



Expedited Plant-Load Shipment Clearance

See complete instructions on reverse. The mailer completes items 1–12 and 22 (unshaded); USPS completes items 13–21 and 23a–30 (shaded).

Mailer Information	1. Mailer's Name		2. Mailer's Contact Name		3. Mailer's Contact Telephone	
	4. Origin Plant Location (City, State, and ZIP+4®)			5. Total Gross Weight of Shipment (Optional)		
	6. Class of Mail (Check only one) <input type="checkbox"/> First-Class®/Priority Mail® <input type="checkbox"/> Package Services <input type="checkbox"/> Periodicals <input type="checkbox"/> USPS Marketing Mail®		7. Product or Publication Titles or Names	8. Type of Mail Processing Category (Check all that apply) <input type="checkbox"/> Letters <input type="checkbox"/> Automation Compatible <input type="checkbox"/> Irregular Parcels remove <input type="checkbox"/> Flats <input type="checkbox"/> Machinable Parcels <input type="checkbox"/> Nonstandard Parcels rename		
	9. Number of Containers by Type <i>Pallets and Pallet Boxes:</i> ____ With pkgs. or bundles ____ With sacks ____ Bundles ____ Sacks ____ Other (Describe) ____ With trays ____ With parcels ____ Trays ____ Parcels					
	10. Comment					
	11. Appointment Number			12. FAST® Scheduler ID (Optional)		
Origin Post Office (where verified)	13. Origin Post Office™ (City, State, and ZIP+4)			14. Verified At <input type="checkbox"/> DMU (Mailer's Plant) <input type="checkbox"/> BMEU or Post Office		
	15. Permit Number			16. Postage Payment Method (Except for Periodicals) <input type="checkbox"/> Permit <input type="checkbox"/> Stamped <input type="checkbox"/> Meter		
	17a. Name of USPS® Employee Verifying Mail		17b. Employee's Telephone		18. Signature of Verifying Employee	
	19a. Contact's Name (If other than verifying employee)			19b. Contact's Telephone		
	20. Comments			21. Date (Round) Stamp		
	22. Destination Office (City, state, ZIP+4. If mail will be entered at an NDC facility, write "NDC" as well.)			23a. USPS Receiving Employee's Name		
Destination Post Office				23b. USPS Receiving Employee's Signature		
				24. Date of Arrival		25. Time of Arrival
				26. Date of Departure		27. Time of Departure
	28. Load Condition Irregularities (Check all that apply) <input type="checkbox"/> Pallets Too Tall (T) <input type="checkbox"/> Overweight Pallets (O) <input type="checkbox"/> Separations Do Not Match PS 8017s (P) <input type="checkbox"/> Broken Pallets (B) <input type="checkbox"/> Courtesy Pallets (I) <input type="checkbox"/> Container Counts Do Not Match PS 8017s (P) <input type="checkbox"/> Unsafe Load <input type="checkbox"/> Packages on NDC Pallets Not Machinable (M) <input type="checkbox"/> Other (Describe in item 29, "Comments.")					
	29. Comments			30. Scan the Barcode Upon Receipt		

Definitions and Features

PS Form 8017 proves to the destination Postal Service™ facility that the mailing being presented by the mailer or mailer's agent was verified and paid for at origin. Under an expedited plant load shipment clearance, the Postal Service verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination Postal Service facility. The origin Post Office™ serving the mailer's plant (i.e., the verifying office) verifies the mailing for classification, rate eligibility, preparation, and presort. Expedited plant load mailings do not qualify for destination entry discount postage rates.

Subject to *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM®) 705, a mailer must be authorized to transport an expedited plant load. The mailer must prepare a written request to the Postal Service official who authorized the plant load and indicate each destination to which the mailing will be transported. The mailer and the Postal Service must complete their applicable sections in PS Form 8026, *Expedited Shipment Agreement for Plant Load Mailings*. An expedited plant load shipment does not become the possession or custody of the Postal Service until it is accepted as mail at a destination Postal Service facility. The mailer acknowledges that it has no claim or right to a refund created by this agreement.

The mailer must contact each Postal Service facility where the expedited plant load shipment is to be deposited to arrange and obtain approval for a time and location to deposit the shipment. The mailer must not enter an expedited plant load shipment into the Facility Access and Shipment Tracking (FAST®) system.

Instructions for Mailer

For each destination, the mailer must submit PS Form 8017, *Expedited Plant-Load Shipment Clearance*, or approved facsimile completed as described below. A PS Form 8017 may represent multiple mailings destined to the same Postal Service facility. Personnel at the origin Post Office must sign and round stamp the original PS Form 8017.

Completing PS Form 8017

- The mailer must complete items 1–12 (the "Mailer Information" section), which identifies the mail preparer and provides a description of the mail to be deposited at the destination Postal Service facility listed in item 22.
- In items 2 and 3, report the name and telephone number of a mailer contact who is familiar with the subject mailing and who can resolve problems that may arise at the destination office.
- Item 5 is optional and need not be completed.
- In item 9, report the mail as configured for verification and as it will be presented to the destination office (for example, if trays are on pallets, indicate the number of pallets with trays). If a mailing consists of a combination of palletized and non-palletized mail, report each segment correctly in this item.
- In item 10, you may show other mailer information (for example, sequence number for a postage statement, manifest, or PS Form 8017).
- Items 11 and 12 are for First-Class Mail® customers who are required to use the Facility Access and Shipment Tracking (FAST) system. Item 11 is required, and item 12 is optional.
- In item 22, show the city and state names as they appear in the applicable labeling list from *pe.usps.gov* (under "Additional Links," click on *Labeling Lists*). You may also show the physical address of the facility. If you will deposit the mailing at an NDC, write the designation "NDC" with the city and state as they appear in the applicable labeling list from *pe.usps.gov* (under "Additional Links," click on *Labeling Lists*). You may also show the physical address of the NDC.

Submitting Mailing(s) and PS Form 8017 to Destination Postal Service Facility

- The mailer or mailer's agent must submit copy 1 of this PS Form 8017 (with the original signature and round stamp of the origin Post Office) with the shipment presented for acceptance to the destination Postal Service facility shown in item 22. Submit a second copy if you want one signed by the entry office and returned to you for your records.
- The mailer must configure the mailing presented to the destination office as reported under item 9, and the mailing must match the other information on PS Form 8017 as validated by the origin Post Office.
 - Stage the mail so that the origin Post Office can verify the number of containers or handling units reported in item 9.
 - Do NOT reconfigure the mailing in containers after verification at origin. Keeping the original configuration ensures that the entry office is able to reconcile the information on PS Form 8017 with the mailing being presented for acceptance. For example, mail verified and reported as non-palletized sacks or trays (rather than as sacks or trays prepared on pallets) must be presented to the entry Post Office in the same configuration.

Instructions for Origin Post Office (i.e., the Office Where the Expedited Plant Load Shipment Is Verified)

- Ensure the mailer has completed all required items in items 1–12 (the "Mailer Information" section) and also in item 22.
- Match the mailing to the documentation:
 - Ensure the address on the mail matches the destination that the mailer entered in item 22.
 - Compare the physical containers with the number of containers or handling units that the mailer entered in item 9.
- Complete the "Origin Post Office" Section (items 13–16 and 17a–21):
 - In item 17a, insert just one person's name — the name must be legible.
 - Item 18 requires a handwritten signature.
 - In item 19a, the name must be legible.
 - Sign and round stamp the form.
 - Make a copy for your records.
 - Return the original to the mailer.

Instructions for Destination Post Office

- Either remove PS Form 8017 for your office from the vehicle or receive it from the mailer or mailer's agent and check that your office is shown as the destination office under item 22.
- Check that the form is completed, signed, and round stamped by the origin Post Office.
- Check the integrity of the mail load to be sure that it is safe to unload. Note any load condition irregularities under item 28.
- Compare the shipment with the form for class, number of containers, and processing category.
- If the PS Form 8017 is properly completed and the information on it matches the mail, then accept the shipment. Complete the "Destination" section (items 23a–30) legibly. Retain the completed PS Form 8017 in your files for 1 year. If the mailer or mailer's agent has presented two copies, then complete the "Destination" section on the second copy and return it to the mailer or mailer's agent who presented it to you. If the mail is visibly damaged, if the shipment does not match the information on PS Form 8017, or if the entry facility on the PS Form 8017 is not your facility, then do not accept the mail until the discrepancy is resolved:
 - You may need to notify your supervisor of the problem(s).
 - Either you or your supervisor may need to contact the origin Post Office (see items 17a and b or 19a and b) to resolve the discrepancy.