b>		
5-digit scheme sacks	649	PSVC FLTS 5D SCH NON BC
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
SCF sacks	654	PSVC FLTS SCF NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
<b>Presorted BPM – Automation Flats</b>		
5-digit sacks	635	PSVC FLTS 5D BC
5-digit scheme sacks	635	PSVC FLTS 5D SCH BC
3-digit sacks	636	PSVC FLTS 3D BC
SCF sacks	637	PSVC FLTS SCF BC
ADC sacks	638	PSVC FLTS ADC BC
mixed ADC sacks	639	PSVC FLTS BC WKG
<b>BPM Flats – Co-sacked Barcoded and Presorted</b>		
5-digit scheme sacks	648	PSVC FLTS 5D SCH BC/NBC
FSS scheme	710	PSVC FLTS 5D FSS SCH BC
FSS facility	706	PSVC FLTS 5D FSS FAC BC
5-digit sacks	648	PSVC FLTS 5D BC/NBC
3-digit sacks	661	PSVC FLTS 3D BC/NBC
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
<b>Carrier Route BPM – Irregular Parcels</b>		
carrier route sacks	697	PSVC IRREG CR <sup>1</sup>
5-digit carrier routes sacks	698	PSVC IRREG CR-RTS
5-digit scheme car. rt. sacks	698	PSVC IRREG CR-RTS SCH
<b>Presorted BPM – Irregular Parcels</b>		
5-digit sacks	690	PSVC IRREG 5D

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
5-digit scheme sacks	690	PSVC IRREG 5D SCH
3-digit sacks	691	PSVC IRREG 3D
SCF sacks	696	PSVC IRREG SCF
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
<b>Carrier Route BPM – Machinable Parcels</b>		
carrier route sacks	687	PSVC MACH CR <sup>1</sup>
<b>Presorted BPM – Machinable Parcels</b>		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH
ASF sacks	682	PSVC MACH ASF
NDC sacks	683	PSVC MACH NDC
mixed NDC sacks	684	PSVC MACH WKG
<b>Media Mail and Library Mail Flats – Presorted</b>		
5-digit sacks	649	PSVC FLTS 5D NON BC
3-digit sacks	650	PSVC FLTS 3D NON BC
ADC sacks	651	PSVC FLTS ADC NON BC
mixed ADC sacks	653	PSVC FLTS NON BC WKG
<b>Media Mail and Library Mail Irregular Parcels – Presorted</b>		
5-digit scheme sacks	690	PSVC IRREG 5D SCH
5-digit sacks	690	PSVC IRREG 5D
3-digit sacks	691	PSVC IRREG 3D
ADC sacks	692	PSVC IRREG ADC
mixed ADC sacks	694	PSVC IRREG WKG
<b>Media Mail and Library Mail Machinable Parcels – Presorted</b>		
5-digit scheme sacks	680	PSVC MACH 5D SCH
5-digit sacks	680	PSVC MACH 5D
3-digit sacks	682	PSVC MACH ASF
ADC sacks	683	PSVC MACH NDC
mixed ADC sacks	684	PSVC MACH WKG
<b>PARCEL SELECT</b>		
<b>Parcel Select Machinable Parcels</b>		
5-digit sacks	680	PSVC MACH 5D
5-digit scheme sacks	680	PSVC MACH 5D SCH

CLASS AND MAILING	CIN	HUMAN-READABLE CONTENT LINE
ASF sacks	682	PSVC MACH ASF
NDC sacks	683	PSVC MACH NDC
mixed NDC sacks	684	PSVC MACH WKG
<b>Parcel Select DSCF and DDU Prices</b>		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
<b>Parcel Select – Irregular (Nonmachinable) Parcels</b>		
3-digit sacks	691	PSVC IRREG 3D
<b>Parcel Select Lightweight Machinable Parcels</b>		
5-digit sacks	670	STD MACH 5D
5-digit scheme sacks	670	STD MACH 5D SCH
ASF sacks	672	STD MACH ASF
NDC sacks	673	STD MACH NDC
mixed NDC sacks	674	STD MACH WKG
<b>Parcel Select Lightweight Irregular Parcels</b>		
5-digit sacks	590	STD IRREG 5D
5-digit scheme sacks	590	STD IRREG 5D SCH
SCF sacks	596	STD IRREG SCF
ASF sacks	571	STD IRREG ASF
NDC sacks	570	STD IRREG NDC
mixed NDC sacks	594	STD IRREG WKG
<b>Combined Package Services and Parcel Select Parcels</b>		
5-digit sacks	688	PSVC PARCELS 5D
5-digit scheme sacks	688	PSVC PARCELS 5D SCH
<b>Combined Package Services, Parcel Select, and Standard Machinable Parcels</b>		
5-digit sacks	660	STD/PSVC MACH 5D
5-digit scheme sacks	660	STD/PSVC MACH 5D SCH
ASF sacks	662	STD/PSVC MACH ASF
NDC sacks	663	STD/PSVC MACH NDC
mixed NDC sacks	664	STD/PSVC MACH WKG
<b>Combined Package Services, Parcel Select, and Standard – All Parcels</b>		
5-digit sacks	603	STD/PSVC PARCELS 5D
5-digit scheme sacks	603	STD/PSVC PARCELS 5D SCH



708.6.2.4

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CLASS AND MAILING	HUMAN-READABLE	
	CIN	CONTENT LINE
<b><i>Combined Package Services, Parcel Select, and Standard—Irregular Parcels 2 up to 6 oz (APPS-machinable)</i></b>		
3-digit sacks	501	STD/PSVC 3D
ADC sacks	502	STD/PSVC ADC
Mixed ADC sacks	506	STD/PSVC WKG
<b><i>Combined PSVC &amp; STD—Irregular Parcels less than 2 oz, and tubes and rolls (not APPS-machinable)</i></b>		
3-digit sacks	591	STD/PSVC IRREG 3D
ADC sacks	592	STD/PSVC IRREG ADC
Mixed ADC sacks	594	STD/PSVC IRREG WKG

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1. This information must be followed by a one-letter carrier route type description, followed by a 3-digit route number for the route to which the tray or sack is destined. At the mailer's option, one space is permitted between the type description and route number.
2. This information must be followed by the appropriate scheme letter A, B, or C if applicable for the destination of the tray as indicated in [L002](#), Column B.

**6.2.5 Line 3 (Origin Line)**

The origin line must appear below the content line, except as allowed under 6.3.4 and 6.2.5a and 6.2.5b. The origin 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 (city and state information may be abbreviated if such abbreviations are in the USPS City State Product). A mailer code assigned by the USPS or such words as "Mailer" or "From" may appear before the required information on this line. Mailers who choose to print destination entry office information on line 3 instead of the origin information must print the origin information as follows:

- a. When the origin information is not printed on line 3, it must be printed right-justified in the "MAILER AREA" shown in exhibit 6.3.2.
- b. When the origin information is printed in the "MAILER AREA" instead of line 3, it must be directly preceded by "ORIGIN:" or "ORGN:" and it may contain, at a minimum, the mailer's name and ZIP Code of origin entry.

**6.3 Specific Standards for Intelligent Mail Tray Labels****6.3.1 Definition**

Intelligent Mail tray labels are 2-inch labels used on trays and sacks to provide unique identification within postal processing. 24-digit Intelligent Mail tray labels include only a 24-digit barcode printed in International Symbology Specification (ISS) Code 128 subset C symbology (see Exhibit 6.3.3). Intelligent Mail tray labels also include a human readable field designed to indicate the carrier route for carrier route mailings, display an "AUTO" indicator text for automation mailings, or remain blank for nonautomation mailings. Mailers using Intelligent Mail tray labels must print labels in the 24-digit Intelligent Mail tray label format. Detailed specifications for the tray label and barcode formats are at <http://ribbs.usps.gov>.

**6.3.2 24-Digit Intelligent Mail Tray Label**

Intelligent Mail tray labels, printed in the 24-digit format, can be used on all trays and sacks to uniquely identify each tray and sack in addition to each mailer or mail preparer. 24-digit Intelligent Mail tray labels bear a single barcode and permit an expanded mailer's use area (see Exhibit 6.3.2).

**Exhibit 6.3.2 Intelligent Mail Tray Label****6.3.3 Intelligent Mail Tray Label Format**

The core data elements for the Intelligent Mail tray label are as follows:

- a. Printer Line.
- b. Tray or Sack Destination (Postal destination name).
- c. Content Identifier Number (CIN) description (tray or sack content).
- d. Office of mailing or mailer information.
- e. Destination ZIP Code (the ZIP Code of the trays' or sacks' final destination).
- f. Carrier Route information.
- g. Mailer ID (unique identifier of the mailer).
- h. 24-digit, ISS Code 128 subset C barcode numeric line.
- i. Mailer area (set aside for mailer-generated human-readable information or for origin information on 24-digit Intelligent Mail tray labels when the mailer chooses to print destination entry office information on line 3 of the tray label).

**6.3.4 Barcode Composition**

The barcode composition is dependent on the Mailer ID assigned by the USPS. Upon request by the mailer, the USPS assigns a 6-digit or 9-digit Mailer ID based on the demonstrated mail volume of the mailer. Intelligent Mail tray barcodes contain the following elements:

- a. Destination ZIP Code.
- b. Content Identifier Number (CIN), as listed in [Exhibit 6.2.4](#).
- c. Processing code, identifying the system or facility generating the label.
- d. Mailer ID.
- e. Serial number, a unique number assigned to each tray or sack.
- f. Label type, a default digit.

### 6.3.5 Unique Serial Number

The Intelligent Mail tray barcode can encode a unique identifier for each tray and sack.

### 6.3.6 Quality Assurance Provisions

Mailers printing Intelligent Mail tray labels are responsible for the inspection and testing of the labels prior to submission to USPS and for maintaining the overall quality of the labels produced. Inspection and testing of Intelligent Mail tray labels should be performed periodically. Mailers and label vendors are encouraged to submit samples to the National Customer Service Center (NCSC) in Memphis for certification (see [608.8.0](#) for address).

## 6.4 Intelligent Mail Container Placards (Labels)

### 6.4.1 Definition

Mailer-generated container placards bearing Intelligent Mail container barcodes identify pallets and other rolling stock, such as all-purpose containers. Intelligent Mail container barcodes uniquely identify each container and may be scanned at induction points. Detailed specifications for Intelligent Mail container barcodes and placards are available at <http://ribbs.usps.gov>.

### 6.4.2 Intelligent Mail Container Placard Configurations

Intelligent Mail container placards must be affixed on the outside of any shrinkwrap or plastic by self-adhesive or other adhesive means. Placards may be produced in two configurations:

- a. Affixed placard measuring at least 8 inches by 11 inches. See [6.4.3](#) for placard specifications and [6.4.5](#) placard placement.
- b. Optional affixed placard measuring at least 4 inches by 7 inches. See [6.4.6](#) for placard specifications and [6.4.5](#) for placard placement.

### 6.4.3 Intelligent Mail Container Placard Format

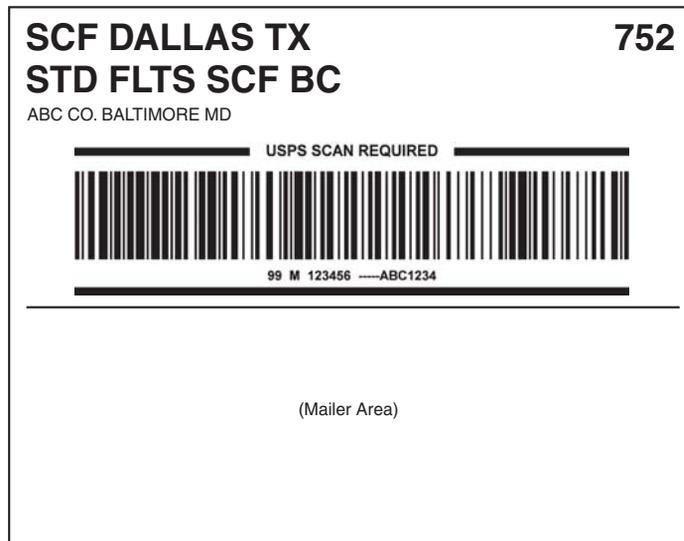
In addition to the requirements for pallet placards in [705.8.6](#), Intelligent Mail container placards (see [Exhibit 6.4.3](#)) must retain the top one-half of the placard for USPS-required elements, except as allowed under [705.8.6.6](#). The USPS banner, identification bars, and human-readable text are required elements related to the Intelligent Mail container barcode and will serve as a guide to distinguish the barcode from the other information on the container placard. Required elements include:

- a. USPS Banner. "USPS SCAN REQUIRED" must be printed in all uppercase letters centered above the barcode and embedded within the upper identification bar. Clear zone and font size are as follows:
  1. A clear zone of at least 0.125 inch, but no more than 0.5 inch, must be maintained between the bottom edge of the text and the top of the barcode.
  2. The banner must be printed in a boldface sans-serif font of at least 14-point type.

## 708.6.4.3

- b. Identification Bars. Horizontal black bars of at least 0.10 inch thick must be printed above and below the barcode. At a minimum, the bars must extend the length of the barcode. Clear zone and other requirements are as follows:
  - 1. The upper bar must be printed at least 0.125 inch above the top edge of the barcode.
  - 2. The upper bar must have a void in the middle sufficient to insert the USPS banner without any element being obscured.
  - 3. The lower bar must be printed at least 0.125 inch below the human-readable representation of the barcode string.
- c. Human-Readable Representation of Barcode Data. The human-readable representation of barcode data (text) must be printed in a boldface sans-serif font of at least 12-point type. The text must not exceed the length of the barcode and must be separated by data field. Two blank character spaces must be left between each field. The text must be centered at least 0.125 inch, but no more than 0.25 inch, below the barcode.
- d. Barcode Location. The barcode, along with the corresponding USPS banner and identification bars, must be printed on the front side of the pallet placard. When the identification bars extend beyond the length of the barcode, the barcode must be horizontally centered.
- e. Minimum size. The minimum size of this placard is 8 inches high by 11 inches long. See additional specifications at <http://ribbs.usps.gov>. Mailers using larger placards must ensure the barcode conforms to the published specification and the human-readable content is provided as illustrated in [Exhibit 6.4.3](#) and as published on the [RIBBS web site](#).

**Exhibit 6.4.3 Intelligent Mail Container Placard**



**6.4.4 Barcode Format**

Intelligent Mail container barcodes are 21 characters in length and contain a USPS-assigned Mailer ID. The format depends on the Mailer ID assigned. Intelligent Mail container barcodes contain the following elements:

- a. Application identifier, identifying the source of the barcode.
- b. Type indicator, identifying internal or external label generation.
- c. Mailer ID.
- d. Serial number, a unique number assigned to each container.

**6.4.5 Placard Requirements**

Mailers may use placards bearing Intelligent Mail container barcodes only under the following conditions:

- a. Two placards must be placed on each pallet, one on each adjacent side. Placards must be affixed by self-adhesive or other adhesive means that will not obscure any required element of the placard and remain secure throughout USPS processing.
- b. One placard must be placed in the designated area on other USPS containers.
- c. Placards affixed to pallets containing Periodicals mail must be pink, except under [6.4.5d](#) or [6.4.5e](#).
- d. Placards prepared in the optional smaller format under 6.6 may be white, but must include a vertical pink 1/2-inch wide identification bar along the left-hand side of the placard, unless prepared under [6.4.5e](#).
- e. Placards containing Periodicals may be all white when used in conjunction with a pink designator label meeting the following criteria:

## 708.6.4.6

1. Designator labels must be printed in landscape orientation and, except for the defined mailer-use area, must not include any print or graphics, other than the required markings in [6.4.5e2](#) and [6.4.5e3](#). Mailers may place extraneous information, meeting the criteria in [705.8.6.8](#), only in the mailer-use area of the label.
2. The mailer-use area consists of the bottom 3 inches of designator labels measuring at least 8 inches by 11 inches, and the bottom 1 inch of designator labels measuring less than 8 inches by 11 inches. Mailers must define the mailer-use area by placing a horizontal black line of at least 0.10 inch in thickness, extending the width of the label, and must include “MAILER-USE ONLY” text printed in all uppercase letters centered and embedded within the horizontal black line. This text must be printed using boldface sans-serif font and must be in at least 14-point type.
3. Designator labels must meet or exceed both the horizontal and vertical dimensions of the accompanying Intelligent Mail container placard and must bear only a “PERIODICALS” or “NEWS” marking at least 1/2-inch high (or at least 48-point type).
4. Designator labels may be affixed on the outside of, or be placed beneath, any shrinkwrap or plastic, but must be immediately adjacent to the Intelligent Mail container placard.
5. When using this option, each Intelligent Mail container placard must be accompanied by an adjacent designator label.

**6.4.6 Optional Smaller Placard Format**

Mailers may prepare placards bearing Intelligent Mail container barcodes (see [Exhibit 6.4.6](#)) in a smaller alternate format as follows:

- a. Placards must include the required elements described in [705.8.6](#).
- b. Placards must measure no less than 4 inches high by 7 inches long.
- c. Placards prepared in the minimum size of 4 inches high by 7 inches long may include a restricted mailer/acceptance unit area that cannot exceed one line of text or contain print no larger than 12 point. Text in the restricted mailer/acceptance unit area must be restricted to the bottom line of the placard (below the lower barcode identification bar).
- d. Intelligent Mail container placards prepared in the optional smaller format, but measuring more than 4 inches high by 7 inches long in both (or either) dimensions, must preserve the top 3.75 inches of the placard, or the area including and above the lower barcode identification bar (whichever is greater), for USPS-required elements. The remainder of the placard is available for restricted mailer/acceptance unit use. Text in the restricted mailer/acceptance unit area, when used, must contain print no larger than 12 point.
- e. All text placed in the mailer/acceptance unit area must be approved by the business mail entry unit (BMEU) servicing the mailer for acceptance and verification, except as allowed under [705.8.6.6a](#) or [705.8.6.6b](#) for optional

placement of required origin office/mailler location information. Mailers wishing to include information other than that approved or allowed for use in this area must use the larger size placard specified in 6.4.3.

- f. Placards must be securely affixed on two adjacent sides on the outside of the shrinkwrap or plastic of pallets.
- g. Placards containing Intelligent Mail container barcodes must meet the specifications for placards posted at <http://ribbs.usps.gov>.

#### **Exhibit 6.4.6 Intelligent Mail Container Placard—Optional Format with Restricted Mailer Area**



#### **6.4.7 Unique Barcode Requirement**

The Intelligent Mail container barcode can encode a unique identifier for each container. Mailers must ensure that serial numbers in barcodes remain unique for 45 days.

#### **6.4.8 Quality Assurance Provisions**

Mailers printing Intelligent Mail container placards are responsible for the inspection and testing of the placards prior to submission to the USPS and for maintaining the overall quality of the placards they produce. Inspection and testing of Intelligent Mail container placards should be performed periodically. Mailers are encouraged to work with their local mailpiece design analyst to validate the accuracy and quality of their placards.

## **7.0 Optional Endorsement Lines (OELs)**

### **7.1 OEL Use**

#### **7.1.1 Basic Standards**

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. Use of OELs on bundles is subject to the standards for the price claimed. At the mailer's option, pieces in trays of noncarrier

### 708.7.1.1

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.

**Exhibit 7.1.1 OEL Formats**

<b>SORTATION LEVEL</b>	<b>OEL EXAMPLE</b>
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	***** ECRLOT**C-001 ***** ECRLOT 1234A**C-001
ECR—Standard Mail high density or high density plus	***** 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
5-Digit Scheme (Optional FSS-compatible flats preparation)	***** SCH 5-DIGIT 12345 FSS
3-Digit	***** 3-DIGIT 771
3-Digit Scheme (automation-compatible flats)	***** SCH 3-DIGIT 006
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

<b>SORTATION LEVEL</b>	<b>OEL EXAMPLE</b>
<b>Optional tray level piece ID for automation letters:</b>	
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
<b>Additional required human-readable text for use with combined mailings of Standard Mail and Periodical flats:</b>	
5-Digit Scheme (and other sortation levels as appropriate)	***** SCH 5-DIGIT 12345 MIX COMAIL
5-Digit Scheme (FSS-compatible flats preparation)	***** SCH 5-DIGIT 12345 FSS MIX COMAIL

### 7.1.2 Intelligent Mail Barcodes

When flat-size pieces bear an Intelligent Mail barcode (under 4.3) for automation-price 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 <http://ribbs.usps.gov/> for more information on incorporating OELs in Intelligent Mail barcodes.

### 7.1.3 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.

### 7.1.4 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.

### 7.1.5 Price Markings

At the mailer's option, price markings required by the standards for the price 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).

### 7.1.6 Exceptional Address Format

The exceptional address format may appear above the OEL as specified in 602.3.0.

### 7.1.7 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.

### 7.1.8 Required OEL Use in Combined Mailings of Standard Mail and Periodicals Flats

Mailers authorized to combine Standard Mail flats and Periodicals flats, under [705.15.0](#), must apply an OEL identifying the presort level of the bundle and other applicable information as specified in [7.1](#) to each mailpiece. The following additional standards also apply:

- a. Each OEL must contain the format elements described in [7.2](#) and must include a “MIX COMAIL” human-readable text, as its most right-justified element.
- b. Mailpieces may include LOT information, in accordance with [7.1.7](#), only when there is sufficient space for the human-readable text in item a and all other required information.
- c. When combined mailings of Standard Mail and Periodicals flats are prepared to FSS zones under [705.15.1.11](#), each mailpiece must bear a “SCH 5-Digit FSS MIX COMAIL” human-readable text, including the correct ZIP code listed in Column B of [L006](#), as described in [Exhibit 7.1.1](#).

## 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 meet the following conditions:

- a. Letters must be the same type font as those in the address block.
- b. The OEL must contain only capital letters of the alphabet, Arabic numerals, or asterisks.
- c. Font size and line spacing must be 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, except as provided under [7.2.2d](#).
- d. At the mailer's option, characters are a minimum of 8 point font size on mailpieces that do not bear a traditional ACS printed participant code (see [507.4.0](#)). Under this option, characters may not overlap and must be evenly spaced.

### 7.2.3 ACS Code in OEL

If an ACS human-readable participant code (see [507.4.2](#)) 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 507.4.2.4, 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 7.1.3 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**

<b>PROCESSING CATEGORY AND PRESORT TYPE</b>	<b>ADC/ AADC</b>	<b>MIXED ADC/ MIXED AADC</b>
<b>First-Class Mail</b>		
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
<b>Periodicals <sup>1</sup></b>		
Letters, nonbarcoded (nonautomation)	L004	L011
Letters, barcoded (automation)	L801	L011 <sup>2</sup>
Flats, nonbarcoded	L004	L201, L009
Flats, barcoded	L004	L201, L009
Irregular parcels	L004	L201, L009
<b>Standard Mail <sup>1</sup></b>		
Letters, nonmachinable	L004	L011 <sup>2</sup>
Letters, machinable	L801	L011 <sup>2</sup>
Letters, automation	L801	L011 <sup>2</sup>
Flats, nonautomation	L004	L009
Flats, automation	L004	L009
<b>Bound Printed Matter <sup>1</sup></b>		
Flats, nonbarcoded	L004	L009
Flats, barcoded	L004	L009
Irregular parcels	L004	L009

PROCESSING CATEGORY AND PRESORT TYPE	ADC/AADC	MIXED ADC/MIXED AADC
<b>Media Mail</b>		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 <sup>2</sup>
<b>Library Mail</b>		
Flats, nonautomation	L004	L009
Irregular parcels	L004	L004 <sup>2</sup>

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 NDC or for mail placed on an ASF or NDC pallet under 705.8.0.

## 8.0 Carrier Route Information Lines

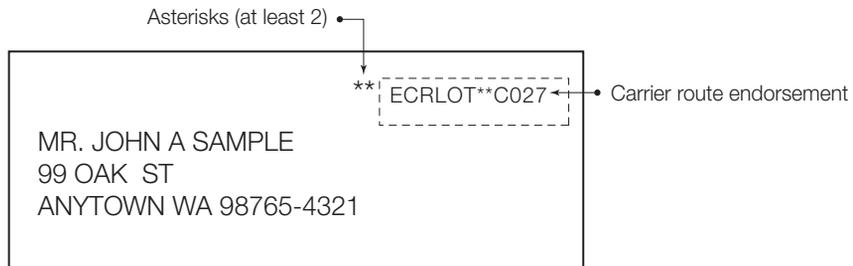
### 8.1 Basic Information

Mailers must prepare bundles of all mailpieces mailed at carrier route prices with optional endorsement lines under 7.0, carrier route information lines under 8.2, or facing slips (see 203.3.0). 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 245.9.7, except for pieces in full carrier route 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 price 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:

- The one-character descriptive prefix in 8.2.2 must be followed by a 3-digit route or Post Office box section number.
- 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.
- 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:

- The carrier route code must be preceded by at least two asterisks (\*\*).
- At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.
- The carrier route information line may also contain the basic markings required by standard for the class of mail and price claimed, prepared under 202 for letters, 202 for flats, and 202 for parcels.
- The carrier route information line may also include information to identify bundles of Periodicals matter mailed at:
  - carrier route saturation prices (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),
  - high density walk-sequenced prices (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or
  - basic carrier route prices (“CARRIER ROUTE LINE-OF-TRAVEL” or the abbreviation “CAR-RT LOT”).

**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 [505.1.0](#).
- b. All letter-size permit reply mail (PRM) under [505.2.0](#).
- c. Letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation-price 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](#)).

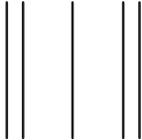
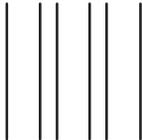
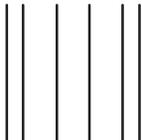
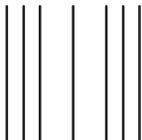
**9.2 Pattern**

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 in [Exhibit 9.2](#) below depends on the type of mail and the presence of a POSTNET barcode or Intelligent Mail 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.)
- e. FIM E is used for postcard-size and letter-size First-Class Mail with customized services. (FIM E binary code is 101000101.)

708.9.3

**Exhibit 9.2 FIM Patterns**  
(Patterns not drawn to scale)

NAME	PATTERN	USE	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
FIM E		Customized Services	Yes Intelligent Mail barcode only

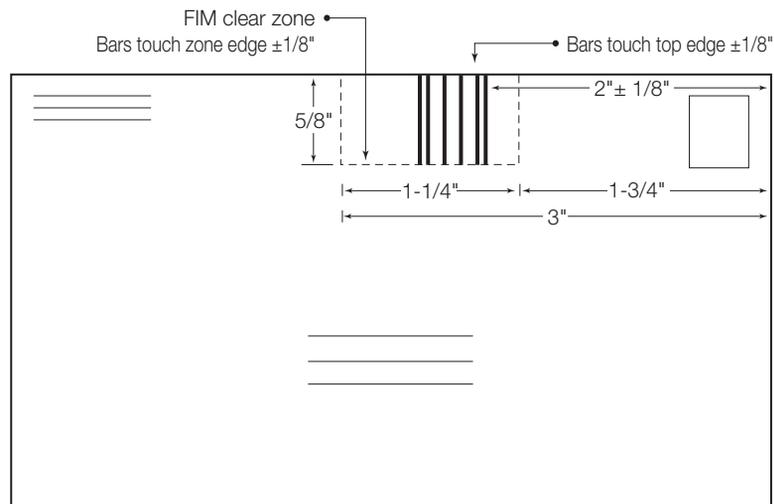
**9.3 Specification**

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 ( $\pm 0.008$  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.
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  $\pm 5$  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.

708.10.1

## 10.0 Postal Zones

### 10.1 Basis

Postal prices 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 prices 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 prices for mail between the place of mailing or delivery and the city of the postmaster serving the MPO concerned.
- c. The postage price 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 price. 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 price. 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 prices.

**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](http://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).

**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 price 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.
- i. Zone 9 includes the destinations listed in DMM [608.2.2](#) (Republic of Palau , Federated States of Micronesia, and Republic of the Marshall Islands).

**10.4.3 Delivery Unit (Office)**

The delivery unit price applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer.

708.10.4.3