

## **DMM Revision: New Mailing Standards for Domestic Mailing Services Products**

Effective July 14, 2024, the Postal Service™ will revise *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®), in various sections, to reflect changes coincident with Postal Service price adjustments effective July 14, 2024.

On May 30, 2024, the Postal Regulatory Commission (PRC) found that price adjustments that the Postal Service proposed may take effect as planned. Like the price adjustments, these DMM standards will become effective on July 14, 2024.

Final prices are available under Docket No. R2024-2 (Order No. 7155) on the PRC website at [www.prc.gov](http://www.prc.gov).

These revisions will be published in the July 14, 2024, DMM edition.

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

#### **(DMM)**

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#### **100 Retail Mail Letters, Cards, Flats, and Parcels**

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#### **140 Every Door Direct Mail-Retail (EDDM-Retail)**

\* \* \* \* \*

#### **145 Mail Preparation**

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#### **1.0 Preparation of EDDM-Retail Flats**

#### **1.1 General Information**

*[Revise the text of 1.1 to read as follows:]*

All pieces mailed as EDDM-Retail mailings must be bundled under 1.3 and presented directly to the correct delivery Post Office or destination delivery unit (DDU)/sorting and delivery center (S&DC), or mailed to the DDU/S&DC via Priority Mail under 146.

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## **146 Enter and Deposit**

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### **1.0 Basic Options**

#### **1.1 Entry at Delivery Post Office**

*[Revise the text of 1.1 to read as follows:]*

All EDDM-Retail mailings must be entered directly at the Post Office (or DDU/S&DC) responsible for the Post Office Box or carrier-route delivery for which the mailing is prepared, or shipped to that Post Office under 1.2.

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## **200 Commercial Mail Letters, Cards, Flats, and Parcels**

### **201 Physical Standards**

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#### **4.0 Physical Standards for Flats**

##### **4.1 General Definition of Flat-Size Mail**

*[Delete item d. in its entirety and renumber current item e. as d.]*

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*[Delete section 201.4.9, "Catalogs," in its entirety.]*

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## **8.0 Additional Physical Standards by Class of Mail**

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## **8.4 USPS Marketing Mail Parcels**

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### **8.4.2 Size**

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*[Delete item e. in its entirety.]*

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## **203 Basic Postage Statement, Documentation, and Preparation Standards**

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## **3.0 Standardized Documentation for First-Class Mail, Periodicals, USPS Marketing Mail, and Flat-Size Bound Printed Matter**

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### **3.2 Format and Content**

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*[Revise the text of item d(4) to read as follows:]*

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 sectional center facility/local processing center (SCF/LPC), area distribution center/regional processing and distribution center (ADC/RPDC), or network distribution center/regional processing and distribution center (NDC/RPDC) 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/LPC pallet), “PADC” (for an ADC/RPDC pallet), or “PBMC” (for an NDC/RPDC 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.

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### **3.6 Detailed Zone Listing for Periodicals**

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#### **3.6.3 Entry Abbreviations**

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*[Revise the list in 3.6.3 to read as follows:]*

<b>ENTRY ABBREVIATION</b>	<b>RATE EQUIVALENT</b>
ICD	In-County, DDU
IC	In-County, All Others
DDU/S&DC	Outside-County, DDU
SCF/LPC (letters/flats)	Outside-County, DSCF
SCF/RPDC (parcels)	Outside-County, DSCF
ADC/RPDC	Outside-County, DADC
OC	Outside-County, All Others

### **3.7 Bundle and Container Reports for Outside-County Periodicals Mail**

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#### **3.7.2 Outside-County Container Report**

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*[Revise the text of item d. to read as follows:]*

- d. Container entry level (origin, destination delivery unit/sorting and delivery center [DDU/S&DC], destination sectional center facility/local processing center [DSCF/LPC] (letters/flats), destination sectional center facility/regional processing and distribution center [DSCF/RPDC] (parcels), destination area distribution center/regional processing and distribution center [DADC/RPDC], or destination network distribution center/regional processing and distribution center [DNDC/RPDC]).

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#### **4.0 Bundles**

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#### **4.6 Address Visibility for Flats and Parcels**

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*[Revise the text of item d. to read as follows:]*

- d. Bundles of mailpieces at carrier-route prices entered at a destination delivery unit (DDU) or sorting and delivery center (S&DC).

\* \* \* \* \*

*[Revise the title and introductory text of 4.10 to read as follows:]*

#### **4.10 Additional Standards for Unsacked/Untrayed Bundles Entered at DDU/S&DC Facilities**

Mailers may enter unsacked, untrayed, or nonpalletized bundles of carrier-route, Periodicals, or USPS Marketing Mail flats and unsacked Bound Printed Matter (BPM) flats or irregular parcels (BPM only) at destination delivery units (DDUs)/sorting and distribution centers (S&DCs) if all the following conditions are met:

\* \* \* \* \*

*[Revise the text of item b. to read as follows:]*

- b. Mailers must enter bundles at DDU/SDCs according to the appropriate deposit and entry standards (e.g., 207.23.4.2 for Periodicals, 246 for USPS Marketing Mail flats).

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## **5.0 Letter and Flat Trays**

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### **5.5 Letter Tray Strapping Exception**

*[Revise the last sentence of 5.5 to read as follows:]*

\*\*\*If the processing and distribution manager gives a written waiver, strapping is not required for any mixed automated area distribution center (AADC) or area distribution center (ADC) letter tray of First-Class Mail or for any letter tray that originates and destines in the same sectional center facility/local processing center (SCF/LPC), ADC, or AADC (mail-processing plant) service areas.

### **5.6 Use of Flat Trays**

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#### **5.6.2 Preparation for Flats in Flat Trays**

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*[Revise the text of item h. to read as follows:]*

- h. Pieces prepared as automation flats under the tray-based preparation option in 235.8.0 do not have to be grouped by 3-digit ZIP Code prefix in ADC/RPDC trays or by ADC in mixed ADC trays if the mailing is prepared using a

Multiline Optimal Character Reader (MLOCR)/barcode sorter, and standardized documentation is submitted.

*[Revise the first sentence of item i. to read as follows:]*

- i. When pieces in a Periodicals mailing remain after one or more full trays are prepared for a 5-digit scheme, 5-digit, 3-digit, SCF/LPC, or ADC/RPDC destination, an additional tray to the destination must be prepared if the remaining pieces reach the required volume.\*\*\*

\* \* \* \* \*

## **6.0 Sacks**

### **6.1 General Standards**

*[Revise the introductory text of 6.1 to read as follows:]*

Applicable mailings must be prepared in sacks. Containers for Customized MarketMail are specified in 705.1.0. The following additional standards apply:

\* \* \* \* \*

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

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#### **7.2 OEL Format**

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##### **7.2.5 ZIP Code Information**

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##### **Exhibit 7.2.5 OEL Labeling Lists**

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*[Revise the text of footnote 2 to read as follows:]*

2. L010 for mail entered by a mailer at a destination auxiliary service facility/regional processing and distribution center (ASF/RPDC) or network distribution center/regional processing and distribution center (NDC/RPDC), or for mail placed on an ASF/RPDC or NDC/RPDC pallet under 705.8.0.

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### **207 Periodicals**

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## **2.0 Price Application and Computation**

### **2.1 Price Application**

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#### **2.1.4 Applying Pound Price**

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*[Revise the text of item b. to read as follows:]*

- b. In-County pound prices consist of a DDU/S&DC-entry price and a non-DDU/S&DC-entry price for eligible copies delivered to addresses within the county of publication.

\* \* \* \* \*

#### **2.1.9 Applying Outside-County Container Prices**

*[Revise the second sentence of the introductory text of 2.1.9 to read as follows:]*

\*\*\*The container level is determined by the least-finely presorted bundle that container could contain according to standards. (For example, an “SCF/LPC pallet” may contain SCF, 3-digit, 5-digit, and carrier-route bundles, and mailers would always pay the 3-digit/SCF-pallet price.)\*\*\*



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## 17.0 Documentation

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### 17.4 Detailed Entry Listing for Periodicals

#### 17.4.1 Basic Standards

*[Revise the first sentence of 17.4.1 to read as follows:]*

The publisher must be able to present documentation that supports the number of copies of each edition of an issue, by entry level, at DDU/S&DC, DSCF/LPC (letters/flats), DSCF/RPDC (parcels), DADC, All Others, and In-County prices.\*\*\*

#### 17.4.2 Format

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*[Revise the first sentence of item b. to read as follows:]*

- b. Report copies by zone (In-County DDU/S&DC, In-County others, Outside-County DDU/S&DC, Outside-County DSCF/LPC [letters/flats], Outside-County DSCF/RPDC [parcels], Outside-County DADC, and Outside-County All Others) and by 3-digit ZIP Code, in ascending numeric order, for each entry level.\*\*\*

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#### 17.4.3 Entry Abbreviations

*[Revise the list in 17.4.3 to read as follows:]*

<b>ENTRY ABBREVIATION</b>	<b>PRICE EQUIVALENT</b>
ICD	In-County, DDU
IC	In-County, All Others

DDU/S&DC	Outside-County, DDU
SCF/LPC (letters/flats)	Outside-County, DSCF
SCF/RPDC (parcels)	Outside-County, DSCF
ADC	Outside-County, DADC
OC	Outside-County, All Others

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**18.0 General Mail Preparation**

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**18.3 Presort Terms**

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*[Revise the text of items o. through q. to read as follows:]*

- o. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF)/local processing center (LPC [letters/flats]) or regional processing and distribution center (RPDC [parcels]) in whose service area the mail is verified or entered.
- p. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC [letters/flats]) or regional processing and distribution center (RPDC [parcels]) (see L005).
- q. *Origin/entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC [letters/flats]) or regional processing and distribution center

(RPDC [parcels]) (see L002, Column C; or L005) in whose service area the mail is verified or entered.

*[Revise the reference at the end of the text of item r. to read as follows:]*

r. \*\*\*(see L004 or L801).

\* \* \* \* \*

*[Revise the title of 18.4 to read as follows:]*

#### **18.4 Mail-Preparation Terms**

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*[Revise the text of 18.4l to read as follows:]*

- l. *A merged 5-digit sort for Periodicals flats prepared in sacks/flat trays yields merged 5-digit sacks/flat trays that contain carrier route bundles and/or machinable 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product. Sacks/flat trays prepared for a merged 5-digit destination that contain only one or two price levels of bundles are still considered to be merged 5-digit sorted. If preparation of merged 5-digit sacks/flat trays is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product.*

\* \* \* \* \*

*[Revise the text of 18.4n to read as follows:]*

- n. *A merged 5-digit scheme sort for Periodicals flats prepared in sacks/flat trays yields merged 5-digit scheme sacks/flat trays that contain carrier route bundles and machinable 5-digit bundles for those 5-digit ZIP Codes that are part of one scheme as shown in [L001](#). Sacks/flat trays prepared for a merged 5-digit*

scheme destination that contain only one or two price levels of bundles or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted. If preparation of merged 5-digit scheme sacks/flat trays is performed, it must be done for all 5-digit scheme destinations in [L001](#).

*[Revise the text of items r. and s. to read as follows:]*

- r. An *origin 3-digit* (or *origin 3-digit scheme*) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF/LPC (letters/flats)/RPDC (parcels) in whose service area the mail is verified. A separate tray/sack may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area.
- s. An *origin/entry SCF flat tray or sack* contains all 5-digit and 3-digit bundles (regardless of quantity) for the SCF/LPC (letters/flats)/RPDC (parcels) in whose service area the mail is verified. At the mailer's option, such a flat tray/sack may be prepared for the SCF/LPC/RPDC area of each entry Post Office. This presort level applies only to nonletter-size Periodicals prepared in flat trays/sacks.

\* \* \* \* \*

*[Revise the text of item v. to read as follows:]*

- v. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail-processing facility (for example, "entry SCF/LPC/RDPC") that serves the Post Office where the mailer entered the mail. If the Post Office where the mail is entered is not the

one serving the mailer's location (such as for plant-verified drop shipments), the Post Office of entry determines the *entry* facility.

\* \* \* \* \*

*[Revise the text of item aa(1) to read as follows]*

1. Flat-size pieces meeting the standards in 201.6.0 that are sorted into 5-digit, 3-digit, ADC/RPDC, and mixed ADC bundles. These pieces are compatible with processing on the automated flat-sorting machine (AFSM) 100.

\* \* \* \* \*

## **20.0 Sacks and Trays**

### **20.1 Basic Standards**

#### **20.1.1 General**

*[Revise the text of 20.1.1 to read as follows:]*

The following apply:

- a. Mailings must be prepared in letter trays (letters), flat trays (flats) under 22.7 and 25.5, or sacks (see b.).
- b. Sacks must be prepared for the following:
  1. Carrier route;
  2. 5-digit scheme cr-rt and 5-digit cr-rt flats;
  3. Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats;
  4. Nonpalletized carrier-route flats entered at the DSCF/LPC (origin);
  5. Nonpalletized 5-digit flats entered at the DSCF/LPC (origin);
  6. Nonpalletized 3-digit/SCF flats entered at the DSCF/LPC (origin); and

- 7. All periodicals parcels.
- c. DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container.
- d. Palletized mail is subject to 705.8.0.
- e. See 203.5.0 and 203.6.0 for tray and sack standards.

**20.1.2 Origin/Entry 3-Digit/Scheme Trays**

*[Revise the text of 20.1.2 to read as follows:]*

For letter-size Periodicals, after all finer sort levels are prepared, an origin/entry 3-digit (or for barcoded letters, 3-digit scheme) tray must be prepared for any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF/LPC serving the origin Post Office, and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/LPC where mail is entered (if different).

**20.1.3 Flats and Irregular Parcels — Origin/Entry SCF Sacks**

*[Revise the text of 20.1.3 to read as follows:]*

For flats and irregular parcels, after all finer sort levels are prepared, an origin/entry SCF sack or flat tray (for flats) must be prepared for any remaining bundles for the 3-digit ZIP Code area(s) serviced by the SCF/LPC (letters/flats)/RPDC (parcels) serving the origin Post Office, and may be prepared for the area served by the SCF/LPC/RPDC/plant where mail is entered (if different).

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**22.0 Preparing Nonbarcoded (Presorted) Periodicals**

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*[Revise the title of 22.4 to read as follows:]*

## 22.4 Bundles With Less Than 6 Pieces

\* \* \* \* \*

*[Revise the text of items a. and b. to read as follows:]*

- a. Place bundles in only 5-digit, 3-digit, and SCF/LPC flat trays that contain at least 24 pieces, or in origin/entry SCF/LPC flat trays, as appropriate.
- b. Place bundles on only merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 3-digit, and SCF/LPC pallets.

\* \* \* \* \*

## 22.6 Sack Preparation

*[Revise the introductory text of 22.6 to read as follows:]*

Sack preparation is allowed only for the following: Parcels; Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit/SCF flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. For mailing jobs that also contain a barcoded mailing, see 22.1.2. For other mailing jobs, preparation sequence, sack size, and labeling:

\* \* \* \* \*

*[Revise the introductory text of item c. to read as follows:]*

- c. SCF/LPC, required at 72 pieces, optional at 24 pieces minimum.

\* \* \* \* \*

*[Revise the introductory text of item d. to read as follows:]*

- d. *Origin/entry SCF/LPC*, required for the SCF/LPC of the origin (verification) office, optional for the SCF/LPC of an entry office other than the origin office, (no minimum).

\* \* \* \* \*

*[Revise the introductory text of item e. to read as follows:]*

- e. *ADC/RPDC*, required at 72 pieces, optional at 24 pieces minimum.

\* \* \* \* \*

### **22.7 Tray Preparation — Flat-Size Nonbarcoded Pieces**

*[Revise the introductory text of 22.7 to read as follows:]*

Mailers must place machinable and nonmachinable (26.0) flat-sized pieces in flat trays (203.5.6) instead of sacks, unless prepared as the following: Direct carrier route; 5-digit scheme carrier route; 5-digit carrier route (23.4.1, 705.9.0 and 705.10.0); Nonpalletized residual 5-digit entered at a DDU/S&DC along with carrier-route flats; Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); or nonpalletized 3-digit/SCF entered at the DSCF/LPC (origin). Bundling in flat trays is optional, and any bundles must be trayed and labeled separately from loose flats prepared in flat trays. The trays are subject to a container charge and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

\* \* \* \* \*

*[Revise the introductory text of item d. to read as follows:]*

- d. *SCF/LPC*, required at 72 pieces, optional at 24 pieces minimum.

\* \* \* \* \*

*[Revise the introductory text of item e. to read as follows:]*



e. *Origin SCF/LPC* (required) and entry SCF/LPC(s) (optional), no minimum, labeling:

\* \* \* \* \*

*[Revise the introductory text of item f. to read as follows:]*

f. *ADC/RPDC*, required at 72 pieces, optional at 24 pieces minimum.

\* \* \* \* \*

*[Revise the title of 23.0 to read as follows:]*

### **23.0 Preparing Carrier-Route Periodicals**

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### **23.4 Preparation — Flat-Size Pieces and Irregular Parcels**

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#### **23.4.2 Exception to Flat Traying and Sacking**

*[Revise the first sentence of the introductory text of 23.4.2 to read as follows:]*

Sacking or traying is not required for carrier-route bundles entered at a DDU/S&DC when the mailer unloads bundles under 29.6.5.\*\*\*

\* \* \* \* \*

*[Revise the title of 23.6 to read as follows:]*

### **23.6 Bundles With Less Than 6 Pieces**

\* \* \* \* \*

*[Revise the text of item b. to read as follows:]*

b. Place bundles on only merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 3-digit, and SCF/LPC pallets.

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## **25.0 Preparing Flat-Size Barcoded (Automation) Periodicals**

### **25.1 Basic Standards**

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#### **25.1.7 Exception — Barcoded and Nonbarcoded Flats on Pallets**

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*[Revise the last sentence of item c. to read as follows:]*

- c. \*\*\*The nonbarcoded price pieces that cannot be placed on ADC/RPDC or finer pallets may be prepared as flats in flat trays and paid for at nonbarcoded prices.

*[Revise the title of 25.1.8 to read as follows:]*

#### **25.1.8 Bundles With Less Than 6 Pieces**

\* \* \* \* \*

*[Revise the text of items a. through d. to read as follows:]*

- a. Place 5-digit and 3-digit bundles in only the following:
  - 1. 5-digit scheme, 5-digit, 3-digit, and SCF/LPC flat trays, as appropriate, that contain at least 24 pieces;
  - 2. Merged 3-digit flat trays that contain at least one 6-piece carrier-route bundle; or
  - 3. Origin/entry SCF/LPC flat trays.
- b. Place 5-digit and 3-digit bundles on only the following pallets, as appropriate:
  - 1. Merged 5-digit scheme;
  - 2. 5-digit scheme;
  - 3. Merged 5-digit;

4. 5-digit;
  5. 3-digit; and
  6. SCF/LPC.
- c. Place 5-digit scheme and 3-digit scheme bundles in only the following:
1. 5-digit scheme, 3-digit, and SCF/LPC flat trays, as appropriate, that contain at least 24 pieces;
  2. Merged 3-digit flat trays that contain at least one 6-piece carrier-route bundle; or
  3. Origin/entry SCF/LPC flat trays.
- d. Place 5-digit scheme and 3-digit scheme bundles on only 3-digit and SCF/LPC pallets, as appropriate.

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#### **25.4 Sacking and Labeling**

*[Revise the introductory text of 25.4 to read as follows:]*

Sack preparation is allowed only for nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats, nonpalletized 5-digit flats entered at the DSCF/LPC (origin), and nonpalletized 3-digit/SCF flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. For mailing jobs that also contain a machinable nonbarcoded price mailing, see 25.1.9 and 705.9.0. Other mailing jobs are prepared, sacked, and labeled as follows:

\* \* \* \* \*

*[Revise the introductory text of item c. to read as follows:]*

- c. SCF/LPC, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

\* \* \* \* \*

*[Revise the introductory text of item d. to read as follows:]*

- d. Origin SCF/LPC (required) and entry SCF/LPC(s) (optional), no minimum; labeling:

\* \* \* \* \*

*[Revise the introductory text of item e. to read as follows:]*

- e. ADC/RPDC, required at 72 pieces, optional at 24 pieces; fewer pieces not permitted; labeling:

\* \* \* \* \*

### **25.5 Tray Preparation — Flat-Size Barcoded Pieces**

*[Revise the introductory text of 25.5 to read as follows:]*

Mailers must place machinable flats (under 201.6.0) in flats trays (see 24.0) instead of sacks, unless prepared as the following: Direct carrier route; 5-digit scheme carrier route; 5-digit carrier route; Nonpalletized residual 5-digit and entered at a DDU/S&DC along with carrier-route flats; Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); or nonpalletized 3-digit/SCF entered at the DSCF/LPC (origin). Mailers must group together all pieces for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF/LPC, and ADC/RPDC destination. Bundling in flat trays is optional, and any bundles must be trayed and labeled separately from loose flats prepared in flat trays. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

\* \* \* \* \*

*[Revise the introductory text of item d. to read as follows:]*

- d. SCF/LPC (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted; labeling:

\* \* \* \* \*

*[Revise the introductory text of item e. to read as follows:]*

- e. Origin SCF/LPC (required) and entry SCF/LPC(s) (optional), no minimum, labeling:

\* \* \* \* \*

*[Revise the introductory text of item f. to read as follows:]*

- f. ADC/RPDC (required), 72-piece minimum, optional at 24 pieces, fewer pieces not permitted, no overflow tray allowed; labeling:

\* \* \* \* \*

## **28.0 Enter and Deposit**

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## **28.3 Exceptional Dispatch**

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### **28.3.2 Intended Use**

*[Revise the text of 28.3.2 to read as follows:]*

The provision for exceptional dispatch is intended for local distribution (In-County and DDU/S&DC) of publications with total circulation of no more than 25,000 and is not to be used to circumvent additional entry standards. Applications for exceptional dispatch for publications with more than 25,000 total circulation may be considered case by case.

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## **29.0 Destination Entry**

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*[Revise the title of 29.2 to read as follows:]*

## **29.2 Destination Network Distribution Center/Regional Processing and Distribution Center**

### **29.2.1 Definition**

*[Revise the text of 29.2.1 to read as follows:]*

For this standard, destination network distribution center (DNDC)/regional processing and distribution center (RPDC) includes a USPS-designated facility or the facilities and ZIP Code ranges as specified in L601 and L602.

### **29.2.2 Price Eligibility**

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*[Revise the text of items a. and b. to read as follows:]*

- a. Pieces must be prepared in bundles, or in sacks or trays on ADC/RPDC, or more finely presorted pallets under 705.8.0.
- b. Mailers may claim a DNDC container price if the facility ZIP Code (on Line 1 of the container label) is within the service area of the NDC/RPDC or auxiliary service facility (ASF) where the container is deposited, under L601 and L602.

## **29.3 Destination Area Distribution Center**

\* \* \* \* \*

### **29.3.2 Price Eligibility**

*[Revise the text of 29.3.2 to read as follows:]*

The following apply:

- a. Determine price eligibility for pound prices as follows:
  1. Outside-County pieces are eligible for DADC pound prices when:
    - (a) Placed on an ADC/RPDC or more finely presorted container;
    - (b) Deposited at an ADC/RPDC (or USPS-designated facility); and
    - (c) Addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited.
  2. Automation pieces in AADC trays placed on optional SCF/LPC pallets under 705.8.10.2 are eligible for DADC prices when the 3-digit ZIP Code on the tray label is within that SCF's/LPC's/RPDC's service area according to L005.
- b. Pieces must be prepared in bundles or in sacks or trays on ADC/RPDC or more finely presorted pallets under 705.8.0.

\* \* \* \* \*

*[Revise the title of 29.4 to read as follows:]*

## **29.4 Destination Sectional Center Facility/Local Processing Center**

### **29.4.1 Definition**

*[Revise the text of 29.4.1 to read as follows:]*

For this standard, destination sectional center facility (DSCF)/local processing center (LPC [letters/flats])/regional processing and distribution center (RPDC [parcels]) includes a USPS-designated facility or the facilities listed in L005.

### **29.4.2 Price Eligibility**

*[Revise the text of 29.4.2 to read as follows:]*

The following apply:

- a. *Pound Prices*. Determine price eligibility as follows:
  1. Outside-County pieces are eligible for DSCF pound prices when:
    - (a) Placed on an SCF or more finely presorted container;
    - (b) Deposited at the DSCF/LPC (letters/flats)/RPDC (parcels) or USPS-designated facility (see also 29.4.2b); and
    - (c) Addressed for delivery within the DSCF/LPC/RDPC's service area.
  2. Nonletter-size pieces are also eligible when the mailer deposits 5-digit bundles at the destination delivery unit (DDU)/sorting and delivery center (S&DC) (the facility where the carrier cases mail for delivery to the addresses on the pieces), and the 5-digit bundles are in or on the following types of containers:
    - (a) A merged 5-digit scheme or merged 5-digit sack/flat tray.
    - (b) A merged 5-digit scheme, merged 5-digit, or 5-digit scheme pallet.
- b. *Container Prices*. Mailers may claim the DSCF container price for SCF and more finely presorted containers that are entered at and destined within the service area of the SCF/LPC/RPDC where the container is deposited.
- c. Nonpalletized carrier route, 5-digit scheme carrier route, 5-digit carrier route, 5-digit, or 3-digit flats may be prepared in sacks when entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container:

*[Revise the title of 29.5 to read as follows:]*

## **29.5 Destination Delivery Unit/Sorting and Delivery Center**



### **29.5.1 Definition**

*[Revise the text of 29.5.1 to read as follows:]*

For this standard, the destination delivery unit (DDU)/sorting and delivery center (S&DC) is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing.

### **29.5.2 Price Eligibility**

*[Revise the text of items c. and d. to read as follows:]*

- c. Container Prices. Outside-County mailers may claim a DDU-container price for 5-digit scheme and more finely presorted containers that are entered at and destined within the service area of the DDU/S&DC where the container is deposited.
- d. Nonpalletized residual 5-digit flats remaining after a carrier-route sortation may be prepared in sacks and deposited at the DDU/S&DC, along with a carrier-route mailing.

\* \* \* \*

### **29.5.4 Deposit Schedule**

*[Revise the text of 29.5.4 to read as follows:]*

The following apply:

- a. The mailer may schedule deposit of DDU/S&DC mailings at least 24 hours in advance by contacting the DDU/S&DC or through FAST, available at *fast.usps.com*.
- b. The mailer must follow the scheduled deposit time.

- c. The mailer may request standing appointments for renewable 6-month periods by written application to the DDU/S&DC.
- d. Mixed loads of Periodicals and other classes of mail require advance appointments for deposit.
- e. For mail entered under exceptional dispatch, the application for exceptional dispatch required under 28.3 also serves as a request for standing appointments.

\* \* \* \* \*

**235 Mail Preparation**

\* \* \* \* \*

**1.0 General Definition of Terms**

\* \* \* \* \*

**1.3 Terms for Presort Levels**

**1.3.1 Letters and Cards**

\* \* \* \* \*

*[Revise the text of items f. and g. to read as follows:]*

- f. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF)/local processing center (LPC) in whose service area the mail is verified or entered. Subject to standard, a separation is required for each such 3-digit area regardless of the mail volume.
- g. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing

center (LPC) (see L002, Column C; or L005) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of the mail volume.

\* \* \* \* \*

### **1.3.2 Flats**

\* \* \* \* \*

*[Revise the text of items a. through e. to read as follows:]*

- a. *5-digit*: The delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *3-digit*: The ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).
- c. *Origin/optional entry 3-digit(s)*: The ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF)/local processing center (LPC) in whose service area the mail is verified or entered. Subject to standard, a separation is required for each such 3-digit area regardless of the mail volume.
- d. *ADC*: All pieces are addressed for delivery in the service area of the same area distribution center (ADC)/regional processing and distribution center (RPDC) (see L004).
- e. *Mixed ADC*: The pieces are for delivery in the service area of more than one ADC/RPDC.

### **1.4 Preparation Definitions and Instructions**

\* \* \* \* \*

*[Revise the text of items h. and i. to read as follows:]*

- h. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF/LPC in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as shown in L005, a separate tray must be prepared for each. A tray may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/LPC/plant where mail is entered (if that differs from the SCF/LPC/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.
- i. An *origin AADC* tray contains all mail (regardless of quantity) for an AADC ZIP Code area processed by the AADC or SCF/LPC in whose service area the mail is verified or entered. Only one less-than-full tray may be prepared for each AADC area.

\* \* \* \* \*

*[Revise the text of item l. to read as follows:]*

- l. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail-processing facility that serves the Post Office where the mailer entered the mail. If the Post Office where the mail is entered is not the one serving the mailer's location, the Post Office of entry determines the *entry* facility. *Entry SCF/LPC* includes both single-3-digit and multi-3-digit SCFs.

\* \* \* \* \*

## **8.0 Preparation of Automation Flats**

\* \* \* \* \*

## **8.6 First-Class Mail Optional Tray-Based Preparation**

\* \* \* \* \*

*[Revise the text of items c. and d. to read as follows:]*

- c. Origin 3-digit: required for each 3-digit ZIP Code served by the SCF/LPC of the origin (verification) office; no minimum; for Line 1, use L002, Column A, for 3-digit destinations.
- d. ADC: required (90-piece minimum); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; for Line 1, use L004. (ZIP Code prefixes in Column A must be combined and labeled to the corresponding ADC/RPDC destination shown in Column B.) *Exception:* Pieces are not required to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using an MLOCR/barcode sorter, and standardized documentation is submitted.

\* \* \* \* \*

## **240 Commercial Mail USPS Marketing Mail**

### **243 Prices and Eligibility**

#### **Overview**

*[Delete "Overview" listing 8.0 in its entirety and renumber current 9.0 as 8.0.]*

#### **1.0 Prices and Fees**

\* \* \* \* \*

#### **1.2 USPS Marketing Mail Prices**

\* \* \* \* \*

*[Revise the text of item b. to read as follows:]*

- b. A price determined by adding the per-piece charge and the corresponding per-pound charge applies to any USPS Marketing Mail piece that weighs more than the following:
  - 1. Nonmachinable and carrier-route letters and flat-sized mailpieces that weigh more than 4.0 ounces;
  - 2. Presorted Marketing Parcels and Irregular parcels that weigh more than 3.3 ounces; and
  - 3. Machinable parcels that weigh more than 3.5 ounces.

*[Delete item c. in its entirety and renumber current item d. as c.]*

*[Add new item d. to read as follows:]*

- d. Items qualifying as a catalog under 601.10 are eligible for an incentive discount when appropriately identified on the postage statement or the eDoc.

\* \* \* \* \*

## **1.5 Computing Postage for USPS Marketing Mail**

\* \* \* \* \*

*[Revise the title and text of item 1.5.4 to read as follows:]*

### **1.5.4 Per-Piece and Per-Pound Charges**

To determine per-piece and per-pound charges:

- a. *Per-Piece Charge.* The per-piece charge is computed based on the total number of addressed pieces for each price category claimed. The minimum price may apply to each piece as detailed in 1.2. Otherwise, the per-piece charge must be added to the per-pound charge to determine total postage.

- b. *Per-Pound Charge.* Where applicable, the per-pound charge is computed based on the total weight of the addressed pieces for each price category claimed and is added to the per-piece charge to determine total postage.
- c. *Example.* A quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable price per pound, based on the price claimed, plus one unit of the applicable per-piece charge for each addressed piece.

### **1.5.5 Computing Affixed Postage for Piece/Pound Price Mailpieces**

*[Revise the text of 1.5.5 to read as follows:]*

To compute postage to be affixed to each piece/pound-price piece:

- a. Multiply the weight of the piece (in pounds) by the applicable price per pound;
- b. Add the applicable per-piece charge and any surcharge; and
- c. Round up the sum to the next 10<sup>th</sup> of a cent. See 244.2.0 for affixing postage.

\* \* \* \* \*

## **2.0 Content Standards for USPS Marketing Mail**

### **2.1 General**

\* \* \* \* \*

*[Revise the text of 2.1 to read as follows:]*

USPS Marketing Mail consists of mailable matter that:

- a. Is neither mailed nor required to be mailed as First-Class Mail;
- b. Is not authorized to be mailed as Periodicals (unless permitted or required by standard); and
- c. Weighs less than 16 ounces.

**Note:** Mailpieces prepared as catalogs must meet the standards in 601.10.

\* \* \* \* \*

### **3.0 Basic Eligibility Standards for USPS Marketing Mail**

\* \* \* \* \*

#### **3.4 IMpb Standards**

*[Revise the first sentence of 3.4 to read as follows:]*

All USPS Marketing Mail parcels must bear an Intelligent Mail package barcode (IMpb) prepared under 204.2.0.\*\*\*

\* \* \* \* \*

### **4.0 Price Eligibility for USPS Marketing Mail**

#### **4.1 General Information**

*[Revise the text of 4.1 to read as follows:]*

The following apply:

- a. All USPS Marketing Mail prices are Presorted prices (including all nonprofit prices). These prices apply to mailings meeting:
  1. Basic standards in 2.0 through 4.0;
  2. Corresponding standards for Presorted prices, Enhanced Carrier Route (ECR) prices, and automation prices under 5.0 through 7.0; or
  3. Customized MarketMail prices under 243.8.0.
- b. Except for Customized MarketMail pieces, destination entry-discount prices are available under 246.2.0 through 246.6.0.
- c. Nonprofit prices may be used only by organizations that USPS authorized under 703.1.0.



- d. Not all processing categories qualify for every price.
- e. Pieces are subject to either a single minimum per-piece price or a combined piece/pound price, depending on the weight of the individual pieces in the mailing.

*[Revise the title and introductory text of 4.2 to read as follows:]*

#### **4.2 Minimum Per-Piece Prices**

The minimum per-piece prices (the minimum postage that must be paid for each piece) apply as follows:

\* \* \* \* \*

*[Delete the next to last sentence of item c. that references Product Samples.]*

#### **4.3 Piece/Pound Prices**

*[Revise the last sentence of 4.3 to read as follows:]*

\*\*\*Flats that exceed 4 ounces are subject to a two-part piece/pound price that includes a fixed charge per piece and a variable pound charge based on weight.

#### **4.4 Extra Services for USPS Marketing Mail**

\* \* \* \* \*

##### **4.4.2 Ineligible Matter**

\* \* \* \* \*

*[Delete item d. in its entirety and renumber current item e. as item d.]*

\* \* \* \* \*

#### **5.0 Additional Eligibility Standards for Nonautomation USPS Marketing Mail**

##### **Letters, Flats, and Presorted USPS Marketing Mail Parcels**

\* \* \* \* \*

### 5.3 Price Application

*[Revise the last sentence of 5.3 to read as follows:]*

\*\*\*When parcels are combined under 245.11.0, 705.6.0, or 705.21.0, all pieces are eligible for the applicable prices when the combined total meets the eligibility standards.

\* \* \* \* \*

### 5.4 Machinable Price Application – Letters

\* \* \* \* \*

*[Revise the title and text of 5.4.3 to read as follows:]*

#### 5.4.3 AADC USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount

##### Eligibility

The SCF-pallet discount applies to AADC-eligible USPS Marketing Mail letter-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

### 5.5 Nonmachinable Price Application – Letters

\* \* \* \* \*

*[Revise the title and text of 5.5.3 to read as follows:]*

#### 5.5.3 5-Digit USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount

##### Eligibility

The SCF-pallet discount applies to 5-digit-eligible pieces that are palletized under 705.8.10.3a to 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

*[Revise the title and text of 5.5.5 to read as follows:]*

### **5.5.5 3-Digit USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount**

#### **Eligibility**

The SCF-pallet discount applies to 3-digit-eligible USPS Marketing Mail letter-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

*[Revise the title and text of 5.5.7 to read as follows:]*

### **5.5.7 ADC USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount**

#### **Eligibility**

The SCF-pallet discount applies to ADC-eligible USPS Marketing Mail letter-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

### **5.6 Nonautomation Price Application – Flats**

\* \* \* \* \*

*[Revise the title and text of 5.6.2 to read as follows:]*

### **5.6.2 5-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount**

#### **Eligibility**

The SCF-pallet discount applies to 5-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3d, 705.8.10.3e, and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

*[Revise the title and text of 5.6.4 to read as follows:]*

**5.6.4 3-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to 3-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

**5.6.5 ADC Prices for Flats**

\* \* \* \* \*

*[Revise the text of item a. to read as follows:]*

- a. In a 5-digit/scheme, 3-digit/scheme, or ADC bundle of 10 or more pieces properly placed in an ADC/RPDC flat tray (see 245.1.4).

\* \* \* \* \*

*[Revise the text of item c. to read as follows:]*

- c. When palletized under 705.8.0 and 705.10.0 through 705.13.0, in an ADC bundle of 10 or more pieces; properly placed on an ADC/RPDC pallet.

*[Revise the title and text of 5.6.6 to read as follows:]*

**5.6.6 ADC USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to ADC-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

**5.6.7 Mixed ADC Prices for Flats**

*[Revise the text of 5.6.7 to read as follows:]*

Mixed ADC prices apply to flat-size pieces in bundles that do not qualify for 5-digit, 3-digit, or ADC prices; placed in mixed ADC flat trays, or on ASF/NDC/RPDC or mixed NDC pallets under 705.8.0.

## **5.7 Prices for Machinable Parcels**

### **5.7.1 5-Digit Price**

*[Revise the introductory text of 5.7.1 to read as follows:]*

The 5-digit price applies to qualifying machinable parcels that are dropshipped to a DNDC/RPDC (or an ASF when claiming DNDC prices), DSCF/RPDC, or DDU/S&DC and presented:

\* \* \* \* \*

*[Revise the text of items c. and d. to read as follows:]*

- c. As one or more parcels that mailers dropship to a DDU/S&DC under 246.5.2.3.
- d. When presented at the origin acceptance office on an ASF or NDC pallet containing at least 200 pounds of pieces.

\* \* \* \* \*

### **5.7.2 NDC Price**

\* \* \* \* \*

*[Revise the text of items a. and b. to read as follows:]*

- a. When dropshipped to an ASF/NDC/RPDC and presented:
  - 1. In an ASF/NDC/RPDC sack containing at least 10 pounds of parcels;
  - 2. On an ASF/NDC/RPDC pallet, according to standards in 705.8.10; or
  - 3. In an NDC/ASF/RPDC container prepared under 705.21.0.

- b. When presented at the origin acceptance office on an ASF/NDC/RPDC pallet containing at least 200 pounds of pieces.

**5.7.3 Mixed NDC Price**

*[Revise the text of 5.7.3 to read as follows:]*

The mixed NDC price applies to machinable parcels that are not eligible for 5-digit or NDC prices. Machinable parcels at mixed NDC prices must be placed in origin NDC/RPDC sacks or on origin NDC/RPDC pallets, and then in mixed NDC sacks, or on mixed NDC pallets. See 245.11.3 and 705.8.10.

**5.8 Prices for Irregular Parcels and Marketing Parcels**

**5.8.1 5-Digit Price**

*[Revise the introductory text of 5.8.1 to read as follows:]*

Five-digit prices apply to irregular parcels and to Marketing parcels that are dropshipped to a DNDC/RPDC (or an ASF when claiming DNDC prices), DSCF/RPDC, or DDU/S&DC and presented:

\* \* \* \* \*

*[Revise the text of item c. to read as follows:]*

- c. As one or more parcels that mailers dropship to a DDU/S&DC under 246.5.2.2.

\* \* \* \* \*

**5.8.2 SCF Price**

*[Revise the text of 5.8.2 to read as follows:]*

SCF prices apply to irregular parcels and USPS Marketing Mail parcels that are dropshipped and presented to a DSCF, DNDC, or RPDC:

- a. In an SCF/RPDC sack containing at least 10 pounds of parcels.
- b. On an SCF/RPDC pallet, according to 705.8.10.
- c. In SCF/RPDC containers prepared under 705.21.0.

### **5.8.3 NDC Price**

\* \* \* \* \*

*[Revise the text of items a. and b. to read as follows:]*

- a. When dropshipped to an ASF/NDC/RPDC and presented:
  - 1. In an ASF/NDC/RPDC sack containing at least 10 pounds of parcels;
  - 2. On an ASF/NDC/RPDC pallet, according to standards in 705.8.10; or
  - 3. In an NDC/ASF/RPDC container prepared under 705.21.0.
- b. When presented at the origin acceptance office on an ASF/NDC/RPDC pallet containing at least 200 pounds of pieces.

### **5.8.4 Mixed NDC Price**

*[Revise the text of 5.8.4 to read as follows:]*

Mixed NDC prices apply to irregular parcels and to USPS Marketing Mail parcels in origin NDC/RPDC or mixed NDC containers that are not eligible for 5-digit, SCF, or NDC prices. Parcels at mixed NDC prices must be placed in origin NDC/RPDC or mixed NDC sacks under 245.11.4.3, or on origin NDC/RPDC or mixed NDC pallets under 705.8.10.

## **6.0 Additional Eligibility Standards for Enhanced Carrier Route USPS Marketing Mail Letters and Flats**

### **6.1 General Enhanced Carrier Route Standards**

\* \* \* \* \*

### **6.1.2 Basic Eligibility Standards**

\* \* \* \* \*

*[Add new item j. to read as follows:]*

- j. Meet the standards in 245.6.10 for High Density and High Density Plus automation letter mailings prepared using the optional 5-digit-tray preparation.

\* \* \* \* \*

### **6.3 Basic Price Enhanced Carrier Route Standards**

\* \* \* \* \*

*[Revise the title and text of 6.3.3 to read as follows:]*

#### **6.3.3 Basic Carrier Route USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to Basic Carrier Route-eligible USPS Marketing Mail letter-shaped pieces that are palletized under 705.8.10.3a to 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

*[Revise the title and text of 6.3.6 to read as follows:]*

#### **6.3.6 Basic Carrier Route USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to Basic Carrier Route-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3d, 705.8.10.3e, and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*



**6.4 High Density and High Density Plus (Enhanced Carrier Route) Standards – Letters**

**6.4.1 Additional Eligibility Standards for High Density and High Density Plus Prices**

*[Revise the first sentence of 6.4.1 to read as follows:]*

In addition to the general eligibility standards in 6.1, High Density and High Density Plus letter-size mailpieces must be in a full carrier-route tray or in a carrier-route bundle of 10 or more pieces placed in a 5-digit carrier-routes or 3-digit carrier-routes tray unless prepared using the standards in 245.6.10.\*\*\*

\* \* \* \* \*

*[Revise the title and text of 6.4.3 to read as follows:]*

**6.4.3 High Density and High Density Plus USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to High Density- and High Density Plus-eligible USPS Marketing Mail letter-shaped pieces that are palletized under 705.8.10.3a to 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

**6.5 High Density and High Density Plus (Enhanced Carrier Route) Standards – Flats**

\* \* \* \* \*

*[Revise the title and text of 6.5.3 to read as follows:]*

**6.5.3 High Density Carrier-Route Bundles on a 5-Digit/Direct Container (High Density-CR Bundles/Container Discount Eligibility) – Flats**

The High Density-CR Bundles/Container discount applies to 125 or more High Density-eligible pieces that are palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0 on the following type of pallet entered at an Origin (None), DNDC/RPDC, DSCF/LPC, or DDU/S&DC entry, or placed in a carrier-route sack or flat tray under 245.9.7a or 203.5.8 and entered at the DDU/S&DC:

- a. 5-digit merged;
- b. 5-digit (scheme) merged;
- c. 5-digit carrier route;
- d. 5-digit carrier routes; or
- e. 5-digit scheme carrier route.

*[Revise the title and text of 6.5.4 to read as follows:]*

**6.5.4 High Density Plus Carrier-Route Bundles on a 5-Digit/Direct Container (High Density Plus-CR Bundles/Container Discount Eligibility) – Flats**

The High Density Plus-CR Bundles/Container discount applies to 300 or more High Density Plus-eligible pieces that are palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0 on the following type of pallet entered at an Origin (None), DNDC/RPDC, DSCF/LPC, or DDU/S&DC entry, or in a carrier-route sack or tub, under 245.9.7a or 203.5.8, and entered at the DDU/S&DC:

- a. 5-digit merged;
- b. 5-digit (scheme) merged;
- c. 5-digit carrier route; or
- d. 5-digit carrier routes.

*[Revise the title and text of 6.5.5 to read as follows:]*

### **6.5.5 High Density USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to 125 or more High Density-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3d, 705.8.10.3e, and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

*[Revise the title and text of 6.5.6 to read as follows:]*

### **6.5.6 High Density Plus USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to 300 or more High Density Plus-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3d, 705.8.10.3e, and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

*[Revise the title of 6.6 to read as follows:]*

## **6.6 Saturation Enhanced Carrier Route Standards – Letters**

\* \* \* \* \*

*[Revise the title and text of 6.6.3 to read as follows:]*

### **6.6.3 Saturation USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to at least 90 percent or more of the total number of active residential addresses, or 75 percent or more of the total number of active possible delivery addresses, on each carrier route that is palletized under 705.8.10.3a to 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

## **6.7 Saturation Enhanced Carrier Route Standards – Flats**

\* \* \* \* \*

*[Revise the title and text of 6.7.3 to read as follows:]*

**6.7.3 Saturation (including EDDM)-Carrier-Route Bundles on a 5-Digit/Direct Container (Saturation-CR Bundles/Container Discount Eligibility) – Flats**

The Saturation-CR Bundles/Container discount applies to at least 90 percent or more of the total number of active residential addresses or 75 percent or more of the total number of active possible delivery addresses on each carrier route that is palletized under 705.8.0, 705.10.0, 705.12.0, or 705.13.0 on the following type of pallet entered at an Origin (None), DNDC/RPDC, DSCF/LPC, or DDU/S&DC entry, or in a carrier-route sack or tub under 245.9.7a or 203.5.8 and entered at the DDU/S&DC:

- a. 5-digit merged;
- b. 5-digit (scheme) merged;
- c. 5-digit carrier route;
- d. 5-digit carrier routes; or
- e. 5-digit scheme carrier-route.

*[Revise the title and text of 6.7.4 to read as follows:]*

**6.7.4 Saturation USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to at least 90 percent or more of the total number of active residential addresses, or 75 percent or more of the total number of active possible delivery addresses, on each carrier route that is palletized under 705.8.10.3d,

705.8.10.3e, and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

## **7.0 Eligibility Standards for Automation USPS Marketing Mail**

\* \* \* \* \*

### **7.3 Price Application for Automation Letters**

\* \* \* \* \*

*[Revise the title and text of 7.3.2 to read as follows:]*

#### **7.3.2 5-Digit USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount**

##### **Eligibility**

The SCF-pallet discount applies to 5-digit-eligible USPS Marketing Mail letter-shaped pieces that are palletized under 705.8.10.3a to 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

*[Revise the title and text of 7.3.3 to read as follows:]*

#### **7.3.3 AADC USPS Marketing Mail Letter-Shaped Pieces SCF-Pallet Discount**

##### **Eligibility**

The SCF-pallet discount applies to AADC-eligible USPS Marketing Mail letter-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

### **7.4 Price Application for Automation Flats**

\* \* \* \* \*

*[Revise the title and text of 7.4.2 to read as follows:]*

#### **7.4.2 5-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount**

##### **Eligibility**

The SCF-pallet discount applies to 5-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3d, 705.8.10.3e, and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

*[Revise the title and text of 7.4.3 to read as follows:]*

### **7.4.3 3-Digit USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount**

#### **Eligibility**

The SCF-pallet discount applies to 3-digit-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

*[Revise the title and text 7.4.4 to read as follows:]*

### **7.4.4 ADC USPS Marketing Mail Flat-Shaped Pieces SCF-Pallet Discount Eligibility**

The SCF-pallet discount applies to ADC-eligible USPS Marketing Mail flat-shaped pieces that are palletized under 705.8.10.3e and 705.8.10.3f and entered at Origin (None), DNDC/RPDC, or DSCF/LPC entry.

\* \* \* \* \*

*[Delete section 243.8.0 in its entirety and renumber current 243.9.0 as 243.8.0.]*

\* \* \* \* \*

## **8.0 Customized MarketMail**

### **8.1 Basic Standards**

*[Revise the last sentence of renumbered 8.1 to read as follows:]*

\*\*\*CMM must be entered at a destination delivery unit (DDU)/sorting and delivery center (S&DC).

\* \* \* \* \*

## **245 Mail Preparation**

### **Overview**

*[Delete “Overview” listing 12.0 in its entirety and renumber current 13.0 as 12.0.]*

### **1.0 General Information for Mail Preparation**

\* \* \* \* \*

### **1.2 Definition of Mailings**

\* \* \* \* \*

*[Delete items b(5) and b(6) in their entirety and renumber current items b(7) through b(10) as b(5) through b(8), respectively.]*

### **1.3 Terms for Presort Levels**

#### **1.3.1 Letters**

\* \* \* \* \*

*[Revise the text of items f. through h. to read as follows:]*

- f. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF)/local processing center (LPC) in whose service area the mail is verified or entered. Separation is optional for each such 3-digit area. Mail may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/LPC/plant where the mail is entered (if that differs from the SCF/LPC/plant serving the Post Office where the mail is verified (e.g., a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.

- g. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see L005). *Exception*: Where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- h. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see L002, Column C; or L005) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of mail volume.

\* \* \* \* \*

*[Revise the text of item j. to read as follows:]*

- j. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or network distribution center (NDC)/regional processing and distribution center (RPDC). (See L601, L602, or L605.)

\* \* \* \* \*

**1.3.2 Flats**

\* \* \* \* \*

*[Add item e and Revise the text of items f. through p. to read as follows:]*



- f. *Merged 5-digit pallet*: contains carrier-route bundles and noncarrier-route 5-digit bundles (automation-price 5-digit bundles and/or Presorted-price 5-digit bundles).
- g. *Merged 5-digit scheme flat tray*: the 5-digit ZIP Codes on pieces in carrier-route bundles and/or automation-price 5-digit bundles and/or Presorted-price 5-digit bundles in a flat tray are all for 5-digit ZIP Codes that are part of a single scheme as shown in L001. The automation-price 5-digit bundles and/or the Presorted-price 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier-route bundles with automation-price 5-digit bundles and Presorted-price 5-digit bundles in the same 5-digit container.
- h. *Merged 5-digit scheme pallet*: contains carrier-route bundles and noncarrier-route 5-digit bundles (automation-price 5-digit bundles and/or Presorted-price 5-digit bundles) for 5-digit ZIP Codes that are part of a single scheme as shown in L001.
- i. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits. (See [L002](#), Column A.)
- j. *3-digit scheme bundles for flats meeting the automation-compatibility standards in 201.3.0*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes that USPS processes as a single scheme, as shown in L008.

- k. *Origin/entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF)/local processing center (LPC) in whose service area the mail is verified or entered. Separation is optional for each such 3-digit area.
- l. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see L005). *Exception*: Where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- m. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) (see [L002](#), Column C; or [L005](#)) in whose service area the mail is verified or entered. Subject to standard, this separation is required regardless of the mail volume.
- n. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC)/regional processing and distribution center (RPDC) (see [L004](#)).
- o. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF)/network distribution center (NDC)/regional processing and distribution center (RPDC). (See [L601](#), [L602](#), or [L605](#).)

- p. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC/RPDC.

\* \* \* \* \*

### **1.3.3 Marketing Parcels**

\* \* \* \* \*

*[Delete item a. in its entirety and renumber current items b. through i. as a. through h., respectively.]*

*[Revise renumbered items d. through g. to read as follows:]*

- d. *SCF*: The separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/regional processing and distribution center (RPDC) (see L005). *Exception*: Where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- e. *ASF/NDC*: All pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF)/network distribution center (NDC)/regional processing and distribution center (RPDC). (See L601, L602, or L605.)
- f. *Origin NDC*: This separation includes all pieces addressed for delivery to ZIP Codes within the same NDC/RPDC (see L601) serving the acceptance office that verifies the mailing. There is no minimum-quantity requirement for this separation.

- g. *Mixed (NDC, ADC, etc.)*: The pieces are for delivery in the service area of more than one NDC/ADC/RPDC, etc.

\* \* \* \* \*

#### **1.4 Preparation Definitions and Instructions**

\* \* \* \* \*

*[Revise the text of items r. and s. to read as follows:]*

- r. An *origin 3-digit (or origin 3-digit scheme)* tray for letters and flats contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF/LPC in whose service area the mail is verified. A separate tray may be prepared for each 3-digit ZIP Code (or 3-digit scheme) area. A tray may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/LPC/plant where mail is entered (if that differs from the SCF/LPC/plant serving the Post Office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area.
- s. An *origin AADC* tray contains all mail (regardless of quantity) for an AADC ZIP Code area processed by the AADC or SCF/LPC in whose service area the mail is verified or entered. Only one less-than-full tray may be prepared for each AADC area.

\* \* \* \* \*

*[Revise the text of item v. to read as follows:]*

- v. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail-processing facility (e.g., “entry NDC/RPDC”) that serves the Post Office where the mailer

entered the mail. If the Post Office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. The following also apply:

1. *Entry SCF/LPC* (letter and flats) and *Entry SCF/RPDC* (parcels) includes both single-3-digit and multi-3-digit SCFs.
2. *Entry NDC/RPDC* includes subordinate ASFs unless otherwise specified.

\* \* \* \* \*

*[Revise the last sentence of item y. to read as follows:]*

- y. \*\*\*For pallets, 2,800 pounds of mail may be destined to an SCF/LPC (letters and flats) or SCF/RPDC (parcels) destination, and these would form the "logical" SCF pallet, but the mail is placed on two SCF pallets, each weighing 1,400 pounds because of the 2,200-pound-maximum pallet-weight requirement.

\* \* \* \* \*

## **2.0 Bundles**

\* \* \* \* \*

## **2.2 Marketing Parcels**

\* \* \* \* \*

*[Delete the section number and title "2.2.1 Bundling," and revise the text of former 2.2.1 to read as follows:]*

Bundling is not permitted.

*[Delete item 2.2.2 in its entirety.]*

## **3.0 Letter Trays, Flat Trays, and Sacks**

*[Revise the text of 3.0 to read as follows:]*

The following apply:

- a. *Letter Mailings*. Letter mailings must be prepared in letter trays with sleeves.
- b. *Flat Mailings*. Flat mailings must be prepared in flat trays or sacks (carrier route, 5-digit scheme carrier route, and 5-digit carrier route only), except when permitted to be prepared in letter trays under other applicable standards in this section. See 203.5.0 for tray standards. See 203.6.0 for sack standards.
- c. *Parcel Mailings*. Parcel mailings must be prepared in sacks.
- d. *Customized MarketMail*. Containers for Customized MarketMail are specified in 245.13.5.

\* \* \* \* \*

## **5.0 Preparing Nonautomation Letters**

\* \* \* \* \*

### **5.3 Machinable Preparation**

\* \* \* \* \*

#### **5.3.2 Traying and Labeling**

\* \* \* \* \*

*[Revise the text of item c(1) to read as follows:]*

1. Line 1: Use L011, Column B. Use L010, Column B, if entered at an ASF/NDC/RDPC or for mail placed on an ASF/NDC/RPDC, or SCF/LPC pallet under the option in 705.8.10.3.

\* \* \* \* \*

#### **5.4 Nonmachinable Preparation**

\* \* \* \* \*

##### **5.4.2 Traying and Labeling**

\* \* \* \* \*

*[Revise the text of item d(1) to read as follows:]*

1. Line 1: Use L011, Column B. Use L010, Column B, if entered at an ASF/NDC/RPDC or for mail placed on an ASF/NDC/RPDC, or SCF/LPC pallet under the option in 705.8.10.3.

\* \* \* \* \*

#### **6.0 Preparing Enhanced Carrier Route Letters**

\* \* \* \* \*

##### **6.7 Traying and Labeling for Automation-Compatible ECR Letters**

*[Add a new sixth sentence (before "Preparation Sequence ...") to the introductory text of 6.7 to read as follows:]*

**\*\*\***(See 6.10 for optional 5-digit-tray preparation).**\*\*\***

\* \* \* \* \*

*[Add a new section 6.10 to read as follows]*

#### **6.10 Optional 5-Digit-Tray Preparation for High Density and High Density Plus**

##### **ECR Automation-Compatible Letters**

###### **6.10.1 Basic Standards**

An optional 5-digit-tray preparation allows combining multiple mail owners' High Density, High Density Plus, and 5-digit automation-compatible letters in a letter tray when meeting the following standards:

- a. Each individual mail owner must meet the minimum quantities in 243.6.4.2 for High Density (HD) and High Density Plus (HD+) to claim HD/HD+ prices with a minimum combined 150 pieces of 5-digit, HD or HD+ in a 5-digit tray.
- b. The separate requirement of 150 pieces for 5-digit is waived.
- c. The minimums must be achieved by a single mail owner defined by the mail owner's individual Mailer ID (MID) and/or Customer Registration ID (CRID) in the "By/For" of the eDoc for each carrier route.
- d. Walk sequencing is not required within the letter trays.
- e. Bundling and facing slips are not required.
- f. The optional tray preparation must meet the HD and HD+ marking requirements in 6.2.
- g. The optional tray preparation must be used for the entire mailing within eDoc.

### **6.10.2 Traying and Labeling**

Mailers must make full 5-digit trays for automation-compatible, delivery-point barcoded letters that weigh up to 3.5 ounces and meet the standards of 6.10.1. Bundling or facing slips are not required. Preparation sequence, tray size, and labeling:

- a. Same carrier route to same 5-digit; full trays only:
  1. Line 1: City, state, and 5-digit ZIP Code on mail.
  2. Line 2: "STD LTR BC."
- b. Multiple carrier routes to same 5-digit; full trays only:



1. Line 1: City, state, and 5-digit ZIP Code on mail.
2. Line 2: "STD LTR 5D MXD CR-RTS BC."

## **7.0 Preparing Automation Letters**

\* \* \* \* \*

## **7.5 Tray Preparation**

\* \* \* \* \*

*[Revise the text of item c. to read as follows:]*

- c. Mixed AADC: required (no minimum); group pieces by AADC when overflow pieces from AADC trays are placed in mixed AADC trays. For Line 1 labeling, use L011, Column B. Use L010, Column B, if entered at an ASF/NDC/RPDC or for mail placed on an ASF/NDC/RPDC, or SCF/LPC pallet under the option in 705.8.10.3.

\* \* \* \* \*

## **8.0 Preparing Nonautomation Flats**

\* \* \* \* \*

## **8.6 Traying, Sacking, and Labeling**

*[Revise the introductory text of 8.6 to read as follows:]*

Flat trays are allowed for all sortations. Sack preparation is allowed only for the following: Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks

must be entered at the BMEU and emptied into a designated container. All other sortations require flat-tray preparation. Preparation sequence and labeling:

\* \* \* \* \*

## **10.0 Preparing Automation Flats**

\* \* \* \* \*

*[Revise the title of 10.4 to read as follows:]*

## **10.4 USPS Marketing Mail Bundle and Flat-Tray Preparation**

\* \* \* \* \*

### **10.4.3 Traying, Sacking, and Labeling**

*[Revise the introductory text of 10.4.3 to read as follows:]*

Sack preparation is allowed only for the following: Nonpalletized residual 5-digit flats entered at a DDU/S&DC along with carrier-route flats; Nonpalletized carrier-route flats entered at the DSCF/LPC (origin); Nonpalletized 5-digit flats entered at the DSCF/LPC (origin); and nonpalletized 3-digit flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. All other sortations require flat-tray preparation. Preparation sequence and labeling:

\* \* \* \* \*

*[Revise the introductory text of item c. to read as follows:]*

- c. *Origin 3-digit(s)* (required) and *entry 3-digit(s)* (optional); one-bundle minimum (for origin and entry); labeling:

\* \* \* \* \*

*[Revise the introductory text of item e. to read as follows:]*

e. *Mixed ADC* (required); no minimum; labeling:

\* \* \* \* \*

## **11.0 Preparing Presorted Parcels**

\* \* \* \* \*

## **11.3 Preparing Marketing Parcels (6 Ounces or More) and Machinable Parcels**

### **11.3.1 Sacking**

*[Revise the text of 11.3.1 to read as follows:]*

The following apply:

- a. Prepare mailings of Marketing parcels weighing 6 ounces or more and mailings of machinable parcels under 11.3.
- b. Prepare 5-digit sacks only for parcels dropshipped to a DNDC/RPDC (or ASF/RPDC when claiming DNDC prices), DSCF/RPDC, or DDU/S&DC.
- c. Prepare ASF/NDC/RPDC sacks only for parcels dropshipped to a DNDC/RPDC (or ASF when claiming DNDC prices).
- d. There is no minimum for parcels in 5-digit/scheme sacks entered at a DDU/S&DC.
- e. Mailers combining irregular parcels with machinable parcels placed in 5-digit/scheme sacks must prepare those sacks under 11.3.2a.
- f. Mailers combining Marketing parcels weighing 6 ounces or more with machinable parcels placed in ASF/NDC/RPDC, or mixed NDC sacks must prepare the sacks under 11.3.2.

### **11.3.2 Sacking and Labeling**

\* \* \* \* \*

*[Revise the introductory text of item a. to read as follows:]*

- a. 5-digit/scheme (optional, but required for 5-digit price); see definition in 1.4n.; allowed only for mail deposited at a DNDC/RPDC (or an ASF when claiming DNDC prices), DSCF/RPDC, or DDU/S&DC. Sacks must contain a 10-pound minimum except at DDU/S&DC entry, which has no minimum; labeling:

\* \* \* \* \*

*[Revise the introductory text of item b. to read as follows:]*

- b. ASF (optional); allowed only for mail deposited at an ASF/RPDC to claim the DNDC price; 10-pound minimum; labeling:

\* \* \* \* \*

*[Revise the introductory text of item c. to read as follows:]*

- c. NDC, allowed only for mail deposited at a DNDC/RPDC to claim the NDC price; 10-pound minimum; labeling:

\* \* \* \* \*

*[Revise the text of item e(1) to read as follows:]*

- 1. Line 1: Use “MXD” followed by L601, Column B, information for the NDC/RPDC serving the 3-digit ZIP Code prefix of the entry Post Office.

\* \* \* \* \*

## **11.4 Preparing Marketing Parcels (Less Than 6 Ounces) and Irregular Parcels**

### **11.4.1 Bundling**

*[Revise the text of 11.4.1 to read as follows:]*

Bundling is not permitted.

## **11.4.2 Sacking**

*[Revise the text of 11.4.2 to read as follows:]*

The following apply:

- a. Prepare mailings of Marketing parcels weighing less than 6 ounces and mailings of irregular parcels under 11.4.
- b. Prepare 5-digit sacks only for parcels dropshipped to a DNDC/RPDC (or an ASF/RPDC when claiming DNDC prices), DSCF/RPDC, or DDU/S&DC. See 11.4.3 for restrictions on SCF/ASF/NDC/RPDC sacks.
- c. Mailers must prepare a sack when the mail for a required presort destination reaches 10 pounds of pieces.
- d. There is no minimum for parcels prepared in 5-digit/scheme sacks entered at a DDU/S&DC.
- e. Mailers combining irregular parcels with machinable parcels and Marketing parcels weighing 6 ounces or more in 5-digit/scheme sacks must prepare those sacks under 11.3.2.
- f. Mailers may not prepare sacks containing irregular and machinable parcels to other presort levels.
- g. Mailers may combine irregular parcels with Marketing parcels weighing less than 6 ounces in sacks under 11.4.3.

## **11.4.3 Sacking and Labeling**

\* \* \* \* \*

*[Revise the introductory text of item a. to read as follows:]*

- a. 5-digit/scheme (optional, but required for 5-digit price); see definition in 1.4n; allowed only for mail deposited at a DNDC/RPDC (or an ASF/RPDC when claiming DNDC prices), DSCF/RPDC, or DDU/S&DC. Sacks must contain a 10-pound minimum except at DDU/S&DC entry, which has no minimum; labeling:

\* \* \* \* \*

*[Revise the text of item b. to read as follows:]*

- b. SCF; allowed only for mail deposited at a DSCF/RPDC or a DNDC/RPDC to claim the SCF price; 10-pound minimum; labeling:
  - 1. Line 1: Use L002, Column C.
  - 2. Line 2: "STD IRREG SCF."

\* \* \* \* \*

*[Revise the introductory text of item c. to read as follows:]*

- c. ASF (optional); allowed only for mail deposited at an ASF/RPDC to claim the DNDC price; 10-pound minimum; labeling:

*[Revise the text of c(1) to read as follows:]*

- 1. Line 1: Use L602, Column B. See 246.3.0 to determine DNDC-price eligibility.

\* \* \* \* \*

*[Revise the introductory text of item d. to read as follows:]*

- d. NDC; allowed only for mail deposited at a DNDC/RPDC to claim the NDC price; 10-pound minimum; labeling:

\* \* \* \* \*

*[Revise the text of item f(1) to read as follows:]*

1. Line 1: Use “MXD” followed by L601, Column B, information for the NDC/RPDC serving the 3-digit ZIP Code prefix of the entry Post Office.

\* \* \* \* \*

*[Delete section 12.0 in its entirety and renumber current section 13.0 as 12.0.]*

\* \* \* \* \*

## **246 Enter and Deposit**

\* \* \* \* \*

## **2.0 Destination Entry**

\* \* \* \* \*

## **2.5 Verification**

\* \* \* \* \*

### **2.5.3 At NDC**

*[Revise the text of 2.5.3 to read as follows:]*

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

\* \* \* \* \*

### **2.5.5 Volume Standards**

\* \* \* \* \*

*[Revise the text of item a. to read as follows:]*

- a. The pieces for which a destination price is claimed must represent more than 50 percent of the mail (by weight or pieces, whichever is greater) presented

by the same mailer within any 24-hour period. For this standard, “Mailer” is the party presenting the mail to USPS.

\* \* \* \* \*

## 2.6 Deposit

\* \* \* \* \*

### 2.6.3 Appointments

*[Revise the introductory text of 2.6.3 to read as follows:]*

Appointments must be made for destination entry-price mail as follows:

\* \* \* \* \*

*[Revise the first sentence of item c. to read as follows:]*

- c. For deposit of DDU/S&DC mailings, an appointment must be made by contacting the DDU/S&DC or through FAST, available at *fast.usps.com*, at least 24 hours in advance.\*\*\*

\* \* \* \* \*

### 2.6.4 Advance Scheduling

*[Revise the introductory text of 2.6.4 to read as follows:]*

Mailers must schedule appointments for deposit of destination entry-price mail under 2.6.3 and the conditions below. When making an appointment, or as soon as available, the mailer must provide the DDU/S&DC or FAST, available at *fast.usps.com*, with the following information:

\* \* \* \* \*

*[Revise the last sentence of item b. to read as follows:]*



- b. \*\*\*For DDU/S&DC entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.

\* \* \* \* \*

### **2.6.5 Adherence to Schedule**

*[Revise the last sentence of 2.6.5 to read as follows:]*

\*\*\*Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs/RPDCs, or SCFs/LPCs, or more than 20 minutes after the scheduled appointment at delivery units.

### **2.6.6 Redirection by USPS**

*[Revise the text of 2.6.6 to read as follows:]*

A mailer may be directed to transport destination entry-price mailings to a facility other than the designated DDU/S&DC, SCF/LPC (letters/flats), SCF/RPDC (parcels) or NDC/RPDC due to facility restrictions, building expansions, peak-season mail volumes, or emergency constraints.

### **2.6.7 Redirection at Mailer's Request**

*[Revise the text of 2.6.6 to read as follows:]*

A mailer may ask to transport destination SCF/LPC (letters/flats)- or SCF/RPDC (parcels)-price mail to a facility other than the designated SCF/LPC/RPDC. In limited circumstances, this exception may be approved only by the manager, Network Integration Support. (See 608.8.0 for address.) To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF/LPC/RPDC must destinate for processing within that facility and must not require backhauling to the SCF/LPC/RPDC.

\* \* \* \* \*

## **2.6.9 Vehicle Unloading**

\* \* \* \* \*

*[Revise the first sentence of item a. to read as follows:]*

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by USPS at NDCs/RPDCs, ASFs, and SCFs/LPCs.\*\*\*

*[Revise the first sentence of item b. to read as follows:]*

- b. At NDCs/RPDCs, ASFs, and SCFs/LPCs, the driver must unload bedloaded shipments within 8 hours of arrival.\*\*\*

*[Revise the introductory text of item c. to read as follows:]*

- c. At destination delivery units (DDUs)/sorting and delivery centers (S&DCs), drivers must unload all mail within 1 hour of arrival. Unloading procedures are as follows:

\* \* \* \* \*

*[Revise the text of item c(4) to reads as follows:]*

4. At DDUs/S&DCs that cannot handle pallets, drivers must unload any mail from pallets and place it into containers as delivery-unit employees specify.

\* \* \* \* \*

*[Revise the title of 3.0 to read as follows:]*

## **3.0 Destination Network Distribution Center (DNDC)/Regional Processing and Distribution Center (RPDC) Entry**

### **3.1 Definition**

*[Revise the text of 3.1 to read as follows:]*

For this standard, *destination network distribution center (DNDC)/regional processing and distribution center (RPDC)* includes network distribution centers (NDCs), regional processing and distribution centers (RPDCs), and auxiliary service facilities (ASFs) with terms and exceptions as shown and described in labeling lists L601 and L602.

### **3.2 Eligibility**

*[Revise the text of 3.2 to read as follows:]*

Pieces in a mailing that meets the standards in 2.0 and 3.0 are eligible for DNDC prices when they are deposited at an NDC/RPDC or ASF and meet all of the following conditions:

- a. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC/ASF/RPDC where deposited. (See labeling lists L601 and L602.)
- b. The pieces are properly placed in a tray, sack, or pallet that is labeled to the NDC/ASF/RPDC where deposited, or labeled to a Postal Service facility within the service area of that NDC/ASF/RPDC.
- c. Mail addressed to ZIP Codes served by an ASF/RPDC must be entered at the appropriate ASF per L602, and not entered at an NDC/RPDC.
- d. If bundles of flats are reallocated from an ASF pallet to an NDC/RPDC pallet under 705.8.14, mail for the ASF ZIP Codes that is on the NDC/RPDC pallet is not eligible for DNDC prices.
- e. Except for machinable parcels addressed to ZIP Codes served by the Buffalo, New York, ASF, mail addressed to ZIP Codes served by an ASF/RPDC must be entered at the appropriate ASF per L602, and not entered at an NDC/RPDC.

*[Revise the title of 3.3 to read as follows:]*

### **3.3 Eligibility for ADC Mailpieces – Letters**

*[Revise the text of 3.3 to read as follows:]*

The following apply:

- a. All pieces in an ADC sack or tray are eligible for the DNDC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the NDC/RPDC or ASF where the tray is deposited, as specified in labeling lists L601 and L602.
- b. All pieces in a palletized ADC bundle are eligible for DNDC prices if the ADC facility destination (determined by the “Label To” ZIP Code in Column B of labeling list L004) is within the service area of the NDC/RPDC or ASF where deposited according to L601 and L602.

### **3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays – Letters**

*[Revise the introductory text of 3.4 to read as follows:]*

Mailpieces in a mixed ADC tray or a mixed AADC tray qualify for DNDC prices when entered at an NDC/RPDC/ASF or SCF/LPC facility responsible for processing those trays (see 705.8.10.3e.), if the following standards are met:

*[Revise the text of item a. to read as follows:]*

- a. All pieces in the bundle or tray must destinate within the ASF or NDC/RPDC service area as specified in labeling lists L601 and L602.

\* \* \* \* \*

*[Revise the title and text of 3.5 to read as follows:]*

### **3.5 Eligibility for ADC Mailpieces – Flats**

The following apply:

- a. All pieces in an *ADC sack or tray* are eligible for the DNDC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the NDC/RPDC or ASF where the sack or tray is deposited, as specified in labeling lists L601 and L602.
- b. All pieces in a *palletized ADC bundle* are eligible for DNDC prices if the ADC facility destination (determined by the “Label To” ZIP Code in Column B of labeling list L004) is within the service area of the NDC/RPDC or ASF where deposited according to L601 and L602.

*[Revise the title and text of 3.6 to read as follows:]*

### **3.6 Eligibility for Mixed ADC Bundles, Sacks or Trays – Flats**

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

*[Revise the text of item a. to read as follows:]*

- a. All pieces in the bundle, sack, or tray must destinate within the ASF/NDC/RPDC service area as specified in labeling lists L601 and L602.

\* \* \* \* \*

### **3.7 Additional Standards for Machinable Parcels**

*[Revise the first sentence of 3.7 to read as follows:]*

For destination NDC/ASF/RPDC containers, except as provided in labeling lists L601 and L602, sortation of machinable parcels to ASFs is optional, but is required for the ASF mail to be eligible for DNDC prices.\*\*\*

### **3.8 Vehicles**

*[Revise the text of 3.8 to read as follows:]*

Mailings deposited at a DNDC/RPDC must be presented in vehicles compatible with NDC/RPDC dock and yard operations.

*Revise the title and text of 3.9 to read as follows:]*

### **3.9 PS Form 4410**

Mailings may be deposited at the DNDC/RPDC only if that facility is authorized (via PS Form 4410) to act as acceptance agent for the entry Post Office (where the meter license, precanceled-stamp permit, or permit-imprint authorization is held). PS Form 4410 is not required for plant-verified drop shipments.

*[Revise the title of 4.0 to read as follows:]*

## **4.0 Destination Sectional Center Facility (DSCF)/Local Processing Center (LPC)**

### **Entry**

#### **4.1 Definition**

*[Revise the text of 4.1 to read as follows:]*

For this standard, *destination sectional center facility (DSCF)/local processing center (LPC)* refers to the facilities listed in L002, Column C.

#### **4.2 Eligibility**

##### **4.2.1 Letters**

\* \* \* \* \*

*[Revise the text of items a. and b. to read as follows:]*

- a. When deposited at a DSCF/LPC or USPS-designated facility, and either:

1. Placed in a tray labeled to a destination within the SCF's/LPC's service area, when all pieces in the tray are addressed for delivery within that SCF's/LPC's service area; or
  2. Placed in an ADC or AADC tray labeled to a destination within the SCF's/LPC's service area, regardless of whether all pieces in the tray are addressed for delivery within that SCF's/LPC's service area.
- b. When entered and deposited at a DDU/S&DC, addressed for delivery within that facility's service area, placed in a tray labeled to that DDU/S&DC, and either:
1. The pieces are prepared with simplified addresses under 602.3.2; or
  2. The mailer holds a mailing permit at the DDU/S&DC entry office and deposits only one mailing of less than 2,500 pieces per day.

#### **4.2.2 Flats**

\* \* \* \* \*

*[Revise the text of items a. through c. to read as follows:]*

- a. When deposited at a DSCF/LPC or USPS-designated facility, addressed for delivery within the DSCF's/LPC's service area, and placed in a flat tray, sack (when applicable), or on a pallet labeled to the DSCF/LPC or to a destination within its service area. This includes flat trays labeled to an ADC facility with the same service area as the DSCF/LPC.
- b. When prepared in 5-digit bundles and placed in or on a merged 5-digit scheme or merged 5-digit flat tray, sack (when applicable), or pallet that is

deposited at the destination delivery unit/sorting and delivery center as defined in 5.1.

- c. When prepared as nonpalletized carrier route, 5-digit scheme carrier-route, 5-digit carrier-route, 5-digit, or 3-digit flats in sacks entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container:

### **4.2.3 Parcels**

\* \* \* \* \*

*[Revise the text of items a. and b. to read as follows:]*

- a. When deposited at a DSCF/RPDC or USPS-designated facility, addressed for delivery within the DSCF's/RPDC's service area, and placed in a sack or on a pallet that is labeled to the DSCF/RPDC or to a destination within its service area.
- b. When prepared in 5-digit bundles and placed on a 5-digit pallet or in a 5-digit scheme or 5-digit sack that is deposited at the destination delivery unit/sorting and delivery center as defined in 5.1.

\* \* \* \* \*

### **4.3 Vehicles**

*[Revise the text of 4.3 to read as follows:]*

Mailings deposited at a DSCF/LPC (letters/flats) or DSCF/RPDC (parcels) must be presented in vehicles that are compatible with SCF/LPC/RPDC dock and yard operations.

*[Revise the title of 5.0 to read as follows:]*



## **5.0 Destination Delivery Unit (DDU)/Sorting and Delivery Center (S&DC) Entry**

### **5.1 Definition**

*[Revise the text of 5.1 to read as follows:]*

For this standard, *destination delivery unit (DDU)/sorting and delivery center (S&DC)* refers to the facility designated by the USPS district drop-shipment coordinator (for automation-price USPS Marketing Mail) or the facility (Post Office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other USPS Marketing Mail).

### **5.2 Eligibility**

#### **5.2.1 Letters**

*[Revise the last sentence of the introductory text of 5.2.1 to read as follows:]*

\*\*\*Mailers may deposit letter-size pieces that meet the standards in 2.0 and 5.0 at a DDU/S&DC when:

*[Revise the text of items a. through c. to read as follows:]*

- a. Those pieces are addressed for delivery within that facility's service area (Enhanced Carrier Route only).
- b. The pieces are placed in properly prepared and labeled carrier-route trays or 5-digit carrier-routes trays, or on pallets under 705.8.0.
- c. The pieces are eligible for and claimed at a carrier-route price.

\* \* \* \* \*

#### **5.2.2 Flats**

*[Revise the text of 5.2.2 to read as follows:]*

The following apply:

- a. Properly prepared Enhanced Carrier Route (ECR) flat-size pieces entered according to standards in 2.0 and 5.0 are eligible for the DDU price when deposited at a DDU/S&DC and addressed for delivery within that facility's service area.
- b. Mailers must unload mail at DDUs/S&DCs according to standards in 2.6.9.
- c. Only pieces eligible for and claimed at ECR prices are eligible for the DDU discount. No other prices or discounts are available for pieces receiving the DDU discount.
- d. When mailings contain pieces claimed at more than one destination entry price, mailers must separate mail according to standards in 2.5.1.
- e. Nonpalletized residual 5-digit flats remaining after a carrier-route sortation may be prepared in sacks and deposited at the DDU/S&DC, along with a carrier-route mailing.

### **5.2.3 Parcels**

*[Revise text of 5.2.3 to read as follows:]*

Pieces in a mailing that meets the standards in 2.0 and 5.0 are eligible for the DDU price when:

- a. Deposited at a DDU/S&DC;
- b. Addressed for delivery within that facility's service area; and
- c. Prepared as one or more parcels in 5-digit containers.

\* \* \* \* \*

## **260 Commercial Mail Bound Printed Matter**

### **263 Prices and Eligibility**

## **1.0 Prices and Fees**

### **1.1 Nonpresorted Bound Printed Matter**

\* \* \* \* \*

*[Add new section 1.1.3 to read as follows:]*

#### **1.1.3 Catalog Incentive Discount**

Items qualifying as a catalog under 601.10 are eligible for an incentive discount when appropriately identified on the postage statement and/or the eDoc.

### **1.2 Presorted and Carrier Route Bound Printed Matter**

\* \* \* \* \*

*[Add new section 1.2.8 to read as follows:]*

#### **1.2.8 Catalog Incentive Discount**

Items qualifying as a catalog under 601.10 are eligible for an incentive discount when appropriately identified on the postage statement and/or the eDoc.

\* \* \* \* \*

## **2.0 Content Standards for Bound Printed Matter**

### **2.1 Basic Content Standards**

\* \* \* \* \*

*[Add new item g. to read as follows and renumber current items g. and h. as h. and i., respectively:]*

g. Meet the standards in 601.10 if prepared as a catalog.

\* \* \* \* \*

## **4.0 Price Eligibility for Bound Printed Matter**

\* \* \* \* \*

## 4.2 Destination Entry Price Eligibility

*[Revise the text of 4.2 to read as follows:]*

BPM destination entry prices apply to BPM mailings prepared as specified in 705.8.0, 705.14.0 and 265, and addressed for delivery within the service area of a destination network distribution center/regional processing and distribution center, sectional center facility/local processing center, or delivery unit where the mailer deposited them. For this standard, the following destination facility definitions apply:

- a. A destination network distribution center (DNDC)/regional processing and distribution center (RPDC) includes all network distribution centers (NDCs)/regional processing and distribution centers (RPDCs) and auxiliary service facilities (ASFs) under L601 and L602. DNDC prices are not available for ZIP Code ranges 006-009, 967-969, and 995-999, as specified in labeling list L601.
- b. A destination sectional center facility (DSCF)/local processing center (LPC) includes all facilities in L005.
- c. A destination delivery unit (DDU)/sorting and delivery center (S&DC) is a facility that delivers to the addresses on the deposited pieces in a destination entry Parcel Select mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see 608.8.1 for address) to determine the location of a 5-digit delivery facility.

\* \* \* \* \*

## 265 Mail Preparation

\* \* \* \* \*

## 1.0 General Information for Mail Preparation

\* \* \* \* \*

### 1.4 Terms for Presort Levels

\* \* \* \* \*

*[Revise the text of items h. through k. to read as follows:]*

- h. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF)/local processing center (LPC) [flats]/regional processing and distribution center (RPDC) [parcels] (see L005). *Exception*: Where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- i. *ADC*: all pieces in the bundle, sack, or tray must destinate within the ASF/NDC/RPDC service area as specified in labeling lists L601 and L602.
- j. *ASF/NDC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF)/network distribution center (NDC)/regional processing and distribution center (RPDC). (See L601, L602, or L605).
- k. *Mixed (NDC, ADC, etc.)*: the pieces are for delivery in the service area of more than one NDC/RPDC/ADC, etc.

### 1.5 Preparation Definitions and Instructions

\* \* \* \* \*

*[Revise the text of item h. to read as follows:]*

h. *An origin 3-digit (or origin 3-digit scheme) tray/sack* for parcels contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF/LPC (flats)/RPDC (parcels) in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as specified in L005, a separate tray/sack must be prepared for each.

\* \* \* \* \*

*[Revise the text of item k. to read as follows:]*

k. *Entry [facility] (or origin [facility])* refers to the USPS mail-processing facility (e.g., “entry NDC/RPDC”) that serves the Post Office where the mailer entered the mail. If the Post Office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the Post Office of entry determines the *entry* facility. The following also apply:

1. *Entry SCF/LPC (flats)/RPDC (parcels)* includes both single-3-digit and multi-3-digit SCFs.
2. *Entry NDC/RPDC* includes subordinate ASFs unless otherwise specified.

\* \* \* \* \*

*[Revise the last sentence of item n. to read as follows:]*

n. \*\*\*For pallets, 2,800 pounds of mail may be destined to an SCF/LPC (flats)/RPDC (parcels) destination, and these would form the “logical” SCF pallet, but the mail is placed on two SCF pallets, each weighing 1,400 pounds because of the 2,200-pound-maximum pallet-weight requirement.

\* \* \* \* \*

## **2.0 Bundles**

\* \* \* \* \*

## **2.4 Bundle Sizes for Irregular Parcels**

*[Revise the introductory text of 2.4 to read as follows:]*

Mailers must prepare unsacked, nonpalletized bundles of irregular parcels for DDU/S&DC entry according to 203.4.10, and as follows:

\* \* \* \* \*

## **5.0 Preparing Presorted Flats**

\* \* \* \* \*

### **5.2 Bundling**

#### **5.2.1 Required Bundling**

*[Revise the fourth sentence of 5.2.1 to read as follows:]*

\*\*\*Five-digit bundles placed in 5-digit sacks and unsacked 5-digit bundles prepared for DDU/S&DC entry may weigh a maximum of 40 pounds.\*\*\*

\* \* \* \* \*

## **8.0 Preparing Presorted Parcels**

\* \* \* \* \*

### **8.2 Preparing Irregular Parcels Weighing Less than 10 Pounds**

\* \* \* \* \*

#### **8.2.4 Sacking and Labeling**

\* \* \* \* \*

*[Revise the text of item e(1) to read as follows:]*

1. Line 1: Use L009, Column B. If placed on an ASF/NDC/RPDC pallet under option in 705.8.10.3, use L010.

\* \* \* \* \*

### **8.3 Preparing Irregular Parcels Weighing 10 Pounds or More**

\* \* \* \* \*

#### **8.3.3 Sacking and Labeling**

\* \* \* \* \*

*[Revise the text of item e(1) to read as follows:]*

1. Line 1: Use L009, Column B. If placed on an ASF/NDC/RPDC pallet under option in 705.8.10.3, use L010.

\* \* \* \* \*

*[Revise the title of 8.4 to read as follows:]*

### **8.4 Preparing Machinable Parcels Not Claimed at DNDC Prices**

\* \* \* \* \*

#### **8.4.2 Sacking and Labeling**

\* \* \* \* \*

*[Revise the text of item c(1) to read as follows:]*

1. Line 1: Use “MXD” followed by the L601, Column B, information for the NDC/RPDC serving the 3-digit ZIP Code prefix of the entry Post Office.

*[Revise the title of 8.5 to read as follows:]*

### **8.5 Preparing Machinable Parcels Claimed at DNDC Prices**

\* \* \* \* \*

#### **8.5.2 Sacking and Labeling**

\* \* \* \* \*

*[Revise the text of item d(1) to read as follows:]*



1. Line 1: Use “MXD” followed by the L601, Column B, information for the NDC/RPDC serving the 3-digit ZIP Code prefix of the entry Post Office

\* \* \* \* \*

## **9.0 Preparing Carrier Route Parcels**

### **9.1 Basic Standards**

#### **9.1.1 General Standards for Carrier Route Preparation**

\* \* \* \* \*

*[Revise the last sentence of item b. to read as follows:]*

- b. \*\*\*Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel, but are not individually boxed or packaged to withstand processing on NDC/RPDC parcel sorters under 601.7.0.

\* \* \* \* \*

## **266 Enter and Deposit**

\* \* \* \* \*

## **2.0 Presenting a Mailing**

\* \* \* \* \*

*[Revise the title of 2.3 to read as follows:]*

### **2.3 NDC/RPDC Acceptance**

*[Revise the text of 2.3 to read as follows:]*

A mailer may present Bound Printed Matter at an NDC/RPDC for acceptance if:

- a. Permit imprint postage is paid through an advance-deposit account at the NDC/RPDC parent Post Office or another Post Office in the NDC/RPDC service area, unless otherwise permitted by standard.

- b. The NDC/RPDC is authorized via a completed PS Form 4410 to act as acceptance agent for the entry Post Office.

\* \* \* \* \*

### **3.0 Destination Entry**

#### **3.1 General**

*[Revise the first sentence of 3.1 to read as follows:]*

Destination entry prices apply to Presorted and carrier-route Bound Printed Matter (BPM) that is deposited at a destination network distribution center (DNDC)/regional processing and distribution center (RPDC), destination sectional center facility (DSCF)/local processing center (LPC), or destination delivery unit (DDU)/sorting and delivery center (S&DC) as specified below.\*\*\*

\* \* \* \* \*

#### **3.3 Postage Payment and Mailing Fees**

\* \* \* \* \*

*[Revise the second sentence of item a. to read as follows:]*

- a. \*\*\*Except for plant-verified drop shipments (see 705.17.0) and eVS shipments (see 705.2.9); mailers must have a permit-imprint authorization at the parent Post Office for mailings deposited for entry at a DNDC/RPDC, an ASF/RPDC, a DSCF/LPC (flats)/RPDC (parcels), or a DDU/S&DC.\*\*\*

\* \* \* \* \*

#### **3.7 Verification**

##### **3.7.1 Mail Separation and Presentation**

*[Revise the second sentence of the introductory text of 3.7.1 to read as follows:]*

\*\*\*Mailers may deposit only PVDS and eVS mailings at a destination delivery unit/sorting and delivery center not co-located with a Post Office or other Postal Service facility with a business-mail entry unit.\*\*\*

\* \* \* \* \*

*[Revise the title of 3.7.3 to read as follows:]*

### **3.7.3 At NDC/RPDC**

*[Revise the text of 3.7.3 to read as follows:]*

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

\* \* \* \* \*

## **3.8 Deposit**

### **3.8.1 Time and Location of Deposit**

*[Revise the last sentence of 3.8.1 to read as follows:]*

\*\*\*Mailings must be presented in vehicles that are compatible with dock, yard, and DDU/S&DC operations, as applicable.

\* \* \* \* \*

### **3.8.3 Appointments**

\* \* \* \* \*

*[Revise the first sentence of item a. to read as follows:]*

- a. Except as provided under 3.8.3b, or for a local mailer and mailings of perishable commodities under 3.8.12, appointments for deposit of destination

entry-price mail at NDCs/RPDCs, ASFs, and SCFs/LPCs must be scheduled through the appropriate drop-shipment appointment control center at least one business day in advance.\*\*\*

\* \* \* \* \*

*[Revise the first sentence of item c. to read as follows:]*

- c. For deposit of DDU/S&DC mailings, an appointment must be made by contacting the DDU/S&DC or through FAST, available at *fast.usps.com*, at least 24 hours in advance.\*\*\*

\* \* \* \* \*

### **3.8.4 Advance Scheduling**

\* \* \* \* \*

*[Revise the last sentence of item b. to read as follows:]*

- b. \*\*\*For DDU/S&DC entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.

\* \* \* \* \*

### **3.8.5 Adherence to Schedule**

*[Revise the last sentence of 3.8.5 to read as follows:]*

\*\*\*Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, NDCs/RPDCs, or SCFs/LPCs or more than 20 minutes after the scheduled appointment at delivery units.

### **3.8.6 Redirection by USPS**

*[Revise the text of 3.8.6 to read as follows:]*

A mailer may be directed to transport destination entry-price mailings to a facility other than the designated DDU/S&DC, SCF/LPC, or NDC/RPDC due to facility restrictions, building expansions, peak-season mail volumes, or emergency constraints.

### **3.8.7 Redirection at Mailer's Request**

*[Revise the text of 3.8.7 to read as follows:]*

A mailer may ask to transport destination SCF-price mail to a facility other than the designated SCF/LPC (flats)/RPDC (parcels). In limited circumstances, this exception may be approved only by the manager, Network Integration Support. (See 608.8.0 for address.) To qualify for the SCF price in this situation, mail deposited at a facility other than the SCF/LPC/RPDC must destinate for processing within that facility and must not require backhauling to the SCF/LPC/RPDC.

\* \* \* \* \*

## **4.0 Destination Network Distribution Center (DNDC) Entry**

### **4.1 Eligibility**

*[Revise the introductory text of 4.1 to read as follows:]*

Pieces in a mailing meeting the standards in 3.0 and 4.0 that are deposited at an NDC/ASF/RPDC are eligible for the DNDC price when they meet all of the following conditions:

\* \* \* \* \*

*[Revise the text of items b. through e. to read as follows:]*

- b. The pieces are addressed for delivery to one of the 3-digit ZIP Codes served by the NDC/ASF/RPDC where deposited that are listed, and according to the terms described, in labeling lists L601 and L602.

- c. The pieces are placed in a sack or on a pallet labeled to the NDC/ASF/RPDC where deposited, or labeled to a Postal Service facility within that NDC's/ASF's/RPDC's service area, as specified in L601 and L602.
- d. Except for machinable parcels addressed to ZIP Codes served by the Buffalo, New York, ASF, mail addressed to ZIP Codes served by an ASF/RPDC must be entered at the appropriate ASF per L602, and not entered at an NDC/RPDC.
- e. The pieces are entered at designated SCFs/RPDCs under 4.3.

\* \* \* \* \*

*[Revise the title and introductory text of 4.3 to read as follows:]*

#### **4.3 Acceptance at Designated SCF/RPDC — Mailer Benefit**

Mailers may deposit machinable parcels otherwise eligible for the DNDC prices at an SCF/RPDC designated by USPS for destination ZIP Codes listed in labeling list L607.

The following standards apply:

\* \* \* \* \*

*[Revise the text of item e. to read as follows:]*

- e. All DNDC-price parcels must be for delivery within the service area of the SCF/RPDC where the mailer deposited them.

\* \* \* \* \*

#### **4.4 Presorted Machinable Parcels**

*[Revise the text of 4.4 to read as follows:]*

The following apply:

- a. Mailers of Presorted machinable parcels in sacks or on pallets at all sort levels may claim DNDC prices.
- b. Machinable parcels sacked under 265.8.0, or palletized under 705.8.0 may be sorted to destination NDCs/RPDCs under L601 or to destination NDCs/ASFs/RPDCs under L601 and L602.
- c. Except as provided in L602, sortation of machinable parcels to ASFs/RPDCs is optional, but is required for the ASF mail to be eligible for DNDC prices.
- d. Mailers may opt to sort some or all machinable parcels for ASF/RPDC-service-area ZIP Codes to ASFs/RPDCs only when the mail will be deposited at the respective ASFs/RPDCs where the DNDC prices are claimed, under applicable volume standards, using L602.
- e. Mailers also may opt to sort machinable parcels only to destination NDCs/RPDCs under L601. When machinable parcels are sorted under L601, mail for 3-digit ZIP Codes served by an ASF/RPDC is not eligible for DNDC prices, nor are 3-digit ZIP Codes listed in footnote 2 in L601.
- f. Machinable parcels prepared in mixed NDC sacks or on mixed NDC pallets that are sorted to the origin NDC/RPDC under 265.8.0 or 705.8.0, are eligible for the DNDC prices if both of the following conditions are met:
  - 1. The mixed NDC sack or pallet is entered at the origin NDC/RPDC facility to which it is labeled.
  - 2. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes as specified in L601.

\* \* \* \* \*

#### **4.5 Presorted Irregular Parcels**

*[Revise the second sentence of 4.5 to read as follows:]*

\*\*\*All pieces in an ADC/RPDC sack or in a palletized ADC/RPDC bundle are eligible for the DNDC price if the ADC/RPDC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC/RPDC facility that is the destination of the palletized ADC/RPDC bundle as would be shown on an ADC/RPDC sack label for that facility using L004, Column B) is within the service area of the NDC/RPDC where the sack is deposited.\*\*\*

\* \* \* \* \*

*[Revise the title of 5.0 to read as follows:]*

#### **5.0 Destination Sectional Center Facility (DSCF)/Local Processing Center (LPC)**

##### **Entry**

##### **5.1 Eligibility**

\* \* \* \* \*

*[Revise the text of items b. and c. to read as follows:]*

- b. Are deposited at a DSCF/LPC (flats)/RPDC (parcels) listed in L005 or a USPS-designated facility and are addressed for delivery within the DSCF's/LPC's/RPDC's service area.
- c. Are placed in a sack or on a pallet that is labeled to the DSCF/LPC/RPDC or labeled to a destination within its service area. This includes sacks labeled to an ADC/RPDC facility with the same service area as the DSCF/LPC/RPDC.

\* \* \* \* \*

*[Revise the title of 6.0 to read as follows:]*



## **6.0 Destination Delivery Unit (DDU)/Sorting and Delivery Center (S&DC) Entry**

### **6.1 Eligibility**

\* \* \* \* \*

*[Revise the text of items c(1) and c(2) to read as follows:]*

1. For carrier-route flats, at the DDU/S&DC where the carrier cases the mail, as shown in the Drop Shipment Product.
2. For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted prices. If the Drop Shipment Product lists multiple facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU/S&DC to schedule an appointment.

*[Revise the last sentence of item d. to read as follows:]*

- d. \*\*\*If a mailer transports mail to a DDU/S&DC facility that cannot handle pallets, the driver must unload the pallets into containers that the delivery unit specified.

\* \* \* \* \*

## **270 Commercial Mail Media Mail and Library Mail**

### **273 Prices and Eligibility**

\* \* \* \* \*

## **7.0 Price Eligibility for Media Mail and Library Mail**

\* \* \* \* \*

### **7.3 Price Categories for Media Mail and Library Mail**

\* \* \* \* \*

### 7.3.2 Parcels

\* \* \* \* \*

*[Revise the last sentence of item b. to read as follows:]*

- b. \*\*\*Nonmachinable parcels may qualify for the basic price if prepared to preserve sortation by NDC/RDPC as prescribed by the postmaster of the mailing office.

\* \* \* \* \*

### 275 Mail Preparation

\* \* \* \* \*

### 1.0 General Information for Mail Preparation

\* \* \* \* \*

### 1.3 Terms for Presort Levels

\* \* \* \* \*

*[Revise the text of items f. through h. to read as follows:]*

- f. ADC: all pieces are addressed for delivery in the service area of the same area distribution center (ADC)/regional processing and distribution center (RPDC) (see L004).
- g. ASF/NDC for parcels: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF)/network distribution center (NDC)/regional processing and distribution center (RPDC). (See L601, L602, or L605.)
- h. Mixed (NDC, ADC, etc.): the pieces are for delivery in the service area of more than one NDC/ADC/RPDC, etc.

\* \* \* \* \*

## **6.0 Preparing Media Mail and Library Mail Parcels**

\* \* \* \* \*

### **6.2 Preparing Machinable Parcels**

\* \* \* \* \*

#### **6.2.2 Sacking and Labeling**

\* \* \* \* \*

*[Revise the text of item c(1) to read as follows:]*

1. Line 1: Use “MXD” followed by the L601, Column B, information for the NDC/RPDC serving the 3-digit ZIP Code of the entry Post Office.

\* \* \* \* \*

### **6.3 Preparing Irregular Parcels**

\* \* \* \* \*

#### **6.3.4 Sacking and Labeling**

\* \* \* \* \*

*[Revise the text of item d(1) to read as follows:]*

1. Line 1: Use “MXD” followed by the city, state, and ZIP Code of the ADC/RPDC serving the 3-digit ZIP Code prefix of the entry Post Office, as shown in L004. If placed on an ASF/NDC/RPDC pallet under option in 705.8.10.5, use L010.

\* \* \* \* \*

## **505 Return Services**

### **1.0 Business Reply Mail (BRM)**

## **1.1 BRM Postage and Fees**

\* \* \* \* \*

### **1.1.3 Basic Qualified BRM (QBRM)**

*[Add a new sentence at the end of the text of 1.1.3 to read as follows:]*

\*\*\*Basic QBRM permits that meet the requirements under 1.6.3 are eligible for waived account maintenance fees and a reduced per-piece fee.

### **1.1.4 High-Volume Qualified BRM**

*[Add a new sentence at the end of the text of 1.1.4 to read as follows:]*

\*\*\*High-volume QBRM permits meeting the requirements under 1.6.3 are eligible for waived annual account maintenance and quarterly fees, and a reduced per-piece fee.

\* \* \* \* \*

## **1.6 Additional Standards for Qualified Business Reply Mail (QBRM)**

\* \* \* \* \*

*[Add new section 1.6.3 to read as follows:]*

### **1.6.3 Intelligent Mail Barcode Accounting (IMbA)**

The following apply:

- a. Intelligent Mail Barcode Accounting (IMbA) is an automated solution for the counting, rating, invoicing and billing processes of QBRM mailpieces.
- b. Participation in IMbA requires that QBRM permits be linked to an Enterprise Payment Account (EPA) for automated invoicing.
- c. QBRM permits that have completed the onboarding process and consistently meet the requirements of IMbA are eligible for subsequent annual account maintenance and quarterly fee waivers, if applicable.

d. Once enrolled in IMbA, QBRM permits receive a reduced QBRM IMbA per-piece fee.

e. For more information, see PostalPro at <https://postalpro.usps.com/>.

\* \* \* \* \*

## **600 Basic Standards for All Mailing Services**

### **601 Mailability**

#### **Overview**

*[Add an entry in the list of “Overview” to read as follows:]*

#### **10.0 Catalogs**

\* \* \* \* \*

*[Add new section 601.10 to read as follows:]*

#### **10.0 Catalogs**

A catalog is a bound (*stapled, stitched, glued or fastened together along one edge*) mailpiece with at least 12 pages, providing an organized listing of products or services offered for sale. A catalog mailpiece may be letter-shaped, flat-shaped or parcel-shaped, and is mailed at USPS Marketing Mail or Bound Printed Matter rates. The product listing must include Images, photographs or illustrations of the products or services, descriptive details, fulfillment information; and prices, or contain an alternate method for the reader to determine prices. Catalogs must contain enough information to allow an order to be placed, e.g., an order form, a phone number, a web address, or the means to access a web address. Catalogs will also enable fulfillment options for the products or services offered for sale.

#### **602 Addressing**

\* \* \* \* \*

### **3.0 Use of Alternative Addressing**

\* \* \* \* \*

### **3.2 Simplified Address**

#### **3.2.1 Conditions for General Use**

\* \* \* \* \*

*[Revise the introductory text of item b. to read as follows:]*

- b. USPS Marketing Mail, Periodicals, and Bound Printed Matter flat-size mailpieces (including USPS Marketing Mail pieces allowed as flats under 3.2.1c), and Periodicals irregular parcels for distribution to a city route or to Post Office boxes in offices with city carrier service may bear a simplified address, but only when complete distribution is made under the following conditions:

\* \* \* \* \*

### **4.0 Detached Address Labels (DALs) and Detached Marketing Labels (DMLs)**

\* \* \* \* \*

### **4.2 Eligible Mail**

\* \* \* \* \*

*[Delete item 4.2.2 in its entirety and renumber current 4.2.3 as 4.2.2.]*

#### **4.2.2 Bound Printed Matter**

\* \* \* \* \*

*[Revise the second sentence of item a. of renumbered 4.2.2 to read as follows:]*

- a. \*\*\*The destination delivery unit (DDU)/sorting and delivery center (S&DC) is determined using the Drop Shipment Product under the provisions for the DDU price in 266.3.0 through 266.6.0.\*\*\*

\* \* \* \* \*

#### **4.4 Mail Preparation**

\* \* \* \* \*

##### **4.4.2 Basic Standards for DALs and DMLs**

*[Revise the text of 4.4.2 to read as follows:]*

The following apply:

- a. The DALs or DMLs must be presorted, counted, and prepared by 5-digit ZIP Code delivery area.
- b. Only DALs or DMLs for the same 5-digit area may be placed in the same carton, sack, or tray.
- c. DAL or DML mailings claimed at carrier-route basic or walk-sequence prices must be further prepared under the corresponding standards.
- d. Mailers must prepare DALs or DMLs as bundles in sacks or in cartons, unless prepared in trays under 4.4.6 when mailed with saturation flats.
- e. Different size cartons may be used in the same mailing, but each must be filled with dunnage as necessary to ensure that the DALs or DMLs retain their orientation and presort integrity while in transit.
- f. Each carton of DALs or DMLs must bear a label showing the information in 4.4.5 unless a mailing identification number is used (see 4.4.1).

- g. Multiple containers of DALs or DMLs must be numbered sequentially (“1 of \_\_,” “2 of \_\_,” etc.).

#### **4.4.3 Basic Standards for Items Distributed with DALs and DMLs**

*[Revise the text of 4.4.3 to read as follows:]*

The following apply:

- a. Except for bundles of saturation flats placed directly on pallets under 4.4.7, the items to be distributed with DALs or DMLs must be placed in cartons or prepared in bundles placed in flat trays/sacks, subject to the standards for the price claimed.
- b. A label bearing the content description information in 4.4.5 must be affixed to each carton, trayed/sacked bundle, or pallet unless a mailing identification number is used (see 4.4.1).
- c. Cartons of items (including those on pallets) may differ in size, but must be filled with dunnage as necessary to ensure the integrity of the items while in transit.
- d. The gross weight of each carton or flat tray/sack must not be more than 40 pounds.

\* \* \* \* \*

#### **4.4.6 Optional Tray and Bundle Preparation**

*[Revise the text of 4.4.6 to read as follows:]*

The following apply:

- a. Mailers may prepare DALs or DMLs in letter trays according to 245.9.0 when DALs or DMLs are used in mailings of saturation flats.



- b. Bundles of saturation flats to be distributed with DALs or DMLs may be prepared on 5-digit pallets under 4.4.7.
- c. Pallets must not be used when the Drop Shipment Product specifies that the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs or DMLs must be prepared in cartons, flat trays, or sacks. The tray(s) of corresponding DALs or DMLs must be placed on top of the accompanying pallet of flats, and the pallet contents must be secured with stretchwrap to avoid separation in transportation and processing.
- d. All containers must be labeled according to 4.4.5.

**4.4.7 Optional Container Preparation**

*[Revise the text of 4.4.7 to read as follows:]*

Bundles of flats and cartons, flat trays, or sacks of items may be placed on pallets meeting the standards in 705.8.0. Cartons or trays of DALs or DMLs must be placed on pallets with the corresponding items under 4.4 and 705.8.0. The USPS plant manager at whose facility a DAL or DMLS mailing is deposited may authorize other containers for the portion of the mailing to be delivered in that plant's service area.

\* \* \* \* \*

**4.6 Postage**

\* \* \* \* \*

**4.6.2 Postage Computation and Payment**

\* \* \* \* \*

*[Revise the text of item c. to read as follows:]*

- c. A surcharge applies to each DAL or DML used in a USPS Marketing Mail flats mailing.

\* \* \* \* \*

## **7.0 Carrier Route Accuracy Standard**

### **7.1 Basic Standards**

*[Revise the introductory text of 7.1 to read as follows:]*

The carrier-route accuracy standard is a means of ensuring that the carrier-route code correctly matches the delivery address information. For the purposes of this standard, “Address” means a specific address associated with a specific carrier-route code.

Addresses used on pieces claimed at any Periodicals carrier-route prices, USPS Marketing Mail Enhanced Carrier Route prices, or Bound Printed Matter carrier-route prices are subject to the carrier-route accuracy standard and must meet the following requirements:

\* \* \* \* \*

## **11.0 Commercial Plus One Mailpieces**

### **11.1 Definition**

\* \* \* \* \*

*[Revise the text of Item d. to read as follows:]*

- d. Must not exceed 6 inches long by 11 inches high.

\* \* \* \* \*

## **700 Special Standards**

### **703 Nonprofit USPS Marketing Mail and Other Unique Eligibility**

\* \* \* \* \*

## 9.0 Mixed Classes

\* \* \* \* \*

## 9.9 Postage Payment for Enclosure in Periodicals Publication

\* \* \* \* \*

### 9.9.8 Computing Permit Imprint Postage

*[Revise the third sentence of 9.9.8 to read as follows:]*

\*\*\*For example, a USPS Marketing Mail enclosure is eligible for the SCF-entry discount if the publication is deposited at the destinating SCF/LPC.\*\*\*

\* \* \* \* \*

## 705 Advanced Preparation and Special Postage Payment Systems

\* \* \* \* \*

## 5.0 First-Class Mail or USPS Marketing Mail Mailings with Different Payment

### Methods

\* \* \* \* \*

### 5.2 Postage

\* \* \* \* \*

#### 5.2.6 Single-Piece Price Mail

*[Revise the text of 5.2.6 to read as follows:]*

With USPS approval, trays of single-piece price mail may be placed on the origin SCF/LPC pallet (First-Class Mail), or the mixed NDC pallet (USPS Marketing Mail), after USPS verification is completed.

\* \* \* \* \*

## 8.0 Preparing Pallets

\* \* \* \* \*

## **8.10 Pallet Presort and Labeling**

\* \* \* \* \*

*[Revise the title and introductory text of 8.10.3 to read as follows:]*

### **8.10.3 USPS Marketing Mail – Bundles, Sacks, or Trays**

Mailers must prepare pallets under 8.0 in the sequence listed below and complete each required level before preparing the next optional or required level. For USPS Marketing Mail High Density and High Density Plus flats price eligibility, only 5-digit pallets under 8.10.3a through 8.10.3c are allowed, and the pallets must be entered under None, DNDC, DSCF, or DDU standards. (Use “HD/HD+ DIRECT” for one route and “HD/HD+ CR-RTS” for multiple routes on the Line 2 contents description). Unless specified as optional, all sort levels are required. For parcels, use this preparation only for irregular parcels in sacks. Unbundled or unsacked irregular parcels must be palletized under 8.10.8. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6. Mailers also may palletize bundles of USPS Marketing Mail flats under 10.0, 12.0, or 13.0. Preparation sequence and labeling:

\* \* \* \* \*

*[Revise the text of item c(2) to read as follows:]*

2. Line 2: For flats only, “STD FLTS” or “STD MKTG,” as applicable; followed by “HD/HD+” for High Density and High Density Plus flats pricing eligibility; followed by “CARRIER ROUTES” (or “CR-RTS”). For letters, “STD LTRS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “BC” if the pallet contains barcoded letters; followed by “MACH” if the pallet contains

machinable letters; followed by “MAN” if the pallet contains nonmachinable letters.

\* \* \* \* \*

*[Revise the introductory text of item e. to read as follows:]*

- e. *3-digit, optional*, option is not available for parcels or for bundles for 3-digit ZIP Code prefixes marked “N” in L002. Pallets may contain mail for the same 3-digit ZIP Code or the same 3-digit scheme under L008 (for automation-compatible flats only under 201.3.0). Three-digit scheme bundles are assigned to pallets according to the “label to” 3-digit ZIP Code in L008.

Labeling:

\* \* \* \* \*

*[Delete the last sentence, beginning with “For Marketing parcels...,” of item f(2).]*

\* \* \* \* \*

## **9.0 Combining Bundles of Automation and Nonautomation Flats in Flat Trays and Sacks**

### **9.1 First-Class Mail**

\* \* \* \* \*

#### **9.1.4 Tray Preparation and Labeling**

*[Revise the last sentence of the introductory text of 9.1.4 to read as follows:]*

\*\*\*Trays must be labeled using the following information for Lines 1 and 2 and 235.4.0

for other sack label criteria:

\* \* \* \* \*

*[Revise the introductory text of item c. to read as follows:]*

- c. *Origin/entry 3-digit*, required for each 3-digit ZIP Code served by the SCF/LPC of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF/LPC of an entry office other than the origin office, no minimum; labeling:

\* \* \* \* \*

*[Revise the introductory text of item d. to read as follows:]*

- d. *ADC*, required, full trays only (no overflow trays); use L004 to determine ZIP Codes served by each ADC/RPDC; labeling:

\* \* \* \* \*

## **9.2 Periodicals**

\* \* \* \* \*

*[Revise the title and text of 9.2.3 to read as follows:]*

### **9.2.3 Bundles With Less Than 6 Pieces**

The following apply:

- a. 5-digit and 3-digit bundles prepared under 207.22.0 and 207.25.0 may contain less than 6 pieces when the publisher determines that such preparation improves service. These low-volume bundles may be placed in 5-digit, 3-digit, and SCF flat trays that contain at least 24 pieces, or on 5-digit, 3-digit, or SCF/LPC pallets.
- b. Mailers of pieces in low-volume bundles must claim the applicable mixed ADC price (Outside-County) or basic price (In-County).

- c. Bundles prepared under 207.22.0 and 207.25.0 may contain less than 6 pieces when the publisher determines that such preparation improves service. These low-volume bundles may be placed in 5-digit, 3-digit, and SCF sacks/flat trays that contain at least 24 pieces, or on 5-digit, 3-digit, or SCF/LPC pallets.
- d. Mailers of pieces in low-volume bundles must claim the applicable mixed ADC price (Outside-County) or basic price (In-County).

**9.2.4 Optional Sack Preparation and Labeling**

*[Revise the introductory text of 9.2.4 to read as follows:]*

Optional sack preparation and labeling are allowed for nonpalletized residual 5-digit flats entered at the DDU/S&DC along with carrier-route flats, nonpalletized 5-digit flats entered at the DSCF/LPC (origin), and nonpalletized 3-digit/SCF flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container. Machinable barcoded-price and machinable nonbarcoded-price bundles must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and 207.21.0 for other sack-label criteria. If, due to the physical size of the mailpieces, the machinable barcoded-price pieces are considered flat-size under 201.6.0 and the machinable nonbarcoded-price pieces are considered irregular parcels under 201.7.6, the processing category shown on the sack label must show "FLTS." Preparation sequence and labeling:

\* \* \* \* \*

**9.2.5 Flay Tray Preparation – Flat-Size Machinable Pieces**

*[Revise the introductory text of 9.2.5 to read as follows:]*

See 207.20.0 for using flat trays. For machinable pieces meeting the criteria in 201.6.0, mailers must bundle or group all pieces as specified in 207.25.0 and 207.22.0 for each 5-digit scheme, 5-digit, 3-digit scheme, 3-digit, SCF/LPC, and ADC destination.

Bundling in flat trays is optional, and any bundles must be trayed and labeled separately from loose flats prepared in flat trays. The trays are subject to a container charge, and any bundles are subject to a bundle charge. Tray preparation, sequence, and labeling:

\* \* \* \* \*

### **9.3 USPS Marketing Mail**

\* \* \* \* \*

#### **9.3.5 Flat Tray/Sack Preparation and Labeling**

*[Revise the introductory text of 9.3.5 to read as follows:]*

Presorted-price and automation-price bundles prepared under 9.3.2 and 9.3.3 must be presorted together into flat trays (cotrayed) or sacks (when applicable) in the sequence listed below. Flat trays/sacks must be labeled using the following information for Lines 1 and 2, and 245.4.0 for other flat-tray label criteria. Sacks are only allowed for nonpalletized residual 5-digit flats entered at the DDU/S&DC along with carrier-route flats, nonpalletized 5-digit flats entered at the DSCF/LPC (origin), and nonpalletized 3-digit/SCF flats entered at the DSCF/LPC (origin). DSCF/LPC (origin) 5-digit and 3-digit/SCF sacks must be entered at the BMEU and emptied into a designated container.

\* \* \* \* \*

*[Revise the introductory text of item c. to read as follows:]*



- c. *Origin/entry 3-digit*, required for each 3-digit ZIP Code served by the SCF/LPC of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF/LPC of an entry office other than the origin office, no minimum; labeling:

\* \* \* \* \*

*[Revise the introductory text of item d. to read as follows:]*

- d. *ADC*, required, full tray/125-piece/15-pound minimum; use L004 to determine ZIP Codes served by each ADC/RPDC; labeling:

\* \* \* \* \*

## **10.0 Merging Bundles of Flats Using the City State Product**

### **10.1 Periodicals**

\* \* \* \* \*

*[Revise the title of 10.1.3 to read as follows:]*

#### **10.1.3 Bundles With Less Than 6 Pieces**

*[Revise the first sentence of the introductory text to read as follows:]*

Carrier-route, 5-digit scheme, 5-digit, 3-digit scheme, and 3-digit bundles may contain less than 6 pieces when the publisher determines that such preparation improves service.\*\*\*

*[Revise the introductory text of item a. to read as follows:]*

- a. Place low-volume carrier-route, 5-digit, 3-digit scheme, and 3-digit bundles in only the following containers:

\* \* \* \* \*

*[Revise the text of items a(3) and a(4) to read as follows:]*

3. Origin/entry SCF/LPC flat trays.
4. On merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, or SCF/LPC pallets, as appropriate.

*[Revise the text of item b. to read as follows:]*

- b. Place low-volume 5-digit scheme bundles in only the following as appropriate:
  1. 5-digit scheme, 3-digit, and SCF flat trays that contain at least 24 pieces;
  2. Origin/entry SCF/LPC flat trays; or
  3. 3-digit or SCF/LPC pallets.

\* \* \* \* \*

### **10.1.5 Pallet Preparation and Labeling**

\* \* \* \* \*

*[Revise the text of item g. to read as follows:]*

- g. *SCF/LPC through mixed ADC*, use 8.10.2h through 8.10.2k, as applicable, to prepare and label the following pallet levels:
  1. SCF/LPC;
  2. ADC/RPDC;
  3. Origin Mixed ADC (OMX); and
  4. Mixed ADC.

\* \* \* \* \*

### **10.2 USPS Marketing Mail**

\* \* \* \* \*

#### **10.2.5 Pallet Preparation and Labeling**

\* \* \* \* \*

*[Revise the introductory text of item g. to read as follows:]*

- g. SCF/LPC, required, may contain carrier-route-price, automation-price, and Presorted-price bundles. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item h. to read as follows:]*

- h. ASF, required, except that an ASF sort may not be required if using bundle reallocation under 8.13.3. May contain carrier-route-price, automation-price, and/or Presorted-price bundles. ADC bundles must be sorted to ASF/RPDC pallets based on the “label to” ZIP Code for the ADC/RPDC destination of the bundle in L004. At the mailer’s option, appropriate mixed ADC bundles must be sorted to ASF/RPDC pallets based on the “label to” ZIP Code for the ADC/RPDC destination of the bundle in L010. All optional mixed ADC bundles on ASF/RPDC pallets must contain only pieces destinating within the ASF/RPDC as shown in 6.3. See 246.3.0 for additional requirements for DNDC-price eligibility. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item i. to read as follows:]*

- i. NDC/RPDC, required, may contain carrier-route-price, automation-price, and/or Presorted-price bundles. ADC bundles must be sorted to NDC/RPDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, appropriate mixed ADC bundles to NDC/RPDC pallets based on the “label to” ZIP Code for the ADC destination

of the bundle in L010. All optional mixed ADC bundles on NDC/RPDC pallets must contain only pieces destinating within the NDC/RPDC as shown in 6.3.

See 246.3.0 for additional requirements for DNDC-price eligibility. Labeling:

\* \* \* \* \*

## **11.0 Combining Automation Price and Nonautomation Price Flats in Bundles**

\* \* \* \* \*

### **11.2 Periodicals**

\* \* \* \* \*

*[Revise the title of 11.2.3 to read as follows:]*

#### **11.2.3 Bundles With Less Than 6 Pieces**

\* \* \* \* \*

*[Revise the text of item a(6) to read as follows:]*

- a. Place low-volume 5-digit and 3-digit bundles in only 5-digit scheme, 5-digit, 3-digit, and SCF flat trays that contain at least 24 pieces; or in origin/entry SCF/LPC flat trays; or on the following pallets, as appropriate:
  1. Merged 5-digit scheme;
  2. 5-digit scheme;
  3. Merged 5-digit;
  4. 5-digit;
  5. 3-digit; or
  6. SCF/LPC.

*[Revise the text of item b. to read as follows:]*

- b. Place low-volume 5-digit scheme and 3-digit scheme bundles in only 5-digit scheme, 3-digit, and SCF flat trays that contain at least 24 pieces, or in origin/entry SCF/LPC flat trays, or on 3-digit or SCF/LPC pallets, as appropriate.

\* \* \* \* \*

*[Revise the title of 12.0 to read as follows:]*

## **12.0 Merging Bundles of Flats on Pallets Using a 5-Percent Threshold**

### **12.1 Periodicals**

\* \* \* \* \*

#### **12.1.5 Pallet Preparation and Labeling**

\* \* \* \* \*

*[Revise the text of item h. to read as follows:]*

- h. *SCF/LPC through mixed ADC*, use 8.10.2h through 8.10.2k, as applicable, to prepare and label SCF/LPC, ADC/RPDC, Origin Mixed ADC (OMX) and mixed ADC pallet levels.

## **12.2 USPS Marketing Mail**

\* \* \* \* \*

### **12.2.3 Pallet Preparation and Labeling**

\* \* \* \* \*

*[Revise the introductory text of item g. to read as follows:]*

- g. *SCF/LPC*, required, may contain carrier-route-price, automation-price, and Presorted-price bundles. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item h. to read as follows:]*

- h. *ASF*, required, except that an *ASF* sort may not be required if using bundle reallocation under 8.13.3. May contain carrier-route-price, automation-price, and/or Presorted-price bundles. *ADC* bundles must be sorted to *ASF/ RPDC* pallets based on the “label to” ZIP Code for the *ADC/ RPDC* destination of the bundle in L004. At the mailer’s option, appropriate mixed *ADC* bundles must be sorted to *ASF/ RPDC* pallets based on the “label to” ZIP Code for the *ADC/ RPDC* destination of the bundle in L010. All optional mixed *ADC* bundles on *ASF/ RPDC* pallets must contain only pieces destinating within the *ASF/ RPDC* as shown in 6.3. See 246.3.0 for additional requirements for *DNDC*-price eligibility. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item i. to read as follows:]*

- i. *NDC/ RPDC*, required, may contain carrier-route-price, automation-price, and/or Presorted-price bundles. *ADC* bundles must be sorted to *NDC/ RPDC* pallets based on the “label to” ZIP Code for the *ADC* destination of the bundle in L004. At the mailer’s option, appropriate mixed *ADC* bundles must be sorted to *NDC/ RPDC* pallets based on the “label to” ZIP Code for the *ADC/ RPDC* destination of the bundle in L010. All optional mixed *ADC* bundles on *NDC/ RPDC* pallets must contain only pieces destinating within the *NDC/ RPDC* as shown in 6.3. See 246.3.0 for additional requirements for *DNDC*-price eligibility. Labeling:

\* \* \* \* \*

*[Revise the title of 13.0 to read as follows:]*

**13.0 Merging Bundles of Flats on Pallets Using the City State Product and a 5-Percent Threshold**

**13.1 Periodicals**

\* \* \* \* \*

**13.1.5 Pallet Preparation and Labeling**

\* \* \* \* \*

*[Revise the text of item h. to read as follows:]*

h. SCF/LPC through mixed ADC, follow 8.10.2h through 8.10.2k, as applicable, to prepare and label the following pallet levels:

1. SCF/LPC;
2. ADC/RPDC;
3. Origin Mixed ADC (OMX); and
4. Mixed ADC.

**13.2 USPS Marketing Mail**

\* \* \* \* \*

*[Revise the title of 13.2.3 to read as follows:]*

**13.2.3 5-Percent Threshold Standard**

\* \* \* \* \*

**13.2.4 Pallet Preparation and Labeling**

\* \* \* \* \*

*[Revise the introductory text of item g. to read as follows:]*

g. SCF/LPC, required, may contain carrier-route-price, automation-price, and Presorted-price bundles. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item h. to read as follows:]*

h. ASF, required, except that an ASF sort may not be required if using bundle reallocation under 8.13.3. May contain carrier-route-price, automation-price, and/or Presorted-price bundles. ADC bundles must be sorted to ASF/RPDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, appropriate mixed ADC bundles must be sorted to ASF/RPDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on ASF/RPDC pallets must contain only pieces destinating within the ASF/RPDC as shown in 6.3. See 246.3.0 for additional requirements for DNDC-price eligibility. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item i. to read as follows:]*

i. NDC/RPDC, required, may contain carrier-route-price, automation-price, and/or Presorted-price bundles. ADC bundles must be sorted to NDC/RPDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L004. At the mailer’s option, appropriate mixed ADC bundles must be sorted to NDC/RPDC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in L010. All optional mixed ADC bundles on NDC/RPDC pallets must contain only pieces destinating within the



NDC/RPDC as shown in 6.3. See 263.2.0 for additional requirements for DNDC-price eligibility. Labeling:

\* \* \* \* \*

## **15.0 Combining USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats**

### **15.1 Basic Standards**

#### **15.1.1 General**

\* \* \* \* \*

*[Revise the text of items h(1) and h(2) to read as follows:]*

1. Except under 15.1.1h2, BPM flat-sized pieces must not weigh more than 20 ounces when combined in applicable bundles, and must be entered at a destination sectional center facility (DSCF)/local processing center (LPC) on 5-digit or 3-digit/sectional center facility (SCF) level pallets, or at a destination delivery unit (DDU)/sorting and delivery center (S&DC).
2. BPM flat-sized pieces may weigh up to 24 ounces when combined in carrier-route (CR) level bundles on a pallet included in no less than SCF/3D sortation entered at an SCF/LPC. BPM flat-sized pieces must not exceed 20 ounces if prepared in the CR-level bundle with certain Periodicals pieces that may weigh more than 20 ounces. The maximum number of BPM pieces weighing more than 20 ounces up to the maximum of 24 ounces must not exceed 50 percent of each mailing.

\* \* \* \* \*

#### **15.1.10 Other Periodicals Pricing**

\* \* \* \* \*

*[Revise the text of items a., b., and c. to read as follows:]*

- a. The bundle prices applicable to the ADC/RPDC container level will be applied to the ASF/NDC/RPDC container levels.
- b. The container prices applicable to the ADC/RPDC pallet level will apply to the ASF/NDC/RPDC pallet levels.
- c. The bundle price applicable to the ADC bundle placed on the ADC/RPDC container level will apply to mixed ADC bundles placed on mixed NDC pallets.

\* \* \* \* \*

*[Revise the title and text of 15.1.11 to read as follows:]*

#### **15.1.11 Bundle Reallocation to Protect the SCF/LPC or NDC/RPDC Pallet**

Mailers may reallocate bundles under 8.11 or 8.13 to protect the SCF/LPC or NDC/RPDC pallet.

\* \* \* \* \*

#### **15.2 Combining USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats in the Same Bundle**

\* \* \* \* \*

##### **15.2.3 Pallet Presort and Labeling**

*[Revise the second sentence of 15.2.3 to read as follows:]*

\*\*\*Merged 5-digit scheme through NDC/RPDC pallets must contain at least 250 pounds of combined USPS Marketing Mail and Periodicals mailpieces, except as allowed under 8.5.3.\*\*\*

\* \* \* \* \*

## 15.3 Combining Bundles of USPS Marketing Mail Flats, Bound Printed Matter Flats, and Periodicals Flats on the Same Pallet

\* \* \* \* \*

### 15.3.3 Pallet Presort and Labeling

*[Revise the second sentence of 15.3.3 to read as follows:]*

\*\*\*Merged 5-digit scheme through NDC/RPDC pallets must contain at least 250 pounds of combined USPS Marketing Mail and Periodicals, except as allowed under 8.5.3.\*\*\*

\* \* \* \* \*

## 15.4 Pallet Preparation

### 15.4.1 Pallet Preparation, Sequence and Labeling

*[Revise the second sentence of 15.4.1 to read as follows:]*

\*\*\*For labeling, “STD/BPM/PER FLTS,’ as applicable” means to label each individual pallet based on the classes of mailpieces on that individual pallet.\*\*\*

\* \* \* \* \*

*[Revise the introductory text of item g. to read as follows:]*

- g. *SCF/LPC, required.* Pallets may contain carrier-route, automation or Presorted mail for the 3-digit ZIP Code groups in L005. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item i. to read as follows:]*

- i. *NDC/RPDC, required.* Pallets may contain carrier-route, automation or presorted mail for the 3-digit ZIP Code groups in L601. ADC bundles are assigned to pallets according to the “label to” ZIP Code in L004 as appropriate. Labeling:

\* \* \* \* \*

*[Revise the introductory text of item j. to read as follows:]*

- j. *Mixed NDC, required, 100-pound minimum.* The pallet may contain carrier-route, automation or presorted mail. The pallet includes MXD ADC bundles, prepared according to the “label to” ZIP in L009, as appropriate. Unless authorized by the processing and distribution manager, the pallet must be entered at the NDC/RPDC serving the 3-digit ZIP Code of the entry Post Office. Labeling:

*[Revise the text of item j(1) to read as follows:]*

- 1. Line 1: Use “MXD” followed by the information in L601, for the NDC/RPDC serving the 3-digit ZIP Code prefix of the entry Post Office.

\* \* \* \* \*

### **23.0 Full-Service Automation Option**

\* \* \* \* \*

### **23.2 General Eligibility Standards**

\* \* \* \* \*

*[Revise the first sentence of item e. to read as follows:]*

- e. Be scheduled for an appointment using the Facility Access and Shipment Tracking (FAST) system for dropship mailings (except for mailings entered at a DDU/S&DC) or as required in a customer/supplier agreement.\*\*\*

\* \* \* \* \*

The Postal Service will incorporate these revisions into the next update of the online DMM, which is available on Postal Explorer® at [pe.usps.com](http://pe.usps.com).

— *Product Classification, Product Solutions, 6-27-24*