

# **Mailing Standards of the United States Postal Service**

## DMM

100 Retail Mail Letters, Cards, Flats, and Parcels

200 Discount Mail Letters and Cards

300 Discount Mail Flats

400 Discount Mail Parcels

500 Additional Services

600 Basic Standards For All Mailing Services

700 Special Standards

Index and Appendices

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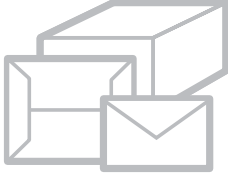


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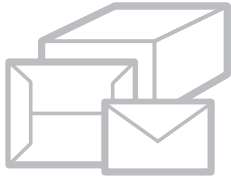
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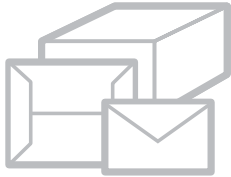
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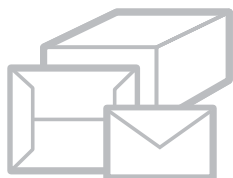
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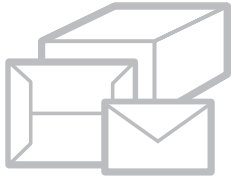
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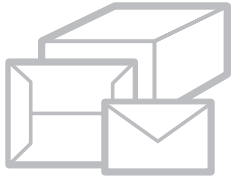
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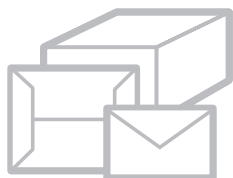
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- 4.1 Additional Standards for Machinable First-Class Mail
- 4.2 Barcodes
- 4.3 Nonmachinable Surcharge for Letter-Size Pieces

## 5.0 Additional Eligibility Standards for Automation Rate First-Class Mail (and Carrier Route) Letters

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Carrier Route Accuracy
- 5.3 Maximum Weight for Automation Letters
- 5.4 Rate Application – Automation Cards and Letters
- 5.5 Carrier Route Rate for Automation First-Class Mail
- 5.6 Address Standards for Barcoded Pieces
- 5.7 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

### 6.0 Eligibility Standards for Card Rate First-Class Mail

- 6.1 Card Rate
- 6.2 Cards and Letters

## 234 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted Letters

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

### 3.0 Postage Payment for Automation Letters

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



**230**  
**First-Class Mail**  
**Letters and Cards**

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

235  
Mail Preparation

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

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

**5.0 Preparation for Nonautomation Letters**

- 5.1 Basic Standards
- 5.2 Manual Only Option
- 5.3 Machinable Preparation
- 5.4 Nonmachinable Preparation

**6.0 Preparation for Automation Rate Letters**

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 Cards
- 6.6 Carrier Route Traying Standards
- 6.7 Carrier Route Pieces
- 6.8 Tray Preparation
- 6.9 Tray Line 2
- 6.10 Presentation

236  
Enter and Deposit

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

## 240 Standard Mail Letters and Cards

### TOPICS

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



## 243 Rates and Eligibility

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### 1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.5 Nonmachinable Surcharge
- 1.6 Fees
- 1.7 Computing Postage for Standard Mail

### 2.0 Content Standards for Standard Mail Letters

- 2.1 Definition and Weight
- 2.2 Postal Inspection
- 2.3 Circulars
- 2.4 Printed Matter
- 2.5 Computer-Prepared Material
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

### 3.0 Basic Standards for Standard Mail Letters

- 3.1 Basic Standards
- 3.2 Presort Mailing Fees
- 3.3 Merging Similar Standard Mailings
- 3.4 Residual Volume Requirement
- 3.5 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.6 ZIP Code Accuracy

### 4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Residual Shape Surcharge

### 5.0 Additional Eligibility Standards for Presorted Standard Mail Letters

- 5.1 Basic Standards
- 5.2 Weight Standards for Machinable Pieces
- 5.3 Rate Application
- 5.4 Basic Rate
- 5.5 3/5 Rate
- 5.6 Nonmachinable Surcharge

### 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail

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

### 7.0 Eligibility Standards for Automation Rate Standard Mail

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

## 244 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

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

### 3.0 Postage Payment for Automation Letters

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

## 240 Standard Mail Letters and Cards

### 4.0 Mailing Documentation

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

### 5.0 Residual Pieces

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

245

## Mail Preparation

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### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

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

### 3.0 Letter Trays

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

### 4.0 Tray Labels

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

### 5.0 Preparation for Presorted Letters

- 5.1 Basic Standards
- 5.2 Marking
- 5.3 Manual Only Option
- 5.4 Machinable Preparation
- 5.5 Nonmachinable Preparation

### 6.0 Preparation for Enhanced Carrier Route Letters

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 General Carrier Route Bundle Preparation
- 6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required
- 6.6 Bundle Preparation
- 6.7 Traying and Labeling
- 6.8 Alternative Line 2 Information
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

**240  
Standard Mail  
Letters and Cards**

**7.0 Preparation for Automation Rate Letters**

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Carrier Route Traying Standards
- 7.6 Carrier Route Pieces
- 7.7 Tray Preparation
- 7.8 Tray Line 2
- 7.9 Presentation

246  
Enter and Deposit

**1.0 Presenting a Mailing**

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailings

**2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

**3.0 Destination Bulk Mail Center (DBMC) Entry**

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

**4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

**5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility

## Design Standards

### TOPICS

301 Physical Standards

302 Elements on the Face of a Mailpiece



301

### Physical Standards

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#### **1.0 Physical Standards for Flats**

- 1.1 General Definition of Flat Size Mail
- 1.2 Length and Height of Flats

#### **2.0 Physical Standards for Presorted (Nonautomation) Flats**

- 2.1 First-Class Mail
- 2.2 Standard Mail
- 2.3 Bound Printed Matter
- 2.4 Media Mail
- 2.5 Library Mail

#### **3.0 Physical Standards for Automation Flats**

- 3.1 Basic Standards for Automation Flats
- 3.2 Determining Length and Height
- 3.3 Criteria for AFSM 100 Flats
- 3.4 Criteria for UFSM 1000 Flats
- 3.5 Polywrap Coverings
- 3.6 Prohibitions
- 3.7 Tabs, Wafer Seals, Tape, and Glue
- 3.8 Uniformity and Exterior Format
- 3.9 Outside Labels and Stickers

302

### Elements on the Face of a Mailpiece

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#### **1.0 All Mailpieces**

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

#### **2.0 Placement and Content of Mail Markings**

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

#### **3.0 Endorsement Placement**

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

#### **4.0 Barcode Placement**

- 4.1 General Barcode Placement for Flats
- 4.2 Applying One Barcode
- 4.3 Applying Second Barcode
- 4.4 5-Digit and ZIP+4 Barcode Permissibility
- 4.5 DPBC Numeric Equivalent
- 4.6 Barcode in Address Block
- 4.7 Window Cover

## 330 First-Class Mail Flats

### TOPICS

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



## 333 Rates and Eligibility

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### 1.0 Rates and Fees for First-Class Mail

- 1.1 Rate Application
- 1.2 Rate Computation for First-Class Flats
- 1.3 Nonautomation Presorted Rates
- 1.4 Automation Mixed ADC Rates
- 1.5 Automation ADC Rates
- 1.6 Automation 3-Digit Rates
- 1.7 Automation 5-Digit Rates
- 1.8 Summary Presorted and Automation Rates for Flats
- 1.9 Nonmachinable Surcharge
- 1.10 Presort Mailing Fee
- 1.11 Computing Postage for First-Class Mail
- 1.12 Determining Single-Piece Weight

### 2.0 Content Standards for First-Class Mail Flats

- 2.1 General
- 2.2 Written or Typewritten Matter
- 2.3 Correspondence
- 2.4 Bills and Statements of Account
- 2.5 Examples of First-Class Mail
- 2.6 Postal Inspection
- 2.7 Prohibited Air Transportation

### 3.0 Eligibility Standards for First-Class Mail Flats

- 3.1 Basic Standards for First-Class Mail
- 3.2 Presort Mailing Fee
- 3.3 Move Update Standards
- 3.4 ZIP Code Accuracy

### 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

- 4.1 Basic Standards for Nonautomation First-Class Mail
- 4.2 Barcodes on Nonautomation First-Class Mail
- 4.3 Nonmachinable Surcharge for Flat-Size Pieces

## 5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Flats

- 5.1 Basic Standards for Automation First-Class Mail
- 5.2 Nonmachinable Surcharge for Flat-Size Pieces
- 5.3 Rate Application—Bundle-Based Flats
- 5.4 Rate Application—Tray-Based Flats
- 5.5 Address Standards for Barcoded Pieces
- 5.6 Reply Cards and Envelopes Enclosed in Automation Rate First-Class Mail

## 334 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted Flats

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

### 3.0 Postage Payment for Automation Flats

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

**330**  
**First-Class Mail**  
**Flats**

**4.0 Mailing Documentation**

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

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

**5.0 Preparation of Nonautomation Flats**

- 5.1 Basic Standards
- 5.2 Single-Piece Rate Pieces Presented With Presort Mailings
- 5.3 Nonautomation Pieces
- 5.4 Bundling and Labeling
- 5.5 Traying and Labeling
- 5.6 Cotraying and Cobundling With Automation Rate Mail

**6.0 Preparation of Automation Rate Flats**

- 6.1 Basic Standards
- 6.2 Mailings
- 6.3 Marking
- 6.4 General Preparation
- 6.5 First-Class Mail Required Bundle-Based Preparation
- 6.6 First-Class Mail Optional Tray-Based Preparation
- 6.7 5-Digit Scheme Bundle Preparation
- 6.8 Cotraying and Cobundling With Presorted Rate Mail

**335**  
**Mail Preparation**  
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**1.0 General Definition of Terms**

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

**2.0 Bundles**

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.4 Securing Bundles
- 2.5 Exception to Bundle Preparation— Full Single-Sort-Level Trays
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)

**3.0 Flat Trays**

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Tray Sizes
- 3.4 Tray Preparation
- 3.5 Origin/Entry 3-Digit/Scheme Trays

**4.0 Tray Labels**

- 4.1 Basic Standards
- 4.2 Physical Characteristics of a Tray Label

**336**  
**Enter and Deposit**  
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**1.0 Deposit**

- 1.1 Service Objectives
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

**2.0 Verification**

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Rate Rather than Correcting Errors

## 340 Standard Mail Flats

### TOPICS

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



## 343 Rates and Eligibility

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### 1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates
- 1.5 Fees
- 1.6 Computing Postage—Standard Mail

### 2.0 Content Standards for Standard Mail Flats

- 2.1 Definition and Weight
- 2.2 Postal Inspection
- 2.3 Circulars
- 2.4 Printed Matter
- 2.5 Computer-Prepared Material
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

### 3.0 Basic Standards for Standard Mail Flats

- 3.1 Basic Standards
- 3.2 Presort Mailing Fees
- 3.3 Merging Similar Standard Mailings
- 3.4 Residual Volume Requirement
- 3.5 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.6 ZIP Code Accuracy

### 4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Residual Shape Surcharge

### 5.0 Additional Eligibility Standards for Presorted Standard Mail Flats

- 5.1 Basic Standards
- 5.2 Rate Application
- 5.3 Basic Rate
- 5.4 3/5 Rate

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

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

## 7.0 Additional Eligibility Standards for Automation Rate Standard Mail Flats

- 7.1 Basic Eligibility Standards for Automation Standard Mail
- 7.2 Rate Application
- 7.3 Address Standards for Barcoded Pieces
- 7.4 Enclosed Reply Cards and Envelopes

## 344 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

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

### 3.0 Postage Payment for Automation Flats

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



## 340 Standard Mail Flats

### 4.0 Mailing Documentation

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

### 5.0 Residual Pieces

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

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## Mail Preparation

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### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

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

### 3.0 Sacks and Trays

- 3.1 Standard Containers
- 3.2 Sack Preparation
- 3.3 Tray Sizes
- 3.4 Preparation for Flats in Letter Trays
- 3.5 Tray Sleeving and Strapping
- 3.6 Strapping Exception
- 3.7 Origin/Entry 3-Digit Sacks

### 4.0 Sack and Tray Labels

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

### 5.0 Preparation for Presorted Flats

- 5.1 Basic Standards
- 5.2 Required Bundling
- 5.3 Bundling and Labeling
- 5.4 Loose Packing
- 5.5 Required Sacking or Traying
- 5.6 Drop Shipment
- 5.7 Sacking and Labeling
- 5.8 Cotraying and Cobundling Flats With Automation Rate Mail
- 5.9 Merged Containerization of Carrier Route, Automation, and Presorted Flats

## Standard Mail Flats

### 6.0 Preparation for Enhanced Carrier Route Flats

- 6.1 Basic Standards
- 6.2 Residual Pieces
- 6.3 General Carrier Route Bundle Preparation
- 6.4 Bundle Preparation
- 6.5 Bundles With Fewer Than the Minimum Number of Pieces Required
- 6.6 Required Sack Minimums
- 6.7 Sack Preparation
- 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Rate Flats
- 6.9 Delivery Sequence Standards
- 6.10 Delivery Sequence Documentation

### 7.0 Preparation for Automation Rate Flats

- 7.1 Basic Standards
- 7.2 Mailings
- 7.3 Marking
- 7.4 General Preparation
- 7.5 Standard Mail Bundle Preparation
- 7.6 Scheme Bundle Preparation
- 7.7 Cotraying, Cosacking, and Cobundling With Presorted Rate Mail
- 7.8 Merged Containerization With Presorted and Carrier Route Flats
- 7.9 Exception—Automation and Nonautomation Pieces on Pallets

## Enter and Deposit

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### 1.0 Presenting a Mailing

- 1.1 Basic Standards for Standard Mail Deposit
- 1.2 Separation of Mailing

### 2.0 Destination Entry

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

### 3.0 Destination Bulk Mail Center (DBMC) Entry

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

### 4.0 Destination Sectional Center Facility (DSCF) Entry

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

### 5.0 Destination Delivery Unit (DDU) Entry

- 5.1 Definition
- 5.2 Eligibility

## 360 Bound Printed Matter Flats

### TOPICS

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



## 363 Rates and Eligibility

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### 1.0 Rates and Fees for Bound Printed Matter

- 1.1 Rate Application
- 1.2 Bound Printed Matter Rate Application
- 1.3 Bound Printed Matter Rates
- 1.4 Destination Entry Mailing Fee
- 1.5 Computing Postage for Bound Printed Matter

### 2.0 Content Standards for Bound Printed Matter Flats

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Basic Standards for Bound Printed Matter Flats

- 3.1 Rate Eligibility
- 3.2 Nonidentical Weight Pieces
- 3.3 ZIP Code Accuracy
- 3.4 Delivery and Return Addresses

### 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

- 4.1 Additional Standards for Presorted Bound Printed Matter
- 4.2 Additional Standards for Carrier Route Bound Printed Matter
- 4.3 Carrier Route Accuracy

### 5.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

- 5.1 Basic Eligibility Standards for Barcoded Bound Printed Matter
- 5.2 Weight Standard
- 5.3 Address Standards for Barcode Discount

## 364 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Documentation for Mail Claiming the Barcode Discount
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Standard Format for Documentation
- 2.7 Providing Additional Information
- 2.8 Reporting Multiple Mailings on One Statement
- 2.9 Facsimile Postage Statements

## 365 Mail Preparation

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### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.4 Securing Bundles
- 2.5 Preparing Bundles
- 2.6 Bundle Sizes
- 2.7 Pieces With Simplified Addresses
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)
- 2.10 Use of Carrier Route Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

**360  
Bound  
Printed Matter  
Flats**

**3.0 Sacks**

3.1 Maximum Weight

**4.0 Sack Labels**

4.1 Basic Standards

4.2 Physical Standards of a Sack Label

4.3 Line 1 (Destination Line)

4.4 Line 2 (Content Line)

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

4.6 Abbreviations for Lines 1 and 3

4.7 Placement of Extraneous Information

4.8 Barcoded Sack Labels

**5.0 Preparation for Presorted Flats**

5.1 Basic Standards

5.2 Bundling

5.3 Sacking

**6.0 Preparation for Carrier Route Flats**

6.1 Basic Standards

6.2 Required Bundling

6.3 Sacking

**7.0 Preparation for Barcoded Flats**

7.1 Basic Standards

7.2 Mailings

7.3 Bundling

7.4 Sacking

7.5 Mixed Rate Preparation

**366**

**Enter and Deposit**

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**1.0 Presenting a Mailing**

1.1 Verification and Entry

1.2 Office of Mailing

1.3 Redirected Mailings

1.4 BMC Acceptance

1.5 Drop Shipment Information

**2.0 Destination Entry**

2.1 General

2.2 Minimum Volume

2.3 Postage Payment

2.4 Mailing Fee

2.5 Documentation

2.6 Plant Loads

2.7 Bedloaded Mailings

2.8 Verification

2.9 Deposit

**3.0 Destination Bulk Mail Center (DBMC) Entry**

3.1 Eligibility

3.2 Presorted Flats

3.3 Carrier Route Flats

**4.0 Destination Sectional Center Facility (DSCF) Entry**

4.1 Eligibility

4.2 Presorted Flats

4.3 Carrier Route Flats

**5.0 Destination Delivery Unit (DDU) Entry**

5.1 Eligibility

5.2 Presorted Flats

5.3 Carrier Route Flats

## 370 Media Mail Flats

### TOPICS

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



## 373 Rates and Eligibility

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### 1.0 Media Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Media Mail Rate Application
- 1.3 Media Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Media Mail

### 2.0 Content Standards for Media Mail Flats

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Rate Eligibility for Media Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Media Mail

## 374 Postage Payment and Documentation

---

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 375 Mail Preparation

---

### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.4 Securing Bundles
- 2.5 Preparing Bundles
- 2.6 Bundle Sizes
- 2.7 Other Bundle Sizes
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Maximum Weight

### 4.0 Sack Labels

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

### 5.0 Preparation for Media Mail Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

## 376 Enter and Deposit

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### 1.0 Verification and Deposit

- 1.1 Verification and Entry

## 380 Library Mail Flats

### TOPICS

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



## 383 Rates and Eligibility

---

### 1.0 Library Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Library Mail Rate Application
- 1.3 Library Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Library Mail

### 2.0 Content Standards for Library Mail Flats

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

### 3.0 Rate Eligibility for Library Mail Flats

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Library Mail

## 384 Postage Payment and Documentation

---

### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 385 Mail Preparation

---

### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)
- 2.4 Securing Bundles
- 2.5 Preparing Bundles
- 2.6 Bundle Sizes
- 2.7 Other Bundle Sizes
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Maximum Weight

### 4.0 Sack Labels

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

### 5.0 Preparation of Library Mail Flats

- 5.1 Basic Standards
- 5.2 Bundling
- 5.3 Sacking

## 386 Enter and Deposit

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### 1.0 Verification and Deposit

- 1.1 Verification and Entry

## Design Standards

### TOPICS

401 Physical Standards

402 Elements on the Face of a Mailpiece



## 401 Physical Standards

### 1.0 Physical Standards for Parcels

- 1.1 Parcels
- 1.2 Minimum Size
- 1.3 Maximum Weight and Size
- 1.4 Two or More Packages
- 1.5 Machinable Parcels
- 1.6 Irregular Parcel
- 1.7 Outside Parcel

### 2.0 Additional Physical Standards by Class of Mail

- 2.1 First-Class Mail Parcels
- 2.2 Standard Mail Parcels
- 2.3 Parcel Post
- 2.4 Bound Printed Matter Parcels

## 402 Elements on the Face of a Mailpiece

### 1.0 All Mailpieces

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

### 2.0 Placement and Content of Markings

- 2.1 First-Class Mail and Standard Mail Markings
- 2.2 Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings
- 2.3 Enclosures
- 2.4 Printing and Designs
- 2.5 Marking Hazardous Materials

### 3.0 Endorsement Placement

- 3.1 Endorsements for Delivery Instructions and Ancillary Services
- 3.2 Return Address
- 3.3 Placement of Endorsements
- 3.4 Physical Standards for Endorsements

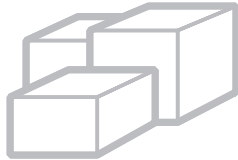
### 4.0 General Barcode Placement for Parcels

- 4.1 Barcode Location
- 4.2 Clear Zone

## 430 First-Class Mail Parcels

### TOPICS

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



## 433 Rates and Eligibility

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### 1.0 Rates and Fees for First-Class Mail

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

### 2.0 Content Standards for First-Class Mail Parcels

- 2.1 General
- 2.2 Written or Typewritten Matter
- 2.3 Correspondence
- 2.4 Bills and Statements of Account
- 2.5 Examples of First-Class Mail
- 2.6 Postal Inspection
- 2.7 Prohibited Air Transportation

### 3.0 Eligibility Standards for First-Class Mail Parcels

- 3.1 Basic Standards for First-Class Mail
- 3.2 Nonmachinable Surcharge for Parcel-Size Pieces
- 3.3 Presort Mailing Fee
- 3.4 Move Update Standards
- 3.5 ZIP Code Accuracy

## 434 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted Parcels

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

## 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

## 435 Mail Preparation

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### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Bundling Not Required
- 2.3 Arranging Pieces in a Bundle ("Facing")
- 2.4 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.5 Securing Bundles
- 2.6 Bundles With Fewer Than the Minimum Number of Pieces Required
- 2.7 Labeling Bundles
- 2.8 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Presort
- 3.2 Standard Containers
- 3.3 Sack Preparation



**430**  
**First-Class Mail**  
**Parcels**

**4.0 Sack Labels**

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

**5.0 Preparation for Parcels**

- 5.1 Basic Standards
- 5.2 Single-Rate Pieces Presented With Presorted Mailings
- 5.3 Bundling and Labeling
- 5.4 Sacking and Labeling

436  
Enter and Deposit

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**1.0 Deposit**

- 1.1 Service Objective
- 1.2 Time and Location of Deposit
- 1.3 Approved Collections
- 1.4 Permit Imprint Collection

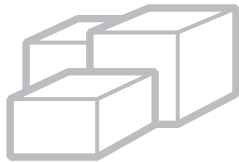
**2.0 Verification**

- 2.1 USPS Verification and Mailer Correction
- 2.2 Timeframe for Corrective Action
- 2.3 Payment at Single-Piece Rate Rather than Correcting Errors

## 440 Standard Mail Parcels

### TOPICS

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



## 443 Rates and Eligibility

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### 1.0 Rates and Fees for Standard Mail

- 1.1 Rate Application
- 1.2 Standard Mail Rate Application
- 1.3 Regular Standard Mail—Presorted and Enhanced Carrier Route Rates
- 1.4 Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Rates
- 1.5 Fees
- 1.6 Computing Postage for Standard Mail

### 2.0 Content Standards for Standard Mail Parcels

- 2.1 Definition and Weight
- 2.2 Postal Inspection
- 2.3 Circulars
- 2.4 Printed Matter
- 2.5 Computer-Prepared Material
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

### 3.0 Basic Standards for Standard Mail Parcels

- 3.1 Basic Standards
- 3.2 Presort Mailing Fees
- 3.3 Merging Similar Standard Mailings
- 3.4 Residual Volume Requirement
- 3.5 Residual Mail Subject to First-Class or Priority Mail Rates
- 3.6 ZIP Code Accuracy

### 4.0 Rate Eligibility for Standard Mail

- 4.1 General Information
- 4.2 Minimum Per Piece Rates
- 4.3 Piece/Pound Rates
- 4.4 Residual Shape Surcharge
- 4.5 Surcharge Cost
- 4.6 Extra Services for Standard Mail

### 5.0 Additional Eligibility Standards for Presorted Standard Mail Parcels

- 5.1 Basic Standards
- 5.2 Rate Application
- 5.3 Basic Rate
- 5.4 3/5 Rates
- 5.5 Barcoded Discount for Presorted Standard Mail Parcels

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels

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

## 444

## Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

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

### 3.0 Mailing Documentation

- 3.1 Completing Postage Statements
- 3.2 Basic Documentation Standards
- 3.3 Preparing Documentation
- 3.4 Multiple Standards
- 3.5 Standard Format for Documentation
- 3.6 Providing Additional Information
- 3.7 Reporting Multiple Mailings on One Statement
- 3.8 Facsimile Postage Statements

### 4.0 Residual Pieces

- 4.1 Postage Payment for Ineligible Standard Mail
- 4.2 Postage Payment for Barcoded Machinable Parcels

**440  
Standard Mail  
Parcels**

445  
Mail Preparation

**1.0 General Information for  
Mail Preparation**

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

**2.0 Bundles**

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle  
("Facing")
- 2.3 Preparing Bundles of Pieces of  
Nonuniform Thickness  
("Counterstacking")
- 2.4 Preparing Bundles in Sacks
- 2.5 Securing Bundles
- 2.6 Pieces With Simplified Address
- 2.7 Bundles With Fewer Than the  
Minimum Number of Pieces  
Required
- 2.8 Labeling Bundles
- 2.9 Use of Optional Endorsement  
Lines (OEL)
- 2.10 Use of Carrier Route  
Information Lines
- 2.11 Facing Slips—All Carrier Route Mail

**3.0 Sacks**

- 3.1 Standard Containers
- 3.2 Sack Preparation

**4.0 Sack Labels**

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

**5.0 Preparation for Presorted Parcels**

- 5.1 Basic Standards
- 5.2 Markings
- 5.3 Preparation of Machinable Parcels
- 5.4 Preparation for Irregular Parcels

**6.0 Preparation for Enhanced  
Carrier Route Parcels**

- 6.1 Basic Standards
- 6.2 Marking
- 6.3 Residual Pieces
- 6.4 Bundling
- 6.5 Preparation for Irregular Parcels
- 6.6 Delivery Sequence Standards
- 6.7 Delivery Sequence Documentation

446  
Enter and Deposit

**1.0 Presenting a Mailing**

- 1.1 Basic Standards for  
Standard Mail Deposit
- 1.2 Separation of Mailings

**2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Office of Mailing
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Verification
- 2.8 Deposit

**3.0 Destination Bulk Mail Center  
(DBMC) Entry**

- 3.1 Definition
- 3.2 Eligibility
- 3.3 Eligibility for ADC Mailpieces
- 3.4 Eligibility for Mixed ADC Bundles
- 3.5 Additional Standards for  
Machinable Parcels
- 3.6 Vehicles
- 3.7 Form 4410

**4.0 Destination Sectional Center  
Facility (DSCF) Entry**

- 4.1 Definition
- 4.2 Eligibility
- 4.3 Vehicles

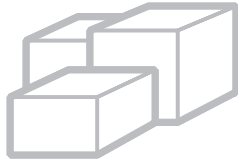
**5.0 Destination Delivery Unit  
(DDU) Entry**

- 5.1 Definition
- 5.2 Eligibility

## 450 Parcel Post Parcels

### TOPICS

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



## 453 Rates and Eligibility

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### 1.0 Parcel Post Rates and Fees

- 1.1 Rate Application for Parcel Post
- 1.2 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post
- 1.3 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post
- 1.4 Parcel Select—DBMC, DSCF, and DDU
- 1.5 Destination Entry Mailing Fee
- 1.6 Pickup Fees
- 1.7 Computing Postage for Parcel Post and Parcel Select

### 2.0 Content Standards for Parcel Post

- 2.1 Definition of Parcel Post
- 2.2 Basic Content Standards
- 2.3 Attachments or Enclosures of Periodicals Sample Copies
- 2.4 Postal Inspection
- 2.5 Attachments and Enclosures
- 2.6 Written Additions

### 3.0 Rate Eligibility Standards for Parcel Post

- 3.1 Parcel Post and Parcel Select Rate Eligibility
- 3.2 Fees
- 3.3 Delivery and Return Addresses
- 3.4 Parcel Select

## 454 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options
- 1.2 Postage Payment

## 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Documentation
- 2.3 Basic Documentation Standards
- 2.4 Preparing Documentation
- 2.5 Multiple Standards
- 2.6 Providing Additional Information
- 2.7 Reporting Multiple Mailings on One Statement
- 2.8 Facsimile Postage Statements

## 455 Mail Preparation

---

### 1.0 General Information for Mail Preparation

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

### 2.0 Sacks

- 2.1 Maximum Weight

### 3.0 Sack Labels

- 3.1 Basic Standards
- 3.2 Physical Characteristics of a Sack Label
- 3.3 Line 1 (Destination Line)
- 3.4 Line 2 (Content Line)
- 3.5 Line 3 (Office of mailing or Mailer Information Line)
- 3.6 Abbreviations for Lines 1 and 3
- 3.7 Placement of Extraneous Information
- 3.8 Barcoded Sack Labels

### 4.0 Preparation for Parcel Post

- 4.1 Basic Standards
- 4.2 Basic Standards for BMC Presort
- 4.3 Basic Standards for OBMC Presort
- 4.4 Parcel Select—DBMC Rates
- 4.5 Parcel Select—DSCF Rates
- 4.6 Parcel Select—DDU Rates
- 4.7 Optional Machinable Parcel Preparation

### 5.0 Standards for Barcoded Discounts

- 5.1 Standards for Barcoded Mail

**450  
Parcel Post  
Parcels**

456  
Enter and Deposit

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**1.0 Verification and Deposit**

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance
- 1.5 Drop Shipment Information

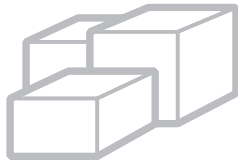
**2.0 Parcel Select**

- 2.1 Definitions
- 2.2 Rate Eligibility for Parcel Select Rates
- 2.3 Preparation for Parcel Select
- 2.4 Deposit for Parcel Select
- 2.5 Acceptance at Designated SCF
- 2.6 DSCF Mail Entered at a Designated BMC
- 2.7 Delivery Facility Exceptions to the “Majority of City Carriers” Rule
- 2.8 Delivery Facilities Different from Those in the Drop Shipment Product

## 460 Bound Printed Matter Parcels

### TOPICS

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



## 463 Rates and Eligibility

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### 1.0 Bound Printed Matter Rates and Fees

- 1.1 Rate Application
- 1.2 Bound Printed Matter Rate Application
- 1.3 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Rates
- 1.4 Destination Entry Mailing Fee
- 1.5 Computing Postage for Bound Printed Matter

### 2.0 Content Standards for Bound Printed Matter Parcels

- 2.1 Basic Content Standards
- 2.2 Attachments or Enclosures of Periodicals Sample Copies
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Rate Eligibility for Bound Printed Matter Parcels

- 3.1 Rate Eligibility
- 3.2 Nonidentical Weight Pieces
- 3.3 ZIP Code Accuracy
- 3.4 Delivery and Return Addresses

### 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

- 4.1 Basic Standard
- 4.2 Carrier Route Accuracy
- 4.3 Destination Entry

## 464 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

## 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 465 Mail Preparation

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### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness ("Counterstacking")
- 2.4 Securing Bundles
- 2.5 Bundle Sizes
- 2.6 Pieces With Simplified Addresses
- 2.7 Labeling Bundles
- 2.8 Use of Optional Endorsement Lines (OEL)
- 2.9 Use of Carrier Route Information Lines
- 2.10 Facing Slips—All Carrier Route Mail

### 3.0 Sacks

- 3.1 Preparation

### 4.0 Sack Labels

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

**Bound  
Printed Matter  
Parcels**

**5.0 Preparation for Presorted Parcels**

- 5.1 Basic Standards
- 5.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds
- 5.3 Preparation for Irregular Parcels Weighing 10 Pounds or More
- 5.4 Preparation for Machinable Parcels Not Claiming DBMC Rates
- 5.5 Preparation for Machinable Parcels Claiming DBMC Rates

**6.0 Preparation for Carrier Route Parcels**

- 6.1 Basic Standards
- 6.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds
- 6.3 Preparation for Irregular Parcels Weighing 10 Pounds or More
- 6.4 Preparation for Machinable Parcels

**7.0 Standards for Barcoded Discounts**

- 7.1 Standards for Barcoded Mail

466

Enter and Deposit

**1.0 Presenting a Mailing**

- 1.1 Verification and Entry
- 1.2 Office of Mailing
- 1.3 Redirected Mailings
- 1.4 BMC Acceptance
- 1.5 Drop Shipment Information

**2.0 Destination Entry**

- 2.1 General
- 2.2 Minimum Volume
- 2.3 Postage Payment
- 2.4 Mailing Fee
- 2.5 Documentation
- 2.6 Plant Loads
- 2.7 Bedloaded Mailings
- 2.8 Verification
- 2.9 Deposit

**3.0 Destination Bulk Mail Center (DBMC) Entry**

- 3.1 Eligibility
- 3.2 Presorted Machinable Parcels
- 3.3 Presorted Irregular Parcels
- 3.4 Carrier Route Machinable Parcels
- 3.5 Carrier Route Irregular Parcels

**4.0 Destination Sectional Center Facility (DSCF) Entry**

- 4.1 Eligibility
- 4.2 Presorted Machinable Parcels
- 4.3 Presorted Irregular Parcels
- 4.4 Carrier Route Machinable Parcels
- 4.5 Carrier Route Irregular Parcels

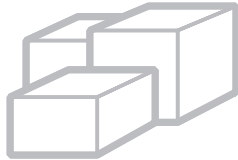
**5.0 Destination Delivery Unit (DDU) Entry**

- 5.1 Eligibility
- 5.2 Presorted Machinable Parcels
- 5.3 Presorted Irregular Parcels
- 5.4 Carrier Route Machinable Parcels
- 5.5 Carrier Route Irregular Parcels

## 470 Media Mail Parcels

### TOPICS

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



## 473 Rates and Eligibility

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### 1.0 Media Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Media Mail Rate Application
- 1.3 Media Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Media Mail

### 2.0 Content Standards for Media Mail Parcels

- 2.1 General
- 2.2 Content Standards
- 2.3 Postal Inspection
- 2.4 Attachments and Enclosures
- 2.5 Written Additions

### 3.0 Rate Eligibility for Media Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Media Mail

## 474 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 475 Mail Preparation

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### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle ("Facing")
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness ("Counter-stacking")
- 2.4 Securing Bundles
- 2.5 Bundle Sizes
- 2.6 Exception to Bundle Sizes
- 2.7 Labeling Bundles
- 2.8 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Sack Preparation

### 4.0 Sack Labels

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

### 5.0 Preparation for Media Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparation for Machinable Parcels
- 5.3 Preparation for Irregular Parcels

## 476 Enter and Deposit

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### 1.0 Verification and Deposit

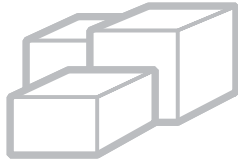
- 1.1 Verification and Entry



## 480 Library Mail Parcels

### TOPICS

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



## 483 Rates and Eligibility

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### 1.0 Library Mail Rates and Fees

- 1.1 Rate Application
- 1.2 Library Mail Rate Application
- 1.3 Library Mail Presorted Rates
- 1.4 Mailing Fee
- 1.5 Computing Postage for Library Mail

### 2.0 Content Standards for Library Mail Parcels

- 2.1 General
- 2.2 Sender and Recipient Qualifications
- 2.3 Content Standards for Mailings Between Entities
- 2.4 Qualified Mailings “To” or “From”
- 2.5 Postal Inspection
- 2.6 Attachments and Enclosures
- 2.7 Written Additions

### 3.0 Rate Eligibility for Library Mail Parcels

- 3.1 Basic Weight Standards
- 3.2 Rate Eligibility Standards
- 3.3 Delivery and Return Addresses
- 3.4 Rate Categories for Library Mail

## 484 Postage Payment and Documentation

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### 1.0 Basic Standards for Postage Payment

- 1.1 Postage Payment Options

### 2.0 Mailing Documentation

- 2.1 Completing Postage Statements
- 2.2 Basic Documentation Standards
- 2.3 Preparing Documentation
- 2.4 Multiple Standards
- 2.5 Providing Additional Information
- 2.6 Reporting Multiple Mailings on One Statement
- 2.7 Facsimile Postage Statements

## 485 Mail Preparation

---

### 1.0 General Information for Mail Preparation

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

### 2.0 Bundles

- 2.1 Definition of a Bundle
- 2.2 Arranging Pieces in a Bundle (“Facing”)
- 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)
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- 2.6 Exception to Bundle Sizes
- 2.7 Labeling Bundles
- 2.8 Use of Optional Endorsement Lines (OEL)

### 3.0 Sacks

- 3.1 Sack Preparation

### 4.0 Sack Labels

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

### 5.0 Preparation of Library Mail Parcels

- 5.1 Basic Standards
- 5.2 Preparation for Machinable Parcels
- 5.3 Preparation for Irregular Parcels
- 5.4 Standards for Barcoded Discount

## 486 Enter and Deposit

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### 1.0 Verification and Deposit

- 1.1 Verification and Entry



## 500 Additional Services

### TOPICS

503 Extra Services  
507 Mailer Services  
508 Recipient Services  
509 Other Services

## 503 Extra Services

### 1.0 Extra Services for Express Mail

- 1.1 Available Services
- 1.2 Express Mail Drop Shipment

### 2.0 Registered Mail

- 2.1 Registered Mail Fees
- 2.2 Basic Information about Registered Mail
- 2.3 Fees and Liability
- 2.4 Mailing
- 2.5 Delivery
- 2.6 Inquiry on Uninsured Article

### 3.0 Certified Mail

- 3.1 Certified Mail Fees
- 3.2 Basic Information
- 3.3 Mailing

### 4.0 Insured Mail

- 4.1 Insured Mail Fees
- 4.2 Basic Information
- 4.3 Mailing
- 4.4 Bulk Insurance for Standard Mail
- 4.5 Delivery

### 5.0 Certificate of Mailing

- 5.1 Certificate of Mailing Fees
- 5.2 Basic Information
- 5.3 Presentation

### 6.0 Return Receipt

- 6.1 Return Receipt Fees
- 6.2 Basic Information
- 6.3 Obtaining Service
- 6.4 Delivery
- 6.5 Requests for Delivery Information

### 7.0 Restricted Delivery

- 7.1 Restricted Delivery Fee
- 7.2 Basic Information
- 7.3 Obtaining Service
- 7.4 Delivery

### 8.0 Return Receipt for Merchandise

- 8.1 Return Receipt for Merchandise Fees
- 8.2 Basic Information
- 8.3 Mailing
- 8.4 Delivery

### 9.0 Delivery Confirmation

- 9.1 Delivery Confirmation Fee
- 9.2 Basic Information
- 9.3 Labels
- 9.4 Barcodes
- 9.5 Electronic File Transmission
- 9.6 Acceptance

### 10.0 Signature Confirmation

- 10.1 Signature Confirmation Fees
- 10.2 Basic Information
- 10.3 Labels
- 10.4 Barcodes
- 10.5 Electronic File Transmission
- 10.6 Acceptance

### 11.0 Collect on Delivery (COD)

- 11.1 Collect on Delivery Fees
- 11.2 Basic Information
- 11.3 Forms
- 11.4 Mailing
- 11.5 Delivery

### 12.0 Special Handling

- 12.1 Fees for Special Handling
- 12.2 Basic Information

### 13.0 Confirm

- 13.1 Confirm Fees
- 13.2 Basic Information
- 13.3 Barcodes
- 13.4 Advance Shipping Notice
- 13.5 Delivery

### 14.0 Money Orders

- 14.1 Fees for Money Orders
- 14.2 Issuing Money Orders
- 14.3 Cashing Money Orders
- 14.4 Federal Reserve System

**500  
Additional  
Services**

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**Mailer Services**

**1.0 Treatment of Mail**

- 1.1 Nondelivery of Mail
- 1.2 USPS Address Adjustments
- 1.3 Directory Service
- 1.4 Basic Treatment
- 1.5 Treatment for Ancillary Services by Class of Mail
- 1.6 Attachments and Enclosures
- 1.7 Mixed Classes
- 1.8 Returning Mail
- 1.9 Dead Mail

**2.0 Forwarding**

- 2.1 Change-of-Address Order
- 2.2 Forwardable Mail
- 2.3 Postage for Forwarding

**3.0 Address Correction Services**

- 3.1 Address Correction Service
- 3.2 Address Change Service (ACS)
- 3.3 FASTforward
- 3.4 Sender Instruction

**4.0 Recall of Mail**

- 4.1 Who May Recall Mail
- 4.2 Mailer Request for Withdrawal and Disposal of Mail

**5.0 Pickup Service**

- 5.1 Pickup Service Fee
- 5.2 Basic Standards
- 5.3 Postage and Fees
- 5.4 On-Call Service
- 5.5 Scheduled Service
- 5.6 Express Mail Reship Service

**6.0 Mailing List Services**

- 6.1 Mailing List Service Fees
- 6.2 General Information
- 6.3 Fee Assessment
- 6.4 Name and Address List Correction
- 6.5 Occupant Lists
- 6.6 Sortation of Lists on Cards by 5-Digit ZIP Code
- 6.7 Election Boards and Voter Registration Commissions

**7.0 Address Sequencing Services**

- 7.1 Address Sequencing Service Fees
- 7.2 Service Levels
- 7.3 Card Preparation and Submission

- 7.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers

- 7.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses

- 7.6 Service Charges

- 7.7 Submitting Properly Sequenced Mailings

**8.0 Business Reply Mail (BRM)**

- 8.1 Business Reply Mail (BRM) Rates and Fees

- 8.2 Qualified Business Reply Mail (QBRM) Rates

- 8.3 Qualified Business Reply Mail (QBRM) Basic Standards

- 8.4 General Information

- 8.5 Permits

- 8.6 Postage, Per Piece Fees, and Accounting Fees

- 8.7 Mailpiece Characteristics

- 8.8 Format Elements

- 8.9 Additional Standards for Letter-Size Barcoded BRM

- 8.10 Additional Standards for Qualified Business Reply Mail (QBRM)

- 8.11 BRM Distributed and Received by Agents of a Permit Holder

- 8.12 Bulk Weight Averaged Nonletter-size BRM

**9.0 Merchandise Return Service**

- 9.1 Merchandise Return Service Fees

- 9.2 Basic Information

- 9.3 Permits

- 9.4 Postage and Fees

- 9.5 Additional Features

- 9.6 Format

**10.0 Bulk Parcel Return Service**

- 10.1 Bulk Parcel Return Service (BPRS) Fees

- 10.2 Charges and Fees

- 10.3 General Information

- 10.4 Permits

- 10.5 Label Requirements

- 10.6 Format

**500  
Additional  
Services**

**508  
Recipient Services**  
.....

**1.0 Recipient Options**

- 1.1 Basic Recipient Concerns
- 1.2 Carrier Release for Uninsured Parcels
- 1.3 Jointly Addressed
- 1.4 Delivery to Addressee's Agent
- 1.5 Delivery to Individual at Organization
- 1.6 Delivery at Hotels, Institutions, Schools, and Similar Places
- 1.7 Conflicting Delivery Orders
- 1.8 Commercial Mail Receiving Agencies

**2.0 Conditions of Delivery**

- 2.1 City Delivery Service
- 2.2 Rural Delivery Service
- 2.3 Highway Contract Delivery Service

**3.0 Customer Mail Receptacles**

- 3.1 Basic Information for Customer Mail Receptacles
- 3.2 Curbside Mailboxes
- 3.3 Wall-Mounted Centralized Mail Receptacles

**4.0 Post Office Box Service**

- 4.1 Fees for Post Office Box Service
- 4.2 Basic Information for Post Office Box Service
- 4.3 Service
- 4.4 Conditions of Use
- 4.5 Basis of Fees and Payment
- 4.6 Fee Group Assignments
- 4.7 Fee Refund
- 4.8 Keys and Locks
- 4.9 Service Refusal or Termination

**5.0 Caller Service**

- 5.1 Caller Service Fees
- 5.2 Basic Information
- 5.3 Service
- 5.4 Conditions of Use
- 5.5 Basis of Fees and Payment
- 5.6 Fee Refund
- 5.7 Service Refusal or Termination
- 5.8 Accelerated Reply Mail (ARM)

**6.0 General Delivery**

- 6.1 Purpose
- 6.2 Service Restrictions
- 6.3 Delivery to Addressee
- 6.4 Holding Mail

**7.0 Firm Holdout**

- 7.1 Purpose
- 7.2 Obtaining and Using Service
- 7.3 Service Cancellation

**8.0 Pandering Advertisements**

- 8.1 Prohibitory Order
- 8.2 Taking Action Against Violations

**9.0 Sexually Oriented Advertisements**

- 9.1 Basic Information for Sexually Oriented Advertisements
- 9.2 Applying for Listing
- 9.3 Requesting Removal From List
- 9.4 Availability of USPS Lists
- 9.5 Envelope Marking
- 9.6 Violations
- 9.7 Reporting Unsolicited Advertisements

**509  
Other Services**  
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**1.0 Address Information System Products**

- 1.1 Delivery Statistics File
- 1.2 AIS Database Products
- 1.3 AIS Database Products
- 1.4 Carrier Route Schemes
- 1.5 Delivery Statistics
- 1.6 Computerized Delivery Sequence (CDS)
- 1.7 Delivery Sequence File<sup>2</sup> (DSF<sup>2</sup>)
- 1.8 Enhanced Line-of-Travel (eLOT) Product

**2.0 Nonpostal Services**

- 2.1 Bird Hunting Stamps
- 2.2 U.S. Savings Stamps
- 2.3 U.S. Savings Bonds
- 2.4 Postal Savings



## 600 Basic Standards For All Mailing Services

### TOPICS

- 601 Mailability
- 602 Addressing
- 604 Postage Payment  
Methods
- 607 Mailer Compliance and  
Appeals of  
Classification Decisions
- 608 Postal Information and  
Resources
- 609 Filing Indemnity Claims  
for Loss or Damage

## 601 Mailability

### 1.0 General Standards

- 1.1 Minimum Dimensions
- 1.2 Maximum Dimensions and Weight
- 1.3 Length and Height
- 1.4 Nonmailable,  
Nonmachinable Placement
- 1.5 General Mailability and  
Right of Refusal
- 1.6 Mailer's Responsibility

### 2.0 Packaging

- 2.1 Preservation
- 2.2 Harmful, Fragile, and Heavy Items
- 2.3 Stationery
- 2.4 Liquids
- 2.5 Aerosols
- 2.6 Infectious Substances
- 2.7 High-Density Items

### 3.0 Acceptable Containers

- 3.1 Load Type
- 3.2 Envelopes
- 3.3 Boxes
- 3.4 Fiberboard Tubes  
and Similar Long Packages
- 3.5 Paper Bags and Wraps
- 3.6 Plastic Bags
- 3.7 Plastic Film
- 3.8 Cloth Bags
- 3.9 Difficult Load
- 3.10 Bales
- 3.11 Cans and Drums

### 4.0 Cushioning, Closure, Sealing, and Reinforcements

- 4.1 Volume
- 4.2 Several Items Within Container
- 4.3 Tape
- 4.4 Paper Tape
- 4.5 Tape Size
- 4.6 Adhesive
- 4.7 Banding
- 4.8 Staples and Steel Stitching

### 5.0 Content and Extra Service Markings

- 5.1 Handling, Content, and  
Extra Service
- 5.2 Method

## 6.0 Special Mailing Containers

- 6.1 Express Mail and  
Priority Mail Packaging
- 6.2 Green Diamond Border Envelope
- 6.3 Window Envelope
- 6.4 Reusable Mailpiece
- 6.5 Reusable Mailpieces That Originate  
as Permit Imprint Mailings

## 7.0 Packaging Standards for BMCs

- 7.1 High-Density Items
- 7.2 Books
- 7.3 Soft Goods
- 7.4 Sound Recordings
- 7.5 Magnetic Tapes

## 8.0 Nonmailable and Restricted Articles and Substances Generally

- 8.1 Nonmailable Matter—General
- 8.2 Basic Premise
- 8.3 Other Nonmailable Matter
- 8.4 Restricted Matter—General
- 8.5 Harmful Matter—General
- 8.6 Hazardous Materials
- 8.7 Marking of Restricted Articles  
or Substances
- 8.8 Mailer Responsibility
- 8.9 Statutory System
- 8.10 Other Laws and Regulations
- 8.11 Refusal of Nonmailable Matter
- 8.12 Authorizing Mailability
- 8.13 Protecting Employees
- 8.14 Applicability to  
Military Postal System

## 9.0 Perishables

- 9.1 Time Factor
- 9.2 Preparation of Perishables
- 9.3 Live Animals
- 9.4 Dead Wild Animals
- 9.5 Furs, Hides, Skins, And Pelts
- 9.6 Mailing Plants
- 9.7 Nonmailable Plant Pests,  
Injurious Animals, and Illegally Taken  
Fish or Wildlife

## 10.0 Hazardous Materials

- 10.1 Definitions
- 10.2 U.S. Department of Transportation  
Regulations of Hazardous Material
- 10.3 USPS Standards for Hazardous  
Material

**600  
Basic Standards  
For All Mailing  
Services**

- 10.4 Hazard Class
- 10.5 Mailer Responsibility for Mailing Hazardous Materials
- 10.6 Mailability Rulings for Hazardous Materials
- 10.7 Warning Labels for Hazardous Materials
- 10.8 Package Markings for Hazardous Materials
- 10.9 Shipping Papers for Hazardous Materials
- 10.10 Air Transportation Prohibitions for Hazardous Materials
- 10.11 Explosives (Hazard Class 1)
- 10.12 Gases (Hazard Class 2)
- 10.13 Flammable and Combustible Liquids (Hazard Class 3)
- 10.14 Flammable Solids (Hazard Class 4)
- 10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)
- 10.16 Toxic Substances (Hazard Class 6, Division 6.1)
- 10.17 Infectious Substances (Hazard Class 6, Division 6.2)
- 10.18 Radioactive Materials (Hazard Class 7)
- 10.19 Corrosives (Hazard Class 8)
- 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)
- 10.21 Other Regulated Materials—Magnetized Materials
- 11.0 Other Restricted and Nonmailable Matter**
  - 11.1 Pistols, Revolvers, and Other Concealable Firearms
  - 11.2 Antique Firearms
  - 11.3 Rifles and Shotguns
  - 11.4 Legal Opinions on Mailing Firearms
  - 11.5 Knives and Sharp Instruments
  - 11.6 Prohibited Parcel Marking
  - 11.7 Intoxicating Liquor
  - 11.8 Matter Emitting Obnoxious Odor
  - 11.9 Liquids and Powders
  - 11.10 Motor Vehicle Master Keys and Locksmithing Devices
  - 11.11 Controlled Substances
  - 11.12 Drug Paraphernalia
  - 11.13 Household Substance
  - 11.14 Pesticide
  - 11.15 Fragrance Advertising Sample
  - 11.16 Compliance Certificate
  - 11.17 Battery-Powered Devices
  - 11.18 Odd-Shaped Items in Paper Envelopes
  - 11.19 Abortive and Contraceptive Devices
  - 11.20 Building Construction Material
- 12.0 Written, Printed, and Graphic Matter Generally**
  - 12.1 Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)
  - 12.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)
  - 12.3 Lottery Matter (18 USC 1302)
  - 12.4 Advertising Matter
  - 12.5 Other Nonmailable Matter
  - 12.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))
  - 12.7 Skill Contests (39 USC 3001(K)(3)(B))
  - 12.8 Facsimile Check (39 USC § 3001(K)(3)(C))
  - 12.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))
  - 12.10 Removal of Names from Mailing Lists (39 USC § 3001(L))
  - 12.11 Unauthorized Decisions by Postmasters
  - 12.12 Refusal Due to Improper Preparation

**602  
Addressing**

**1.0 Elements of Addressing**

- 1.1 Clear Space
- 1.2 Delivery Address
- 1.3 Address Elements
- 1.4 Complete Addresses
- 1.5 Return Addresses
- 1.6 Ancillary Services
- 1.7 Attachment of Different Class
- 1.8 ZIP Codes
- 1.9 Additional Addressing Standards by Class



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

### **2.0 Restrictions**

- 2.1 Dual Address
- 2.2 More Than One Post Office
- 2.3 Mail Addressed to CMRAs

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

- 3.1 General Information
- 3.2 Simplified Address
- 3.3 Occupant Address
- 3.4 Exceptional Address

### **4.0 Detached Address Labels (DAL)**

- 4.1 DAL Use
- 4.2 Label Preparation
- 4.3 Mail Preparation
- 4.4 Disposition of Excess or Undeliverable Material
- 4.5 Postage

### **4.0 Postage Meters (Postage Evidencing Systems)**

- 4.1 Basic Information
- 4.2 Licensing
- 4.3 Licensed User's Responsibilities
- 4.4 Manually Reset Generation 1 Postage Meters
- 4.5 Remote Reset Generation 1 Postage Meters
- 4.6 PSD Meters and IBI Meters
- 4.7 Indicia—General Information
- 4.8 Indicia
- 4.9 Special Indicia
- 4.10 Mailings
- 4.11 Authorization to Produce and Distribute Meters

### **5.0 PC Postage**

- 5.1 Initialization, Authorization, Check In, and Installation
- 5.2 Check Out and Withdrawal
- 5.3 Location of Setting
- 5.4 Paying for Postage Settings
- 5.5 Resetting a PC Postage System
- 5.6 Postage Refunds
- 5.7 Postage Adjustment for Faulty Postal Security Devices (PSDs)

### **6.0 Permit Imprint (Indicia)**

- 6.1 General Standards
- 6.2 Suspension and Revocation
- 6.3 Indicia Design, Placement, and Content

### **7.0 Payment of Postage**

- 7.1 Basic Standards
- 7.2 Unpaid Mailable Matter for Private Delivery
- 7.3 Payment for Postage Due Mail
- 7.4 Advance Deposit Account
- 7.5 Annual Accounting Fee for Extra Services

### **8.0 Computing Postage**

- 8.1 General Standards

### **9.0 Insufficient or Omitted Postage**

- 9.1 Insufficient Postage
- 9.2 Omitted Postage
- 9.3 Mailable Matter Without Postage in or on Mail Receptacles

## 604

### Postage Payment Methods

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#### **1.0 Stamps**

- 1.1 Postage Stamp Denominations
- 1.2 Postage Stamps Valid for Use
- 1.3 Postage Stamps Invalid for Use
- 1.4 Imitations of Stamps
- 1.5 Imitations of Markings
- 1.6 Stamp Reproduction
- 1.7 Position of Stamp on Mailpiece
- 1.8 Reuse of Stamps
- 1.9 Perforating Stamps
- 1.10 Special Standards for Semipostal Stamps
- 1.11 Paying for Stamps
- 1.12 Seals and Stickers

#### **2.0 Stamped Stationery**

- 2.1 Plain Stamped Envelope
- 2.2 Personalized Stamped Envelopes
- 2.3 Other Stationery

#### **3.0 Precanceled Stamps**

- 3.1 General Information
- 3.2 Permit to Use Precanceled Stamps
- 3.3 Precancellation of Stamps by USPS
- 3.4 Precancellation of Stamps by Mailer
- 3.5 Stamp Collectors
- 3.6 Using High Value Stamps

## 600 Basic Standards For All Mailing Services

### 10.0 Refunds and Exchanges

- 10.1 Stamp Exchanges
- 10.2 Postage and Fee Refunds
- 10.3 Refund Request for Postage Evidencing Systems and Metered Postage
- 10.4 Value Added Refunds
- 10.5 Express Mail Postage Refund

### 11.0 Revenue Deficiency

- 11.1 General
- 11.2 Nonprofit Standard Mail

## 607

### Mailer Compliance and Appeals of Classification Decisions

#### 1.0 Mailer Compliance With Mailing Standards

- 1.1 Mailer Responsibility
- 1.2 Postage Payment
- 1.3 Request for Exception to Standards

#### 2.0 Rulings on Mailing Standards

- 2.1 Local Decision
- 2.2 Expedited Oral Decision
- 2.3 Classification While Appeal Pending
- 2.4 Decisions on National Rulings
- 2.5 PCSC Decision
- 2.6 Corresponding Standards

## 608

### Postal Information and Resources

#### 1.0 About the Domestic Mail Manual (DMM)

- 1.1 Content of the DMM
- 1.2 Copies of the DMM
- 1.3 Revisions to the DMM
- 1.4 Terms in the DMM

#### 2.0 Domestic Mail

- 2.1 Definition of "Domestic"
- 2.2 Mail Treated as Domestic
- 2.3 International Mail

#### 3.0 Post Offices and Holidays

- 3.1 Management of Post Offices
- 3.2 Holiday Service

### 4.0 Philatelic (Stamp Collecting) Services

- 4.1 Basic Standards
- 4.2 Special Cancellations

### 5.0 Private Express Statutes

- 5.1 Private Express Statutes

### 6.0 Complaints and Postal Law Violations

- 6.1 Consumer Complaints and Inquiries
- 6.2 Postal Law Violations

### 7.0 Trademarks and Copyrights of the USPS

- 7.1 Trademarks and Service Marks
- 7.2 Copyrights
- 7.3 Inquiries about USPS Trademarks and Copyrights

### 8.0 USPS Contact Information

- 8.1 Postal Service
- 8.2 Federal Agencies
- 8.3 Other Agencies
- 8.4 PCSC and District Business Mail Entry Offices Contact Information

## 609

### Filing Indemnity Claims for Loss or Damage

#### 1.0 General Filing Instructions

- 1.1 Extra Services With Indemnity
- 1.2 Bulk Insured Claims
- 1.3 Who May File for Loss or Damage
- 1.4 When to File for Loss or Damage
- 1.5 Where to File for Loss or Damage
- 1.6 How to File for Loss or Damage
- 1.7 Filing Duplicate Claims for Loss or Damage

#### 2.0 Providing Proof of Loss or Damage

- 2.1 Missing Contents
- 2.2 Proof of Damage
- 2.3 Proof of Loss

#### 3.0 Providing Evidence of Insurance and Value

- 3.1 Evidence of Insurance
- 3.2 Evidence of Value

#### 4.0 Claims

- 4.1 Payable Claim
- 4.2 Payable Express Mail Claim
- 4.3 Nonpayable Claims

## 700 Special Standards

### TOPICS

- 703 Nonprofit Standard  
Mail and Other  
Unique Eligibility
- 705 Advanced Preparation  
and Special Postage  
Payment Systems
- 707 Periodicals
- 708 Technical  
Specifications
- 709 Experimental  
Classifications  
and Rates

## 703 Nonprofit Standard Mail and Other Unique Eligibility

### 1.0 Nonprofit Standard Mail

- 1.1 Basic Standards
- 1.2 Qualified Nonprofit Organizations
- 1.3 Qualified Political Committees and  
State or Local Voting Registration  
Officials
- 1.4 Ineligible Organizations
- 1.5 Identification of Nonprofit  
Organization
- 1.6 Eligible and Ineligible Matter
- 1.7 Authorization—Original Application
- 1.8 Authorization—At Additional Offices
- 1.9 Mailing While Application Pending
- 1.10 Ruling on Application
- 1.11 Revocation

### 2.0 Overseas Military Mail

- 2.1 Basic Standards
- 2.2 Addressing Military Mail
- 2.3 General Restrictions
- 2.4 Military Ordinary Mail (MOM)
- 2.5 Parcel Airlift (PAL)
- 2.6 Express Mail Military Service (EMMS)
- 2.7 Delivery of Military Mail

### 3.0 Department of State Mail

- 3.1 Availability
- 3.2 Conditions For Authorized Mail
- 3.3 Mail Security

### 4.0 Mail Sent by U.S. Armed Forces

- 4.1 Letters Sent Postage Collect
- 4.2 Matter Sent Free

### 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

- 5.1 Basic Information
- 5.2 Matter Sent To Blind or Other  
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- 2.1 Presort Accuracy Validation and Evaluation (PAVE)

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- 4.4 Discounts
- 4.5 Request to Participate
- 4.6 Decision on Request
- 4.7 USPS Suspension

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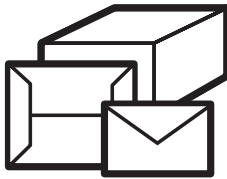
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# 100

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



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# **Retail Mail**

## **Design Standards**

101 Physical Standards

102 Elements on the Face of a Mailpiece





# 101 Physical Standards

## Overview

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- [3.0 Physical Standards for Parcels](#)
- [4.0 Additional Physical Standards for Express Mail](#)
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## 1.0 Physical Standards for Letters

### 1.1 Minimum and Maximum Size

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4-inch thick. [C050.2.1]

### 1.2 Nonmachinable Criteria

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see [601.1.3](#) to determine the length, height, top, and bottom of a mailpiece):

- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, or enclosed in any plastic material.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see [601.11.18](#), *Odd-Shaped Items in Paper Envelopes*).
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- f. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- g. Has a delivery address parallel to the shorter dimension of the mailpiece.
- h. Is a self-mailer with a folded edge perpendicular to the address if the piece is not folded and secured according to [201.3.14.2](#).
- i. Is a booklet-type piece with the bound edge (spine) along the shorter dimension of the piece or at the top, regardless of the use of tabs, wafer seals, or other fasteners. [C050.2.2]



101.2.1

## 2.0 Physical Standards for Flats

### 2.1 General Definition

Flat-size mail is:

- a. More than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
- b. Not more than 15 inches long, or more than 12 inches high, or more than 3/4 inch thick.
- c. Unwrapped, sleeved, wrapped, or enveloped. [C050.3.1]

## 3.0 Physical Standards for Parcels

### 3.1 Maximum Dimensions

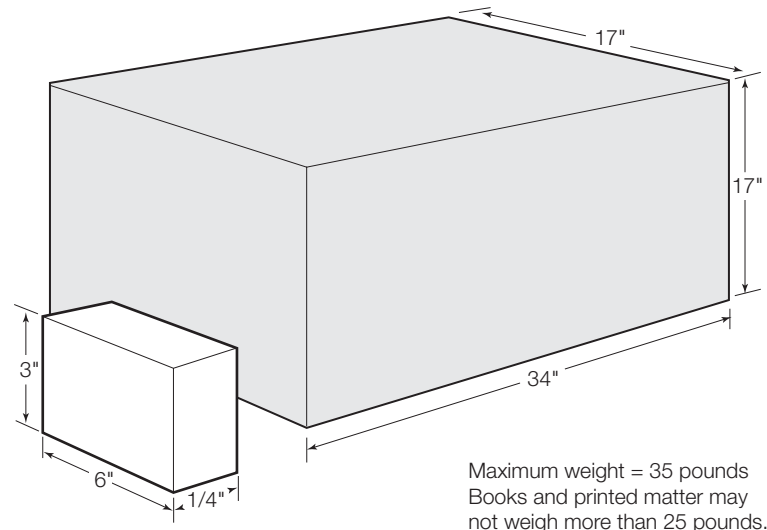
No mailpiece may weigh more than 70 pounds. Except for Parcel Post (see [7.0, Additional Physical Standards for Parcel Post](#)), no mailpiece may measure more than 108 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. [C010.1.2]

### 3.2 Machinable Parcels

A machinable parcel is any piece that is (see [Exhibit 3.2, Machinable Parcel Dimensions](#)):

- a. Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight. (A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under [601.1.1](#).)
- b. Not more than 34 inches long, or 17 inches high, or 17 inches thick, or 35 pounds in weight. For books, or other printed matter, the maximum weight is 25 pounds. [C050.4.1]



**Exhibit 3.2 Machinable Parcel Dimensions**

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

[C050.1.0]

**3.3 Soft Goods and Enveloped Printed Matter**

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in 601.2.0 are met. [C050.4.2]

**3.4 Irregular Parcels**

An irregular parcel is a parcel not meeting the dimensional criteria in 3.2, *Machinable Parcels*. This processing category also includes parcels that cannot be processed by Bulk Mail Center parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels. [C050.5.0]

**3.5 Outside Parcel**

An outside parcel is a parcel that exceeds any of the maximum dimensions for a machinable parcel. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable



### 101.4.1

(regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight. [C050.6.0]

## 4.0 Additional Physical Standards for Express Mail

### 4.1 Physical Standards of Mailpieces

Each piece of Express Mail may not weigh more than 70 pounds. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to Express Mail addressed to certain APOs and FPOs. [C500.1.0]

### 4.2 Outside Parcels

Express Mail items not required to be presented in a pouch (outside parcels) must be large enough to hold the required mailing labels and indicia without bending or folding on a single optical plane. [C500.2.0]

## 5.0 Additional Physical Standards for Priority Mail

### 5.1 Physical Standards of Mailpieces

The maximum weight is 70 pounds. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size and weight standards apply for some APO and FPO mail subject to [703.2.0, Overseas Military Mail](#), and [703.4.0, Mail Sent by U.S. Armed Forces](#), and for Department of State mail subject to [703.3.0](#). [E120.1.2]

### 5.2 Two or More Packages

Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits. [C100.1.3]

### 5.3 Balloon Rate

Items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged the rate for a 15-pound parcel for the zone to which it is addressed. [E120.2.3]

## 6.0 Additional Physical Standards for First-Class Mail

### 6.1 Maximum Weight and Size

Matter at First-Class Mail rates cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail ([123, Rates and Eligibility](#)). The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches. Lower size or weight standards apply to mail claimed at certain rates or addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail subject to [703.3.0](#). [C100.1.1]



## 6.2 Minimum Standards

Pieces are subject to the minimum standards in [601.1.1](#) and may be subject to other minimum dimensions, based on the standards for specific rates. [C100.1.2]

## 6.3 Cards Claimed at Card Rates

### 6.3.1 Card Rate

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from the Postal Service with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card rate, a card and each half of a double card must meet the physical standards in [6.3](#) and the applicable eligibility and preparation standards for the rate claimed. Ineligible cards are subject to letter-size rates. Cards may be prepared and mailed at the First-Class Mail single-piece card rate, Presorted card rate, or automation card rates. [E110.3.0]

### 6.3.2 Postcard Dimensions

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

- a. Rectangular.
- b. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- c. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick. [C100.2.1]

### 6.3.3 Other Cards

A card that does not meet the applicable standards in [6.3](#) must not bear the words "Postcard" or "Double Postcard." [C100.2.2]

### 6.3.4 Paper or Card Stock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings. [C100.2.3]

### 6.3.5 Acceptable Attachments

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [Exhibit 202.2.1](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half. [C100.2.4]



#### **6.3.6 Unacceptable Attachment**

A card may not bear an attachment that is:

- a. Other than paper.
- b. Not totally adhered to the card surface.
- c. An encumbrance to postal processing. [C100.2.5]

#### **6.3.7 Tearing Guides**

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card. [C100.2.8]

#### **6.3.8 Address Side of Cards**

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the rate claimed. For the purposes of 6.3, miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message. [C100.2.6]

#### **6.3.9 Special Rules for Single-Piece Rate Cards**

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

- a. Have addresses that include the correct ZIP Code or ZIP+4 code.
- b. Have postage paid with permit imprints, meter stamps, or precanceled stamps.
- c. Be prepared under 235.5.3, *Machinable Preparation*. [C100.2.7]

#### **6.3.10 Double Cards**

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

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



- d. The first half of a double card must be detached when the reply half is mailed for return. [C100.2.9]

#### **6.3.11 Enclosures**

Enclosures in double postcards are prohibited at card rates. [C100.3.0]

### **6.4 Nonmachinable Pieces**

#### **6.4.1 Nonmachinable Letters**

Letter-size pieces that weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in 1.2 are subject to the nonmachinable surcharge (see 133.1.9). Pieces mailed at the card rate are not subject to the nonmachinable surcharge. [C100.4.0]

#### **6.4.2 Nonmachinable Flats and Parcels**

Nonletters (flats and parcels) that weigh 1 ounce or less are subject to the nonmachinable surcharge (see 133.1.9) if any one of the following applies (see 601.1.3, *Length and Height*, for how to determine the length and height of a mailpiece):

- a. The piece is more than 1/4-inch thick.
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.
- c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5. [C100.4.0]

### **6.5 Two or More Packages**

Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits. [C100.1.3]

## **7.0 Additional Physical Standards for Parcel Post**

### **7.1 Dimension and Weight Standards**

These standards apply to Parcel Post:

- a. No piece may weigh more than 70 pounds.
- b. Parcel Post pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized rate.
- c. Parcel Post pieces measuring over 84 inches in combined length and girth, but not more than 108 inches in combined length and girth, and weighing less than 15 pounds are mailable at the rate equal to that of a 15-pound parcel for the zone to which the parcel is addressed (balloon rate).
- d. Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.



101.7.2

- e. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#). [C700.1.0]

### 7.2 Nonmachinable Parcel Post Standards

Mailpieces described in this section that are mailed at the Inter-BMC/ASF Parcel Post or Intra-BMC/ASF Parcel Post rates are subject to the applicable nonmachinable surcharge in [153.1.0, Parcel Post Rates and Fees](#), unless the applicable special handling fee is paid. An oversized parcel as described in [7.1b](#) is not subject to the nonmachinable surcharge. Mailpieces are nonmachinable if they meet any of the following criteria:

- a. A parcel more than 34 inches long, 17 inches wide, or 17 inches high.
- b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
- c. A parcel that weighs less than 6 ounces or more than 35 pounds.
- d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- e. An insecurely wrapped or metal-banded parcel.
- f. A can, roll, or tube, or wooden or metal box.
- g. Books, printed matter, or business forms weighing more than 25 pounds.
- h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
- i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under [3.2](#) through [3.4](#) in *Physical Standards for Parcels* and to be identified by the words "Machinable in United States Postal Service Equipment" permanently attached as a nontransferable decal in the lower right corner of the case.
- j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used. [C700.2.0]

## 8.0 Additional Physical Standards for Bound Printed Matter

### 8.1 Physical Standards for Bound Printed Matter

These standards apply to Bound Printed Matter:

- a. Pieces sent at Bound Printed Matter rates may not weigh more than 15 pounds.
- b. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.



- d. Lower size standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#). [C700.1.0]

## 9.0 Additional Physical Standards for Media Mail

### 9.1 Dimension and Weight Standards

These standards apply to Media Mail:

- a. No piece may weigh more than 70 pounds.
- b. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#). [C700.1.0]

## 10.0 Additional Physical Standards for Library Mail

### 10.1 Dimension and Weight Standards

These standards apply to Library Mail:

- a. No piece may weigh more than 70 pounds.
- b. The combined length and girth of a piece (i.e., the length of its longest side plus the distance around its thickest part) may not exceed 108 inches.
- c. Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- d. Lower size or weight standards apply to mail addressed to certain APOs and FPOs, subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#). [C700.1.0]





## 102 Elements on the Face of a Mailpiece

### Overview

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

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements. [A010.1.5]

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. The piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [2.0](#) for address placement; see [602](#) for additional information regarding addressing.) [A010.1.1]

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail. [P011.1.1]

### 2.0 Address Placement for Letters

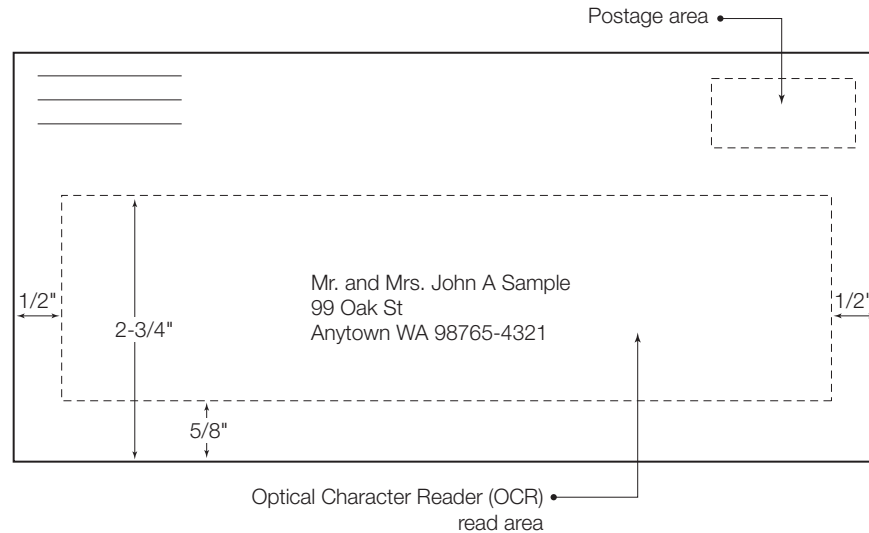
#### 2.1 Delivery Address Placement

On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see [Exhibit 2.1, OCR Read Area](#)):

- a. Left: 1/2 inch from the left edge of the piece.
- b. Right: 1/2 inch from the right edge of the piece.
- c. Top: 2-3/4 inches from the bottom edge of the piece.
- d. Bottom: 5/8 inch from the bottom edge of the piece. [A010.1.3]



### Exhibit 2.1 OCR Read Area



[Exhibit A010.1.3]

### 2.2 Address Placement Causing Mail to be Nonmailable or Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. [A010.1.4]

## 3.0 Placement and Content of Mail Markings

### 3.1 Placement of Priority Mail Marking

The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of Priority Mail. Matter mailed in USPS-provided Priority Mail packaging is subject to Priority Mail rates regardless of how the packaging is reconfigured or how markings may be obliterated. If shipping address labels are used, it is recommended that they contain the Priority Mail service indicator composed of two elements, the service icon and service banner (see [Exhibit 3.1, Priority Mail Service Indicator](#)):

- a. The service icon should appear in a 1-inch square in the upper left corner of the shipping label. The letter "P" must be printed inside the 1-inch square and must be 0.75 inches (3/4") or greater. A minimum 3/4-point line must border the 1-inch square.
- b. The service banner should appear directly below the postage payment area and the service icon, and it should extend across the shipping label. When the service banner is used, the text "USPS PRIORITY MAIL" must be printed in



minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text. [E120.1.4]

### Exhibit 3.1 Priority Mail Service Indicator



[Exhibit E120.1.4]

### 3.2 Placement of First-Class Markings

Each single-piece rate First-Class Mail piece must have a delivery address but is not required to bear the rate marking “First-Class” or “First-Class Mail.” [M110.1.0]

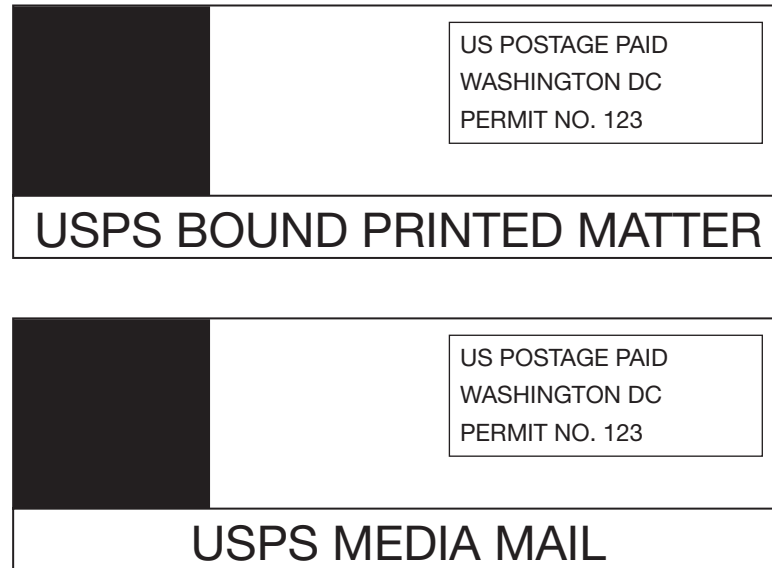
### 3.3 Placement of Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings

The basic required Package Services subclass marking—“Parcel Post” or “PP,” “Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail”—must be printed on each piece claimed at the respective rate. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 3.3, Package Services Indicators](#)):

- a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., “PARCEL POST,” “BOUND PRINTED MATTER”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text. [M012.3.1]



### Exhibit 3.3 Package Services Indicators



[Exhibit M012.3.1]

## 4.0 Endorsement Placement

### 4.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4, \*Holding Mail\*](#), or carrier release under [508.1.2, \*Carrier Release for Uninsured Parcels\*](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.1](#) and [507.1.8 in \*Treatment of Mail\*](#)), subject to the corresponding standards for use and availability. [M012.4.1]

### 4.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number). [M012.4.2]

### 4.3 Placement of Endorsement

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.

- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
  - 1. Directly below the return address.
  - 2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
  - 3. Directly to the left of the postage area and below or to the left of any rate marking.
  - 4. Directly below the postage area and below any rate marking. [M012.4.3]

**4.4 Physical Standards for Endorsements**

The endorsement or, if combined, endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any rate marking if the endorsement is clear and legible. [M012.4.4]



## **110 Retail Mail Express Mail**

113 Rates and Eligibility

114 Postage Payment Methods

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116 Deposit





# 113 Rates and Eligibility

## Overview

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

## 1.0 Express Mail Rates and Fees

### 1.1 Rates Charged Per Piece

Express Mail postage is charged for each addressed piece according to its weight and the service option chosen by the mailer. For shipments presented in Express Mail pouches under an Express Mail Custom Designed Service agreement, each pouch is considered an addressed piece. [E500.1.5]

### 1.2 Express Mail Rate Application

Except under [1.4, Flat-Rate Envelope](#), Express Mail rates are charged per 0.5 pound through 1 pound, and in 1 pound increments over 1 pound. Through 1 pound, any fraction of a 0.5 pound is considered a whole 0.5-pound unit; more than 1 pound, any fraction of a pound is considered a whole pound. For example, if a piece weighs 0.25 pound, the weight (postage) increment is 0.5 pound; if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is that for a piece weighing 0.5 pound. [P013.2.2]

### 1.3 Express Mail Rates—All Service Features

See [Exhibit 1.3 Express Mail Rates—All Service Features \(Same Day Airport Service Suspended\)](#). [R500.1.0]

### 1.4 Flat-Rate Envelope

Material mailed in the special flat-rate envelope available from the USPS is subject to the postage rate for a 1/2-pound piece at the service level requested by the customer, regardless of the actual weight of the piece. [E500.1.6]

### 1.5 Pickup Fees

#### 1.5.1 Pickup Fee

Per occurrence: \$12.50.

May be combined with Priority Mail and Package Services pickups (see [507.5.0](#)). [R500.2.1]

#### 1.5.2 Pickup Service

The required pickup fee is charged every time pickup service is provided, regardless of the number of pieces picked up, as described in [507.5.0](#). [E500.2.1]



# 113

## Retail Mail: Express Mail Rates and Eligibility

**Exhibit 1.3 Express Mail Rates—All Service Features (Same Day Airport Service Suspended)**

| Weight Not Over (pounds) | Service <sup>1</sup> |                                |                                       | Weight Not Over (pounds) | Service <sup>1</sup> |                                |                                       |
|--------------------------|----------------------|--------------------------------|---------------------------------------|--------------------------|----------------------|--------------------------------|---------------------------------------|
|                          | Custom Designed      | Next Day & Second Day PO to PO | Next Day & Second Day PO to Addressee |                          | Custom Designed      | Next Day & Second Day PO to PO | Next Day & Second Day PO to Addressee |
| 1/2 <sup>2</sup>         | \$10.70              | \$10.40                        | \$13.65                               | 40                       | \$80.75              | \$80.45                        | \$83.70                               |
| 1                        | 14.90                | 14.60                          | 17.85                                 | 41                       | 82.55                | 82.25                          | 85.50                                 |
| 2                        | 14.90                | 14.60                          | 17.85                                 | 42                       | 84.40                | 84.10                          | 87.35                                 |
| 3                        | 18.10                | 17.80                          | 21.05                                 | 43                       | 86.10                | 85.80                          | 89.05                                 |
| 4                        | 21.25                | 20.95                          | 24.20                                 | 44                       | 87.85                | 87.55                          | 90.80                                 |
| 5                        | 24.35                | 24.05                          | 27.30                                 | 45                       | 89.45                | 89.15                          | 92.40                                 |
| 6                        | 27.45                | 27.15                          | 30.40                                 | 46                       | 90.80                | 90.50                          | 93.75                                 |
| 7                        | 30.50                | 30.20                          | 33.45                                 | 47                       | 92.45                | 92.15                          | 95.40                                 |
| 8                        | 31.80                | 31.50                          | 34.75                                 | 48                       | 93.90                | 93.60                          | 96.85                                 |
| 9                        | 33.25                | 32.95                          | 36.20                                 | 49                       | 95.30                | 95.00                          | 98.25                                 |
| 10                       | 34.55                | 34.25                          | 37.50                                 | 50                       | 96.80                | 96.50                          | 99.75                                 |
| 11                       | 36.25                | 35.95                          | 39.20                                 | 51                       | 98.40                | 98.10                          | 101.35                                |
| 12                       | 38.90                | 38.60                          | 41.85                                 | 52                       | 99.80                | 99.50                          | 102.75                                |
| 13                       | 40.80                | 40.50                          | 43.75                                 | 53                       | 101.35               | 101.05                         | 104.30                                |
| 14                       | 41.85                | 41.55                          | 44.80                                 | 54                       | 102.80               | 102.50                         | 105.75                                |
| 15                       | 43.15                | 42.85                          | 46.10                                 | 55                       | 104.30               | 104.00                         | 107.25                                |
| 16                       | 44.70                | 44.40                          | 47.65                                 | 56                       | 105.85               | 105.55                         | 108.80                                |
| 17                       | 46.20                | 45.90                          | 49.15                                 | 57                       | 107.30               | 107.00                         | 110.25                                |
| 18                       | 47.60                | 47.30                          | 50.55                                 | 58                       | 108.85               | 108.55                         | 111.80                                |
| 19                       | 49.05                | 48.75                          | 52.00                                 | 59                       | 110.45               | 110.15                         | 113.40                                |
| 20                       | 50.50                | 50.20                          | 53.45                                 | 60                       | 112.20               | 111.90                         | 115.15                                |
| 21                       | 51.95                | 51.65                          | 54.90                                 | 61                       | 114.10               | 113.80                         | 117.05                                |
| 22                       | 53.40                | 53.10                          | 56.35                                 | 62                       | 115.85               | 115.55                         | 118.80                                |
| 23                       | 54.90                | 54.60                          | 57.85                                 | 63                       | 117.55               | 117.25                         | 120.50                                |
| 24                       | 56.30                | 56.00                          | 59.25                                 | 64                       | 119.50               | 119.20                         | 122.45                                |
| 25                       | 57.70                | 57.40                          | 60.65                                 | 65                       | 121.20               | 120.90                         | 124.15                                |
| 26                       | 59.20                | 58.90                          | 62.15                                 | 66                       | 123.10               | 122.80                         | 126.05                                |
| 27                       | 60.60                | 60.30                          | 63.55                                 | 67                       | 124.80               | 124.50                         | 127.75                                |
| 28                       | 62.10                | 61.80                          | 65.05                                 | 68                       | 126.70               | 126.40                         | 129.65                                |
| 29                       | 63.55                | 63.25                          | 66.50                                 | 69                       | 128.45               | 128.15                         | 131.40                                |
| 30                       | 65.00                | 64.70                          | 67.95                                 | 70                       | 130.25               | 129.95                         | 133.20                                |
| 31                       | 66.45                | 66.15                          | 69.40                                 |                          |                      |                                |                                       |
| 32                       | 67.95                | 67.65                          | 70.90                                 |                          |                      |                                |                                       |
| 33                       | 69.30                | 69.00                          | 72.25                                 |                          |                      |                                |                                       |
| 34                       | 70.85                | 70.55                          | 73.80                                 |                          |                      |                                |                                       |
| 35                       | 72.20                | 71.90                          | 75.15                                 |                          |                      |                                |                                       |
| 36                       | 73.75                | 73.45                          | 76.70                                 |                          |                      |                                |                                       |
| 37                       | 75.40                | 75.10                          | 78.35                                 |                          |                      |                                |                                       |
| 38                       | 77.20                | 76.90                          | 80.15                                 |                          |                      |                                |                                       |
| 39                       | 78.95                | 78.65                          | 81.90                                 |                          |                      |                                |                                       |

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

[R500.1.0]

## 1.6 Delivery Stop

### 1.6.1 Additional Fee

Express Mail Custom Designed Service items are subject to an additional fee for each delivery stop for items presented for delivery to addressee. [E500.4.3]

### 1.6.2 Fee for Delivery Stops

Custom Designed Service only, each: \$12.50. [R500.2.2]

## 1.7 Computing Postage—Express Mail

Determine single-piece weight and weight (postage) increment for each addressed piece. For Express Mail, affix postage to each piece under [114.1.2, Affixing Postage—Single-Piece Rate Mailings](#), or pay the postage through a corporate account or, for Express Mail Manifesting items ([705.2.6](#)), pay postage through a corporate account. [P013.6.0]

## 2.0 Basic Eligibility Standards for Express Mail

### 2.1 Definition of Express Mail

Express Mail is an expedited postal service available in five basic domestic service offerings: Same Day Airport Service (Suspended), Custom Designed Service, Next Day Service, Second Day Service, and Military Service, for shipping any mailable matter, subject to the standards below. Global Express Mail is available between the United States and most foreign countries (see the *International Mail Manual*). [E500.1.2]

### 2.2 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail and Express Mail. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate. [E110.1.3]

## 3.0 Content Standards for Express Mail

### 3.1 Basic Classification

Express Mail is considered closed against postal inspection. [E500.1.1]

### 3.2 Eligibility

All mailable matter may be sent as Express Mail, except Customized MarketMail under [705.1.0](#) or other matter prohibited by the respective standards. [E110.1.1]

### 3.3 Written or Typewritten Matter

Matter wholly or partially in handwriting or typewriting must be mailed as First-Class Mail or Express Mail, except authorized additions to Periodicals, Standard Mail, and Package Services and written or typewritten matter in Library Mail and Media Mail, as permitted by the corresponding standards. [E110.1.2]



113.3.4

### 3.4 Correspondence

Matter that has the character of actual and personal correspondence must be mailed as First-Class Mail or Express Mail. [E110.1.4]

### 3.5 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail or Express Mail according to these definitions:

- a. A *bill* is a request for payment of a definite sum of money claimed to be owing by the addressee to the sender or a third party. The mere assertion of a debt in a definite sum combined with a demand for payment is sufficient to make the message a bill.
- b. A *statement of account* is the assertion of a debt in a definite amount owed by the addressee to the sender or a third party but does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or on demand or billing at a later date.
- c. A bill or statement of account must present enough details of a debt to inform the debtor of the amount the debtor must pay to acquit himself or herself of the debt. Neither a bill nor a statement of account need state the precise amount if the bill or statement contains enough information to enable the debtor to determine the exact amount of the claim asserted.
- d. A bill or statement of account does not lose that character just because the amount claimed is not, in fact, owing or may not be legally collectible.

[E110.1.5]

### 3.6 Examples

These are examples of material that must be mailed at First-Class Mail or Express Mail rates:

- a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of this matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to First-Class postage if it has the character of actual and personal correspondence.
- b. Autograph albums containing writing.
- c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
- d. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.
- e. Printed price lists containing written figures changing individual items.
- f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.
- g. Any matter marked "Postcard" or "Double Postcard." [E110.1.6]

## 4.0 Service Features of Express Mail

### 4.1 General

The service features are as follows:

- a. Customers may access delivery information on the Internet by visiting [www.usps.com](http://www.usps.com) or calling 1-800-222-1811 toll-free and providing the article number. A delivery record, including the recipient's signature, will be faxed or mailed upon request.
- b. When a waiver of signature is authorized by the customer, the delivery employee signs upon delivery if the addressee or addressee's agent is not available. The item must be left in a secure location. Customers who waive the signature requirement will be provided only the delivery date and will not receive an image of the signature when accessing the delivery record on the Internet or when calling the toll-free number. Restrictions for waiver of signature are defined in [503.1.1.6, Insurance and Indemnity](#), and [503.1.1.7, Additional Insurance](#).  
[E500.1.3]

### 4.2 Express Mail Next Day Service

#### 4.2.1 Where Available

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

[E500.5.1]

#### 4.2.2 Where Not Available

Next Day Service may not be available at or between all post offices or at all times of deposit. An Express Mail Next Day Service directory, showing detailed local information about Express Mail Next Day Service, is available at post offices.

[E500.5.2]

#### 4.2.3 Acceptance Times

Express Mail Next Day Service mail must be presented by the times authorized by the postmaster. Express Mail Next Day Service items mailed after the time authorized by the postmaster are accepted for delivery on the second day after mailing, subject to the standards for this service, unless the item was:

- a. Delayed by strike or work stoppage.
- b. Made available for claim, or delivery was attempted within the times specified by the standards for this service, and then the item was delayed because forwarding or return service was provided. [E500.5.3]

#### 4.2.4 Post Office to Post Office

Under Post Office to Post Office Service, items presented under [4.2.1, Where Available](#), are available for claim by the addressee at the destination facility by 10 a.m. of the next day the destination office is open for retail business. [E500.5.4]



#### **4.2.5 Post Office to Addressee**

Under Post Office to Addressee Service, items presented under [4.2.1](#) are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. of the next day. If delivery is not made, the addressee is notified and a second delivery attempted. [E500.5.5]

#### **4.2.6 Express Mail Next Day Service Refunds**

For Express Mail Next Day Service, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#). [D500.1.3]

### **4.3 Express Mail Second Day Service**

#### **4.3.1 Availability**

Express Mail Second Day Service is available to any 3-digit or 5-digit ZIP Code destination not listed in the Next Day Service directory mentioned in [4.2.2](#). [E500.6.3]

#### **4.3.2 Acceptance**

Express Mail Second Day Service is accepted at designated USPS facilities, at Express Mail collection boxes, and through pickup service. [E500.6.1]

#### **4.3.3 Acceptance Times**

Express Mail Second Day Service shipments must be presented by 5 p.m., or such later time authorized by the postmaster. For Second Day Service, the USPS refunds postage for an item not available for customer pickup or for which delivery was not attempted, subject to the standards for this service, unless the item was:

- a. Delayed by strike or work stoppage.
- b. Made available for claim, or delivery was attempted within the times specified by the standards for this service, and then the item was delayed because forwarding or return service was provided. [E500.6.2]

#### **4.3.4 Post Office to Post Office**

Under Post Office to Post Office Service, items presented under [4.3.3](#) are available for claim by the addressee at the destination facility by 10 a.m. of the second day that the destination office is open for retail business. [E500.6.4]

#### **4.3.5 Post Office to Addressee**

Under Post Office to Addressee Service, items presented under [4.3.3](#) are delivered to an addressee within the designated delivery area of the destination facility by noon or 3 p.m. of the second day. If delivery is not made, the addressee is notified and a second delivery attempted. [E500.6.5]

#### **4.3.6 Express Mail Second Day Service Refunds**

For Express Mail Next Day Service, the USPS refunds the postage for an item not available for customer pickup at destination or for which delivery to the addressee was not attempted, subject to the standards for this service, unless the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#). [D500.1.3]

#### 4.4 Express Mail Same Day Airport Service (Suspended)

##### 4.4.1 Availability

This service is not currently available. [E500.3.0]

##### 4.4.2 Express Mail Same Day Airport Service Refunds

For Express Mail Same Day Airport Service, the USPS refunds the postage for an item not available for customer pickup at destination by the time specified at acceptance, unless the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#). [D500.1.1]

#### 4.5 Express Mail Custom Designed Service

##### 4.5.1 Availability

Express Mail Custom Designed Service is available to and from any location in the United States. [E500.4.1]

##### 4.5.2 Scheduled Basis

Express Mail Custom Designed Service is available only on a scheduled basis between designated USPS facilities or other designated locations for mailable matter presented under the service agreement between the USPS and the mailer. [E500.4.2]

##### 4.5.3 Additional Fee

Express Mail Custom Designed Service items are subject to an additional fee for each delivery stop for items presented for delivery to addressee. [E500.4.3]

##### 4.5.4 Required Service Agreement

A service agreement is required before mailings may be made under Express Mail Custom Designed Service. An Express Mail Manifesting agreement is required for all manifested Express Mail items accepted under [705.2.6, Express Mail Manifesting Agreements](#). [E500.1.8]

##### 4.5.5 Service Agreement Information

Each Express Mail Custom Designed Service Agreement must specify the scheduled:

- a. Place and day or date of origin for each shipment presented for service to each specific destination.
- b. Place and day or date for claim or delivery at destination for each scheduled shipment.
- c. Times of day for presenting at origin and for claim or delivery at destination.

[E500.4.4]

##### 4.5.6 Service Commencement

Service provided under a service agreement must begin not more than 10 days after the signed service agreement is presented to the USPS. [E500.4.5]

##### 4.5.7 Changes in Destination Address (changes)

At least 30 days' advance notice is required to change the Express Mail destination address for origin caller service mail (accelerated reply mail). [E500.4.6]



113.4.5.8

### **4.5.8 Termination by USPS**

Express Mail Custom Designed Service provided under a service agreement may be terminated by the USPS on 10 days' written notice to the mailer, if service cannot be provided for reasons beyond the control of the USPS or because of changes in USPS facilities or operations, or if the mailer fails to adhere to the terms of the service agreement or these standards. [E500.4.7]

### **4.5.9 Termination by Mailer**

A service agreement may be terminated by the mailer for any reason by notice to the USPS. [E500.4.8]

### **4.5.10 Express Mail Custom Designed Service Refunds**

For Express Mail Custom Designed Service, the USPS refunds the postage for an item not available for customer pickup at destination or not delivered to the addressee within 24 hours of mailing, unless the item was mailed under a service agreement that provides for delivery more than 24 hours after scheduled presentation at the point of origin or if the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#). [D500.1.2]

## **4.6 Express Mail Military Service (EMMS)**

### **4.6.1 Express Mail Military Service Objectives**

For Express Mail Military Service (EMMS), items presented at APO/FPO facilities before the published cut-off time are delivered the second day after acceptance. Items presented after the published cut-off time are delivered the third day after acceptance. For EMMS, the USPS refunds postage for an item not available for customer pickup at the APO/FPO of address or for which delivery to the addressee was not attempted domestically within the times specified by the standards for this service, unless the item was delayed by Customs; the item was destined for an APO/FPO that was closed on the intended day of delivery (delivery is attempted the next business day); or the delay was caused by one of the situations in [114.3.1, Postage Not Refunded](#). [D500.1.4]

### **4.6.2 Availability**

EMMS (under [703.2.6, Express Mail Military Service \(EMMS\)](#)) is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. EMMS Custom Designed Service and EMMS drop shipment service are available to authorized APO/FPO destinations. [E500.7.1]

## **4.7 Drop Shipment**

Express Mail Custom Designed Service, Express Mail Next Day Service, and Express Mail Second Day Service may be used to expedite movement of any other class of mail from one domestic USPS facility to another by Express Mail drop shipment, subject to the corresponding standards. For more information, see [705.16.0](#). [E500.1.4]





# 114 Postage Payment Methods

## Overview

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

## 1.0 Postage Payment Methods for Express Mail

### 1.1 Payment Method

A mailer of Express Mail items may pay postage with adhesive stamps (see [604.1.0](#)), with meter stamps (see [604.4.0](#)), or through an Express Mail corporate account (see [2.0](#)). Federal agency and USPS official Express Mail may use the appropriate indicia, subject to [703.7.0, Official Mail \(Penalty\)](#). The mailer is responsible for proper payment of postage. Customers wishing to manifest Express Mail items may request authorization to use an Express Mail Manifesting System according to the procedures in [705.2.6](#). [P500.1.1]

### 1.2 Affixing Postage—Single-Piece Rate Mailings

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

[P013.1.4]

### 1.3 Prepaid Reply Postage

Meter stamps may be used to prepay reply postage on any Express Mail shipment. The mailer must place meter stamps, sufficient to prepay postage in full, on the envelope, tube, or other mailing container that bears the return address of the meter license holder. Reply mail prepaid with meter stamps is delivered only to the address of the meter license holder. If the address is altered, the mail is held for postage.

[P500.1.2]

## 2.0 Corporate Accounts

### 2.1 Availability

A corporate account is available to any mailer, subject to [2.3](#) through [2.6](#) in [Corporate Accounts](#) and the terms on Form 5639. The address provided by the mailer on Form 5639 must be valid as a condition of an account being opened.

[P500.2.1]

### 2.2 Account

Written application is required to mail with an Express Mail corporate account. Mailers must pay postage through an Express Mail corporate account for all Express Mail items accepted under the terms of an Express Mail Manifesting agreement in [705.2.6](#). [E500.1.9]



#### **2.3 Postage Liability**

The mailer must pay all postage and fees resulting from shipments presented bearing the assigned account number while the account is active and up to 30 days after the account is closed. After that, any shipment bearing the account number is refused and returned to the mailer. [P500.2.2]

#### **2.4 Minimum Balance**

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

- a. Participate in the Centralized Account Processing System (CAPS), which requires no initial deposit and no maintenance of a minimum balance.
- b. Use a personal or business credit card, which requires no initial deposit and no maintenance of a minimum balance.
- c. Make an initial deposit with cash or by check of \$250, or the total postage and fees expected during the first 4 weeks of account usage, whichever is higher. After that, the minimum balance in the account must equal an average week's postage and fees, or \$100, whichever is higher. [P500.2.3]

#### **2.5 USPS Report**

By the 10th of the month, the account holder receives a mailing activity statement for the previous month. This statement includes beginning and ending balances; deposits made; and postage and fees deducted. Accounts with activity have an itemized page included in the statement. This itemization lists each piece mailed, the mailing date, label number, origin and destination ZIP Codes, and postage and fees. Deposits, withdrawals, and adjustments also are itemized. [P500.2.4]

#### **2.6 Closing Account**

The USPS may close an account with 10 days' written advance notice to the account holder if the ending balance on the mailing activity statement is below the minimum balance required for two consecutive months. The USPS may also close an account with 10 days' written advance notice if the account remains inactive for three consecutive months, unless circumstances warrant otherwise (e.g., a seasonal mailer, positive balance, etc.). The USPS reserves the right to refer closed corporate accounts with negative balances to a collection agency. [P500.2.5]

### **3.0 Postage Refunds**

#### **3.1 Postage Not Refunded**

Postage refunds may not be available if delivery was attempted within the times required for the specific service, or if the delay of the item was caused by any of the following reasons:

- a. Properly detained for law enforcement purpose; strike or work stoppage; delayed because of an incorrect ZIP Code or address; forwarding or return service was provided after the item was made available for claim; delay or cancelation of flights. Attempted delivery occurs under any of these situations when the delivery is physically attempted, but cannot be made; the shipment is available for delivery, but the addressee made a written request that the

shipment be held for a specific day or days; the delivery employee discovers that the shipment is undeliverable as addressed before leaving on the delivery route.

- b. As authorized by USPS Headquarters, when the delay was caused by governmental action beyond the control of the USPS or air carriers; war, insurrection, or civil disturbance; breakdown of a substantial portion of the USPS transportation network resulting from events or factors outside the control of the USPS; or acts of God. [D500.1.6]



# 115 Mail Preparation

## Overview

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

## 1.0 Packaging Supplies Provided by USPS

### 1.1 Express Mail Packaging

Express Mail packaging provided by the USPS must be used only for Express Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Express Mail packaging is charged the appropriate Express Mail rate. [C010.6.2]

## 2.0 Express Mail Next Day and Second Day

### 2.1 Mailing Label

For each Express Mail item, the mailer must complete a mailing label—either Label 11-A or Label 11-E (for Post Office to Post Office Service) or Label 11-B or Label 11-F (for Post Office to Addressee Service). Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide*. [M500.3.1]

### 2.2 Waiver of Signature

A mailer sending an Express Mail item may instruct the USPS to deliver an Express Mail Next Day Service or Express Mail Second Day Service item without obtaining the signature of the addressee or the addressee's agent, if not available, by signing a waiver on Label 11-B or Label 11-F. Completion of the waiver authorizes the delivery employee to sign for the delivery of the item. The item must be left in a secure location. Customers who waive the signature requirement will be provided only the delivery date and not an image of the signature when accessing delivery information on the Internet or when calling the toll-free number. [M500.3.3]

### 2.3 ZIP Code Determination

For Express Mail Next Day Service, the mailer must determine whether the item is destined to a 3-digit ZIP Code area to which Express Mail Next Day Service is offered from the point of origin. If the destination is not listed, the mailer must use Express Mail Second Day Service. [M500.3.4]



115.3.1

### 3.0 Express Mail Custom Designed Service

#### 3.1 Forms

The mailer must complete Form 5625 and, when appropriate, Form 3877. The completed form is placed in an EP-13 envelope that is affixed to the Express Mail pouch. [M500.2.1]

#### 3.2 Waiver of Signature

Waiver of signature is not available for Express Mail Custom Designed Service. [M500.2.2]

#### 3.3 Pouches

Except under [3.2, Waiver of Signature](#) and [116, Deposit](#), all Express Mail Custom Designed Service items must be presented in sealed Express Mail pouches. [M500.2.3]

### 4.0 Express Mail Same Day Airport Service (Suspended)

#### 4.1 Security Measures

Because of aviation security and the dispatch of hazardous materials, the USPS may impose additional procedures for accepting an item for Express Mail Same Day Airport Service. USPS employees are not permitted to tell the mailer about the routing or the departure or arrival times of an Express Mail Same Day Airport Service item. [M500.1.1]

#### 4.2 Mailing Label

The mailer must complete a mailing label (Label 11-C) for each item. [M500.1.2]

#### 4.3 Outside Piece

An item that does not fit into an Express Mail pouch or that must be mailed as an outside piece may be accepted if documentation for the item is securely attached and the piece is identified as Express Mail with Label 63. [M500.1.3]

#### 4.4 Tag 2705

Each Express Mail Same Day Airport Service pouch or outside item (i.e., a piece that cannot fit into a mailing container) must have Tag 2705 attached to the pouch closure staple under the hasp. On outside items, the tag must be fastened near the attached Label 63. [M500.1.4]

### 5.0 Firm Mailing Book

#### 5.1 Completing a Firm Mailing Book

Form 3877 is available at no cost to any mailer who mails an average of three or more Express Mail items at one time, following these instructions:

- a. The mailer must prepare Express Mail Custom Designed Service and Express Mail Next Day Service or Second Day Service items as described above.
- b. Form 3877 must be presented with the items to be mailed.

- c. The mailer must enter on Form 3877 the full number of each Express Mail item and the addressee's name and address.
- d. All entries must be made in duplicate by typewriter, ink, or ballpoint pen. One copy is kept by the accepting employee. The other is receipted and returned to the mailer.
- e. All unused parts of the address column in Form 3877 must be obliterated by drawing a diagonal line through the unused part. Any alteration must be initialed by the mailer and accepting employee.
- f. For Express Mail Manifesting, a special verification manifest is used to present Express Mail items for acceptance as described in Publication 97. Form 3877, *Firm Mailing Book for Accountable Mail*, may be used only to list items for which extra services have been requested. See [705.2.6, Express Mail Manifesting Agreements](#), for information. [M500.3.6]





# 116 Deposit

## Overview

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

## 1.0 Express Mail Next Day and Second Day Services

### 1.1 Next Day and Second Day Services

Express Mail Next Day and Second Day Service items:

- a. If not prepaid, must be deposited at places and times designated by the postmaster, including post offices, branches, or stations. The “time and date of mailing” for these items is the time and date when the items are presented and accepted.
- b. If prepaid, may be deposited in Express Mail collection boxes, handed to delivery and collection employees during their normal delivery and collection duties, or picked up by USPS pickup service. The “time and date of mailing” for items deposited in these ways is the time and date the items are brought to the Express Mail acceptance unit.
- c. If manifested, will be accepted at the locations specified in the Express Mail Manifesting agreement. [D500.2.3]

## 2.0 Express Mail Same Day Airport Service (Suspended)

### 2.1 Same Day Airport Service

Express Mail Same Day Airport Service items must be presented at a designated airport mail facility (AMF) retail counter. These items may not be collected, picked up, or dropped in a collection box. [D500.2.1]

## 3.0 Express Mail Custom Designed Service

### 3.1 Custom Designed Service

Express Mail Custom Designed Service items must be deposited on a scheduled basis under the service agreement. [D500.2.2]



116.4.1

## 4.0 Express Mail Military Service

### 4.1 **Military**

Express Mail Military Service items must be presented by the times authorized by the local postmaster. [D500.2.4]

## 5.0 Pickup Service

### 5.1 **Availability**

Express Mail pickup service is available from designated post offices. [D010.1.1]

### 5.2 **Pickup Fee**

The pickup fee is assessed and paid as described in [507.5.0](#). [P500.1.3]

## **120 Retail Mail Priority Mail**

123 Rates and Eligibility

124 Postage Payment Methods

125 Mail Preparation

126 Deposit



# 123 Rates and Eligibility

## Overview

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

## 1.0 Priority Mail Rates and Fees

### 1.1 Application

Priority Mail rates apply to pieces meeting the standards in [123](#). [E120.2.1]

### 1.2 Priority Mail Rate Application

Except under [1.6, Flat-Rate Envelope](#), Priority Mail rates are charged per pound or fraction thereof; any fraction of a pound is rounded up to the next whole pound. For example, if a piece weighs 1.2 pounds, the weight (postage) increment is 2 pounds. The minimum postage amount per addressed piece is the 1-pound rate. The Priority Mail rate up to 1 pound is based solely on weight; for pieces weighing more than 1 pound, rates are based on weight and zone. [P013.2.4]

### 1.3 Priority Mail Rates

Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel. The 1-pound rate is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

See [Exhibit 1.3 Priority Mail Rates](#).

[R100.10.0]

### 1.4 Rates for Keys and Identification Devices

| WEIGHT NOT OVER (pounds) | RATE <sup>1</sup> |
|--------------------------|-------------------|
| 1 pound                  | \$4.45            |
| 2 pounds <sup>2</sup>    | 5.15              |

1. Rates shown include \$0.60 fee.

2. Zone 4 postage charged for all pieces.

[R100.11.0]

### 1.5 Keys and Identification Devices

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail rate plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail rate for zone 4 plus the fee. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.

[E120.2.4]



# 123

## Retail Mail: Priority Mail Rates and Eligibility

### Exhibit 1.3 Priority Mail Rates

| Weight Not Over (pounds) <sup>1,2</sup> | Zone             |        |        |        |        |        |
|---|------------------|--------|--------|--------|--------|--------|
|   | Local, 1, 2, & 3 | 4      | 5      | 6      | 7      | 8      |
| 1 <sup>3</sup>                          | \$3.85           | \$3.85 | \$3.85 | \$3.85 | \$3.85 | \$3.85 |
| 2                                       | 3.95             | 4.55   | 4.90   | 5.05   | 5.40   | 5.75   |
| 3                                       | 4.75             | 6.05   | 6.85   | 7.15   | 7.85   | 8.55   |
| 4                                       | 5.30             | 7.05   | 8.05   | 8.50   | 9.45   | 10.35  |
| 5                                       | 5.85             | 8.00   | 9.30   | 9.85   | 11.00  | 12.15  |
| 6                                       | 6.30             | 8.85   | 9.90   | 10.05  | 11.30  | 12.30  |
| 7                                       | 6.80             | 9.80   | 10.65  | 11.00  | 12.55  | 14.05  |
| 8                                       | 7.35             | 10.75  | 11.45  | 11.95  | 13.80  | 15.75  |
| 9                                       | 7.90             | 11.70  | 12.20  | 12.90  | 15.05  | 17.50  |
| 10                                      | 8.40             | 12.60  | 13.00  | 14.00  | 16.30  | 19.20  |
| 11                                      | 8.95             | 13.35  | 13.75  | 15.15  | 17.55  | 20.90  |
| 12                                      | 9.50             | 14.05  | 14.50  | 16.30  | 18.80  | 22.65  |
| 13                                      | 10.00            | 14.75  | 15.30  | 17.50  | 20.05  | 24.35  |
| 14                                      | 10.55            | 15.45  | 16.05  | 18.60  | 21.25  | 26.05  |
| 15                                      | 11.05            | 16.20  | 16.85  | 19.75  | 22.50  | 27.80  |
| 16                                      | 11.60            | 16.90  | 17.60  | 20.85  | 23.75  | 29.50  |
| 17                                      | 12.15            | 17.60  | 18.35  | 22.05  | 25.00  | 31.20  |
| 18                                      | 12.65            | 18.30  | 19.30  | 23.15  | 26.25  | 32.95  |
| 19                                      | 13.20            | 19.00  | 20.20  | 24.30  | 27.50  | 34.65  |
| 20                                      | 13.75            | 19.75  | 21.15  | 25.35  | 28.75  | 36.40  |
| 21                                      | 14.25            | 20.45  | 22.05  | 26.55  | 30.00  | 38.10  |
| 22                                      | 14.80            | 21.15  | 22.95  | 27.65  | 31.20  | 39.80  |
| 23                                      | 15.30            | 21.85  | 23.90  | 28.80  | 32.45  | 41.55  |
| 24                                      | 15.85            | 22.55  | 24.85  | 29.90  | 33.70  | 43.25  |
| 25                                      | 16.40            | 23.30  | 25.75  | 31.10  | 34.95  | 44.95  |
| 26                                      | 16.90            | 24.00  | 26.60  | 32.25  | 36.20  | 46.70  |
| 27                                      | 17.45            | 24.70  | 27.55  | 33.35  | 37.45  | 48.40  |
| 28                                      | 18.00            | 25.40  | 28.50  | 34.50  | 38.70  | 50.15  |
| 29                                      | 18.50            | 26.15  | 29.45  | 35.60  | 39.95  | 51.85  |
| 30                                      | 19.05            | 26.85  | 30.35  | 36.80  | 41.20  | 53.55  |
| 31                                      | 19.55            | 27.55  | 31.20  | 37.85  | 42.40  | 55.30  |
| 32                                      | 20.10            | 28.25  | 32.15  | 39.00  | 43.65  | 57.00  |
| 33                                      | 20.65            | 28.95  | 33.10  | 40.10  | 44.90  | 58.70  |
| 34                                      | 21.15            | 29.70  | 34.00  | 41.25  | 46.15  | 60.45  |
| 35                                      | 21.70            | 30.40  | 34.95  | 42.40  | 47.40  | 62.15  |
| 36                                      | 22.25            | 31.10  | 35.85  | 43.55  | 48.65  | 63.85  |
| 37                                      | 22.75            | 31.95  | 36.80  | 44.65  | 49.90  | 65.60  |
| 38                                      | 23.30            | 32.65  | 37.70  | 45.85  | 51.15  | 67.30  |
| 39                                      | 23.75            | 33.50  | 38.65  | 47.00  | 52.40  | 69.05  |
| 40                                      | 24.25            | 34.30  | 39.60  | 48.10  | 53.60  | 70.75  |

| Weight Not Over (pounds) <sup>1,2</sup> | Zone             |         |         |         |         |         |
|---|------------------|---------|---------|---------|---------|---------|
|   | Local, 1, 2, & 3 | 4       | 5       | 6       | 7       | 8       |
| 41                                      | \$24.70          | \$35.00 | \$40.45 | \$49.25 | \$54.85 | \$72.45 |
| 42                                      | 25.20            | 35.85   | 41.35   | 50.30   | 56.15   | 74.20   |
| 43                                      | 25.65            | 36.60   | 42.30   | 51.50   | 57.40   | 75.90   |
| 44                                      | 26.15            | 37.40   | 43.25   | 52.60   | 58.70   | 77.60   |
| 45                                      | 26.60            | 38.20   | 44.15   | 53.75   | 59.95   | 79.35   |
| 46                                      | 27.10            | 39.00   | 45.05   | 54.85   | 61.20   | 81.05   |
| 47                                      | 27.55            | 39.75   | 46.00   | 56.05   | 62.50   | 82.75   |
| 48                                      | 28.05            | 40.60   | 46.95   | 57.20   | 63.75   | 84.50   |
| 49                                      | 28.50            | 41.35   | 47.80   | 58.30   | 65.05   | 86.20   |
| 50                                      | 28.95            | 42.15   | 48.75   | 59.45   | 66.30   | 87.95   |
| 51                                      | 29.45            | 42.95   | 49.65   | 60.55   | 67.55   | 89.65   |
| 52                                      | 29.90            | 43.75   | 50.60   | 61.75   | 68.80   | 91.35   |
| 53                                      | 30.40            | 44.50   | 51.50   | 62.85   | 70.05   | 93.10   |
| 54                                      | 30.85            | 45.25   | 52.45   | 63.95   | 71.30   | 94.80   |
| 55                                      | 31.35            | 46.10   | 53.40   | 65.05   | 72.50   | 96.50   |
| 56                                      | 31.80            | 46.85   | 54.25   | 66.25   | 73.75   | 98.25   |
| 57                                      | 32.30            | 47.65   | 55.15   | 67.35   | 75.00   | 99.95   |
| 58                                      | 32.75            | 48.45   | 56.10   | 68.50   | 76.25   | 101.65  |
| 59                                      | 33.25            | 49.25   | 57.05   | 69.60   | 77.50   | 103.40  |
| 60                                      | 33.70            | 50.00   | 58.00   | 70.80   | 78.75   | 105.10  |
| 61                                      | 34.20            | 50.85   | 58.85   | 71.95   | 80.00   | 106.85  |
| 62                                      | 34.65            | 51.55   | 59.80   | 73.05   | 81.25   | 108.55  |
| 63                                      | 35.15            | 52.40   | 60.75   | 74.20   | 82.50   | 110.25  |
| 64                                      | 35.60            | 53.20   | 61.70   | 75.35   | 83.70   | 112.00  |
| 65                                      | 36.10            | 53.90   | 62.50   | 76.45   | 84.95   | 113.70  |
| 66                                      | 36.55            | 54.75   | 63.45   | 77.55   | 86.20   | 115.40  |
| 67                                      | 37.05            | 55.60   | 64.40   | 78.70   | 87.45   | 117.15  |
| 68                                      | 37.50            | 56.30   | 65.35   | 79.80   | 88.70   | 118.85  |
| 69                                      | 38.00            | 57.10   | 66.25   | 81.00   | 89.95   | 120.55  |
| 70                                      | 38.45            | 57.95   | 67.15   | 82.10   | 91.20   | 122.30  |

1. Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth (but not more than 108 inches) are charged the applicable rate for a 15-pound parcel (balloon rate).
2. For keys and ID devices that weigh:  
Up to 13 ounces, refer to Retail First-Class Mail (133).  
More than 13 ounces but not more than 1 pound, postage is \$4.45.  
More than 1 pound but not more than 2 pounds, postage is \$5.15.
3. The 1-pound rate is charged for matter sent in a Priority Mail flat-rate envelope provided by the USPS, regardless of the actual weight of the piece.

[R100.10.0]

**1.6 Flat-Rate Envelope**

Any amount of material that can be mailed in the special flat-rate envelope available from the USPS is subject to the 1-pound Priority Mail rate, regardless of the weight of the mailpiece. [E120.2.2]

**1.7 Balloon Rate**

Items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged the rate for a 15-pound parcel for the zone to which it is addressed. [E120.2.3]

**1.8 Pickup Fee**

Priority Mail only, per occurrence: \$12.50.

May be combined with Express Mail and Package Services pickups (see [507.5.0, Pickup Service](#)). [R100.13.2]

**1.9 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]

**1.10 Computing Postage—Priority Mail**

Determine single-piece weight increment for each piece and affix postage to each piece under [124.1.2, Affixing Postage—Single-Piece Rate Mailings](#) (as applicable) or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment by the corresponding postage rate. [P013.6.0]

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

Priority Mail is First-Class Mail weighing more than 13 ounces and, at the mailer's option, any other mailable matter weighing 13 ounces or less. Priority Mail rates are based on zone and weight. The maximum weight is 70 pounds, except for APO and FPO mail subject to [703.2.0, Overseas Military Mail](#), and [703.4.0, Mail Sent by U.S. Armed Forces](#), and Department of State mail subject to [703.3.0](#). [E120.1.1]

**2.2 Service Objectives**

All Priority Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information.

[D100.1.0]

**2.3 Matter Closed Against Postal Inspection**

Matter closed against postal inspection includes First-Class Mail (including Priority Mail) and Express Mail. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material



wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate. [E110.1.3]

### 3.0 Content Standards

#### 3.1 Eligibility

All mailable matter may be sent as First-Class Mail (including Priority Mail) or as Express Mail, except Customized MarketMail under 705.1.0 or other matter prohibited by the respective standards. [E110.1.1]

#### 3.2 Written or Typewritten Matter

Matter wholly or partially in handwriting or typewriting must be mailed as First-Class Mail (including Priority Mail) or Express Mail, except authorized additions to Periodicals, Standard Mail, and Package Services and written or typewritten matter in Library Mail and Media Mail, as permitted by the corresponding standards. [E110.1.2]

#### 3.3 Correspondence

Matter that has the character of actual and personal correspondence must be mailed as First-Class Mail (including Priority Mail) or Express Mail. [E110.1.4]

#### 3.4 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (including Priority Mail) or Express Mail according to these definitions:

- a. A *bill* is a request for payment of a definite sum of money claimed to be owing by the addressee to the sender or a third party. The mere assertion of a debt in a definite sum combined with a demand for payment is sufficient to make the message a bill.
- b. A *statement of account* is the assertion of a debt in a definite amount owed by the addressee to the sender or a third party but does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or on demand or billing at a later date.
- c. A bill or statement of account must present enough details of a debt to inform the debtor of the amount the debtor must pay to acquit himself or herself of the debt. Neither a bill nor a statement of account need state the precise amount if the bill or statement contains enough information to enable the debtor to determine the exact amount of the claim asserted.
- d. A bill or statement of account does not lose that character just because the amount claimed is not, in fact, owing or may not be legally collectible. [E110.1.5]

#### 3.5 Examples

These are examples of material that must be mailed at First-Class Mail (including Priority Mail) or Express Mail rates:





- a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of this matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to First-Class postage if it has the character of actual and personal correspondence.
- b. Autograph albums containing writing.
- c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
- d. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.
- e. Printed price lists containing written figures changing individual items.
- f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.
- g. Any matter marked "Postcard" or "Double Postcard." [E110.1.6]



# 124 Postage Payment Methods

## Overview

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

## 1.0 Postage Payment Methods for Priority Mail

### 1.1 Payment Method

Priority Mail postage may be paid with postage stamps (see [604.1.0](#)), meter stamps (see [604.4.0](#)), or permit imprint (see [604.6.0](#)). [P100.3.1]

### 1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed Priority Mail mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required (including any surcharges). A mailer also may use precanceled stamps on Priority Mail. [P013.1.4]

## 2.0 Postage Paid With Permit Imprint

### 2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply purposes. [P040.1.1]

### 2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except for single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision. [P040.5.1]

### 2.3 Postage Statement

A complete postage statement must accompany each mailing paid with a permit imprint. [P100.1.2]



# 125 Mail Preparation

## Overview

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

## 1.0 Preparation for Priority Mail

### 1.1 Priority Mail Packaging Provided by the USPS

Priority Mail packaging provided by the USPS must be used only for Priority Mail. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Priority Mail packaging is charged the appropriate Priority Mail rate. [C010.6.2]

### 1.2 Required Use

The sender's domestic return address must appear legibly on Priority Mail. [A010.4.4]

## 2.0 Marking for Priority Mail

### 2.1 Marking

The marking "Priority" or "Priority Mail" must be placed prominently on the address side of each piece of single-piece rate Priority Mail. [M120.1.1]

## 3.0 Preparation for a Permit Imprint Mailing

### 3.1 Preparing a Permit Imprint Mailing

To use a permit imprint, the pieces must be of identical weight and, unless all the pieces are in a weight category for which the rate does not vary by zone, the pieces must be separated by zone when presented to the post office. [P100.3.1]

### 3.2 Payment Method

A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. [P100.1.1]



# 126 Deposit

## Overview

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

## 1.0 Deposit for Priority Mail

### 1.1 Pieces Weighing Less Than 16 Ounces

Priority Mail weighing less than 16 ounces may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing post office, except as permitted under [604.4.0, \*Postage Meters \(Postage Evidencing Systems\)\*](#) and [604.5.0, \*PC Postage\*](#). Permit imprint mail must be presented at a post office under [604.6.0, \*Permit Imprint \(Indicia\)\*](#) or [705, \*Advanced Preparation and Special Postage Payment Systems\*](#). [D100.2.1]

### 1.2 Pieces Weighing 16 Ounces or More

Priority Mail weighing 16 ounces or more must be presented at a post office retail counter if postage is paid with adhesive stamps. The sender may be required to provide identification before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Priority Mail weighing 16 ounces or more and not complying with the requirements of this section is returned to the sender for proper deposit. [D100.2.6]

## 2.0 Pickup Service

### 2.1 Availability

Priority Mail pickup service is available from designated post offices. [D010.1.1]





**130 Retail Mail  
First-Class Mail**

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



# 133 Rates and Eligibility

## Overview

- 1.0 First-Class Mail Rates and Fees
- 2.0 Basic Eligibility Standards for First-Class Mail
- 3.0 Content Standards

## 1.0 First-Class Mail Rates and Fees

### 1.1 First-Class Mail Single-Piece Rate Application

The single-piece rates for First-Class Mail are applied as follows:

- a. The card rate applies to a card meeting the applicable standards in [101.6.3, Cards Claimed at Card Rates](#).
- b. The letter rate applies to any other First-Class Mail (letter, flat, and parcel) weighing 13 ounces or less that is not eligible for and claimed at the card rate. [E130.2.1]

### 1.2 Rate Computation for First-Class Mail

First-Class rates are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce. [P013.2.3]

### 1.3 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]

### 1.4 Rates for Cards

Cards meeting the standards in [101.6.3, Cards Claimed at Card Rates](#): \$0.23 each.

[R100.1.1]

### 1.5 Rates for Letters, Flats, and Parcels

Letters, flats, and parcels; nonmachinable surcharge in [1.9](#) might apply:

| WEIGHT INCREMENT                    | RATE   |
|-------------------------------------|--------|
| First ounce or fraction of an ounce | \$0.37 |
| Each additional ounce or fraction   | 0.23   |

[R100.1.2]



133.1.6

### 1.6 First-Class Mail Rates

| Weight Not Over (ounces) <sup>1,2</sup> | Single-Piece  |
|---|---------------|
| 1 <sup>3</sup>                          | \$0.37        |
| 2                                       | 0.60          |
| 3                                       | 0.83          |
| 4                                       | 1.06          |
| 5                                       | 1.29          |
| 6                                       | 1.52          |
| 7                                       | 1.75          |
| 8                                       | 1.98          |
| 9                                       | 2.21          |
| 10                                      | 2.44          |
| 11                                      | 2.67          |
| 12                                      | 2.90          |
| 13                                      | 3.13          |
| <b>Card Rate<sup>4</sup></b>            | <b>\$0.23</b> |

1. For each additional ounce, postage includes \$0.23 for single-piece rates.
2. For keys and ID devices, add a \$0.60 fee. If more than 13 ounces, refer to Retail Priority Mail (see [123](#)).
3. Pieces weighing 1 oz. or less may be subject to a nonmachinable surcharge of \$0.12 per piece (see [101.6.4](#)).
4. The card rate applies to each single or double postcard when originally mailed; reply half of double postcard must bear postage at applicable rate when returned unless prepared as business reply mail.

[R100.9.1]

**1.7 Rates for Keys and Identification Device**

| WEIGHT NOT OVER (ounces) | RATE <sup>1</sup> |
|--------------------------|-------------------|
| 1 <sup>2</sup>           | \$0.97            |
| 2                        | 1.20              |
| 3                        | 1.43              |
| 4                        | 1.66              |
| 5                        | 1.89              |
| 6                        | 2.12              |
| 7                        | 2.35              |
| 8                        | 2.58              |
| 9                        | 2.81              |
| 10                       | 3.04              |
| 11                       | 3.27              |
| 12                       | 3.50              |
| 13                       | 3.73              |
| 1 pound                  | 4.45              |
| 2 pounds                 | 5.15 <sup>3</sup> |

1. Rates shown include \$0.60 fee.

2. Nonmachinable surcharge might apply.

3. Zone 4 postage charged for all pieces.

[R100.11.0]

**1.8 Keys and Identification Devices**

Keys and identification devices (e.g., identification cards or uncovered identification tags) that weigh more than 13 ounces but not more than 1 pound are returned at the 1-pound Priority Mail rate plus the fee. Keys and identification devices weighing more than 1 pound but not more than 2 pounds are mailed at the 2-pound Priority Mail rate for zone 4 plus the fee. The key or identification device must bear, contain, or have securely attached the name and complete address of a person, organization, or concern, with instructions to return the key or identification device to that address and a statement guaranteeing payment of postage due on delivery.

[E120.2.4]

**1.9 Nonmachinable Surcharge**

Surcharge per piece at single-piece rate: \$0.12. [R100.12.0]

**1.10 Applicability of Nonmachinable Surcharge**

The nonmachinable surcharge applies to pieces that weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in [101.1.2](#). Pieces mailed at the card rate are not subject to the nonmachinable surcharge. [E130.2.4]

**1.11 Computing Postage—First-Class Mail**

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.2](#), [Rate Computation for First-Class Mail](#), and [1.8](#), [Keys and Identification Devices](#). For First-Class Mail, affix postage to each piece under



[134.1.2, Affixing Postage—Single-Piece Rate Mailings](#), or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment by the corresponding postage rate. [P013.6.0]

## 2.0 Basic Eligibility Standards for First-Class Mail

### 2.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information. [D100.1.0]

### 2.2 Matter Closed Against Postal Inspection

Matter closed against postal inspection includes First-Class Mail (including Priority Mail) and Express Mail. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate. [E110.1.3]

### 2.3 All First-Class Mail Pieces

All pieces of First-Class Mail must:

- a. Meet the basic eligibility standards for First-Class Mail in [2.0](#) and [3.0](#).
- b. Weigh 13 ounces or less.
- c. Bear a delivery address.
- d. Meet the applicable postage payment standards. [E130.1.1]

## 3.0 Content Standards

### 3.1 Eligibility

All mailable matter 13 ounces or less may be sent as First-Class Mail (including Priority Mail) except Customized MarketMail under [705.1.0](#) or other matter prohibited by the respective standards. [E110.1.1]

### 3.2 Written or Typewritten Matter

Matter wholly or partially in handwriting or typewriting must be mailed as First-Class Mail (including Priority Mail) or Express Mail, except authorized additions to Periodicals, Standard Mail, and Package Services and written or typewritten matter in Library Mail and Media Mail, as permitted by the corresponding standards. [E110.1.2]

### 3.3 Correspondence

Matter that has the character of actual and personal correspondence must be mailed as First-Class Mail (including Priority Mail) or Express Mail. [E110.1.4]

### 3.4 Bills and Statements of Account

Bills and statements of account must be mailed as First-Class Mail (including Priority Mail) or Express Mail according to these definitions:

- a. A *bill* is a request for payment of a definite sum of money claimed to be owing by the addressee to the sender or a third party. The mere assertion of a debt in a definite sum combined with a demand for payment is sufficient to make the message a bill.
- b. A *statement of account* is the assertion of a debt in a definite amount owed by the addressee to the sender or a third party but does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or on demand or billing at a later date.
- c. A bill or statement of account must present enough details of a debt to inform the debtor of the amount the debtor must pay to acquit himself or herself of the debt. Neither a bill nor a statement of account need state the precise amount if the bill or statement contains enough information to enable the debtor to determine the exact amount of the claim asserted.
- d. A bill or statement of account does not lose that character just because the amount claimed is not, in fact, owing or may not be legally collectible. [E110.1.5]

### 3.5 Examples

These are examples of material that must be mailed at First-Class Mail (including Priority Mail) or Express Mail rates:

- a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of this matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to First-Class postage if it has the character of actual and personal correspondence.
- b. Autograph albums containing writing.
- c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
- d. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.
- e. Printed price lists containing written figures changing individual items.
- f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.
- g. Any matter marked "Postcard" or "Double Postcard." [E110.1.6]

### 3.6 Air Transportation Prohibitions

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#). [E110.2.0]





# 134 Postage Payment Methods

## Overview

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

## 1.0 Postage Payment Methods for First-Class Mail

### 1.1 Payment Method

Postage for single-piece rate First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps or [604.4.0](#) for metered postage) or permit imprint ([604.6.0](#)) as specified in [1.0](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. The mailer is responsible for prompt payment of postage. [P100.1.1]

### 1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece First-Class Mail mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required (including any surcharges). A mailer also may use precanceled stamps on single-piece First-Class Mail under [604.3.5](#), *Stamp Collectors*. [P013.1.4]

### 1.3 More Than One Mailer

When two or more individuals or organizations, or a party acting as their agent, mail in one package the bills, statements of account, or other letters of the individuals or organizations, to an addressee in common, First-Class postage may be paid on the weight of the entire package of aggregated mail. Postage is not required on each individual piece of First-Class Mail. [P100.2.2]

### 1.4 More Than One Letter

An individual or organization may mail in one envelope more than one of the mailer's own letters and pay postage at the First-Class Mail rate on the weight of the entire package of letters if:

- a. The letters are for persons at the same residence or working for the same organization at the address on the envelope (if the letters relate to the business of such organization); or
- b. The letters are sent to a party who turns them over to other persons as part of a minor service provided in addition to a substantial and independent sales, service, or other business function that party performs for such persons.

[P100.2.3]

### 1.5 Agent

Any agent of a licensing authority may forward completed applications in one envelope to an office of the licensing authority and pay postage at the First-Class Mail rate on the weight of the piece. [P100.2.4]



134.2.1

### 2.0 Postage Paid With Permit Imprint

#### 2.1 **Advance Deposit Account**

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees. This method must not be used to pay postage on any mailpiece that is designed for reply purposes. [P040.1.1]

#### 2.2 **Minimum Quantity**

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except that an occasional First-Class mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the post office, presents a part of that mail early in the day. [P040.5.1]

#### 2.3 **Postage Statement**

A complete postage statement must accompany each mailing paid with a permit imprint. [P100.1.2]

# 135 Mail Preparation

## Overview

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

## 1.0 Preparation for First-Class Mail

### 1.1 Preparation of First-Class Mail

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

- a. Each piece must have a delivery address but is not required to bear the rate marking “First-Class” or “First-Class Mail.”
- b. No minimum quantity is required unless postage is paid with a permit imprint (in which case the mailing must contain at least 200 pieces or 50 pounds of pieces).
- c. There are no sortation standards for single-piece rate First-Class Mail, but five or more letter-size pieces bearing metered postage and all pieces bearing permit imprints must be faced with the addresses in one direction and bundled. Bundling of letter-size pieces is not required if they fill a letter tray. Metered mail and permit imprint mail may not be bundled or trayed together. [M110.1.0]



# 136 Deposit

## Overview

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

### 1.0 Deposit for First-Class Mail

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

Single-piece rate and card rate First-Class Mail may be deposited into any collection box, mail chute, or mail receptacle or at any place where mail is accepted if the full required postage is paid with adhesive stamps. Metered mail must be deposited in locations under the jurisdiction of the licensing post office, except as permitted under [604.4.0, \*Postage Meters \(Postage Evidencing Systems\)\*](#), and [604.5.0, \*PC Postage\*](#). Permit imprint mail must be presented at a post office under [604.6.0, \*Permit Imprint \(Indicia\)\*](#), or [705, \*Advanced Preparation and Special Postage Payment Systems\*](#). [D100.2.1]



## **150 Retail Mail Parcel Post**

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# 153 Rates and Eligibility

## Overview

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## 1.0 Parcel Post Rates and Fees

### 1.1 Rate Eligibility

There are two Parcel Post retail rate categories: Intra-BMC and Inter-BMC. Intra-BMC and Inter-BMC Parcel Post rates are calculated based on the zone to which the parcel is addressed and the weight of the parcel. Requirements for Parcel Post rates and discounts are as follows:

- a. Intra-BMC rates apply to all Parcel Post that originates and destines in the service area of the same BMC or ASF. Intra-BMC rates also apply to Parcel Post that originates and destines in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See [Exhibit 1.1, BMC/ASF Service Areas](#). Nonmachinable pieces ([101.3.2, Machinable Parcels](#), and [101.7.2, Nonmachinable Parcel Post Standards](#)) mailed at Intra-BMC rates are subject to a nonmachinable surcharge in addition to postage.
- b. Inter-BMC rates apply to all Parcel Post that originates in the service area of a BMC or ASF or in Alaska, Hawaii, or Puerto Rico and destines outside that area, state, or territory. Nonmachinable pieces ([101.3.2, Machinable Parcels](#), and [101.7.2, Nonmachinable Parcel Post Standards](#)) mailed at Inter-BMC rates are subject to a nonmachinable surcharge in addition to postage.
- c. The oversized rate applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.
- d. Items that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the rate for a 15-pound parcel for the zone to which it is addressed. [E711.2.2]



153.1.1

### Exhibit 1.1 BMC/ASF Service Areas

| SERVICE AREA         | ZIP CODE AREAS SERVED   |
|----------------------|---|
| <b>BMC</b>           |   |
| New Jersey           | 005, 068-079, 085-098, 100-119, 124-127   |
| Springfield          | 010-067, 120-123, 128, 129  |
| Philadelphia         | 080-084, 137-139, 169-199   |
| Pittsburgh           | 150-168, 260-266, 439-447   |
| Washington           | 200-212, 214-239, 244, 254, 267, 268  |
| Greensboro           | 240-243, 245-249, 270-297, 376  |
| Cincinnati           | 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 |
| Atlanta              | 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399.             |
| Jacksonville         | 299, 313-316, 320-342, 344, 346, 347, 349.  |
| Memphis              | 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   |
| St. Louis            | 420, 423, 424, 475-479, 614-620, 622-631, 633-639                                 |
| Detroit              | 434-436, 465-468, 480-497   |
| Chicago              | 463, 464, 530-532, 534, 535, 537-539, 600-611, 613                                |
| Minneapolis/St. Paul | 498, 499, 540-551, 553-564, 566   |
| Des Moines           | 500-516, 520-528, 612, 680, 681, 683-689  |
| Kansas City          | 640, 641, 644-658, 660-662, 664-679, 739  |
| Denver               | 690-693, 800-816, 820, 822-831, 856, 857  |
| Dallas               | 706, 710-712, 718, 733, 747, 750-799, 885   |
| Seattle              | 835, 838, 970-978, 980-986, 988-994   |
| Los Angeles          | 889-891, 893, 900-908, 910-928, 930-935   |
| San Francisco        | 894, 895, 897, 936-966  |
| <b>ASF</b>           |   |
| Buffalo              | 130-136, 140-149  |
| Fargo                | 565, 567, 580-588   |
| Sioux Falls          | 570-577   |
| Billings             | 590-599, 821  |
| Oklahoma City        | 730, 731, 734-738, 740, 741, 743-746, 748, 749                                    |
| Salt Lake City       | 832-834, 836, 837, 840-847, 898, 979  |
| Phoenix              | 850, 852, 853, 855, 859, 860, 863, 864  |
| Albuquerque          | 865, 870-875, 877-884   |
| <b>Other</b>         |   |
| Puerto Rico          | 006-009   |
| Hawaii               | 967-969   |
| Alaska               | 995-999   |

[Exhibit E711.2.2]

**1.2 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]

**1.3 Parcel Post Rate Application**

The Parcel Post rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per piece is the 1-pound rate. [P013.5.2]

**1.4 Computing Postage—Parcel Post With Permit Imprint**

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. [P013.9.1]

**1.5 Computing Postage—Parcel Post With Postage Affixed**

For each piece, affix the postage for the weight increment (including any surcharges) and the zone to which the piece is addressed, as shown in 1.7 through 1.11 in [Parcel Post Rates and Fees](#). [P013.9.2]

**1.6 Pickup Fees**

Parcel Post only, per occurrence: \$12.50.

May be combined with Express Mail and Priority Mail pickups (see 507.5.0, [Pickup Service](#)). [R700.5.2]

**1.7 Inter-BMC/ASF Machinable Parcel Post**

For barcoded discount, deduct \$0.03 per parcel (50-piece minimum). Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel. [R700.1.1]

**1.8 Inter-BMC/ASF Nonmachinable Parcel Post**

Rates include the \$2.75 nonmachinable surcharge. Regardless of weight, a parcel that meets any of the criteria in 101.7.2, [Nonmachinable Parcel Post Standards](#), must pay the rate listed in this table. Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel. Regardless of weight, a parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling. [R700.1.2]

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

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



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

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup> |        |        |        |        |        |        | Nonmachinable <sup>1, 2, 4, 5</sup> |        |        |        |        |        |        |
|--------------------------|----------------------------------|--------|--------|--------|--------|--------|--------|-------------------------------------|--------|--------|--------|--------|--------|--------|
|                          | Zone                             |        |        |        |        |        |        | Zone                                |        |        |        |        |        |        |
|                          | 1 & 2                            | 3      | 4      | 5      | 6      | 7      | 8      | 1 & 2                               | 3      | 4      | 5      | 6      | 7      | 8      |
| 1                        | \$3.69                           | \$3.75 | \$3.75 | \$3.75 | \$3.75 | \$3.75 | \$3.75 | \$6.44                              | \$6.50 | \$6.50 | \$6.50 | \$6.50 | \$6.50 | \$6.50 |
| 2                        | 3.85                             | 3.85   | 4.14   | 4.14   | 4.49   | 4.49   | 4.49   | 6.60                                | 6.60   | 6.89   | 6.89   | 7.24   | 7.24   | 7.24   |
| 3                        | 4.65                             | 4.65   | 5.55   | 5.65   | 5.71   | 5.77   | 6.32   | 7.40                                | 7.40   | 8.30   | 8.40   | 8.46   | 8.52   | 9.07   |
| 4                        | 4.86                             | 5.20   | 6.29   | 6.93   | 7.14   | 7.20   | 7.87   | 7.61                                | 7.95   | 9.04   | 9.68   | 9.89   | 9.95   | 10.62  |
| 5                        | 5.03                             | 5.71   | 6.94   | 7.75   | 8.58   | 8.64   | 9.43   | 7.78                                | 8.46   | 9.69   | 10.50  | 11.33  | 11.39  | 12.18  |
| 6                        | 5.63                             | 6.01   | 7.44   | 8.50   | 9.52   | 9.90   | 11.49  | 8.38                                | 8.76   | 10.19  | 11.25  | 12.27  | 12.65  | 14.24  |
| 7                        | 5.80                             | 6.28   | 7.91   | 9.20   | 10.35  | 11.39  | 12.83  | 8.55                                | 9.03   | 10.66  | 11.95  | 13.10  | 14.14  | 15.58  |
| 8                        | 5.98                             | 6.53   | 8.30   | 9.84   | 11.11  | 12.54  | 15.04  | 8.73                                | 9.28   | 11.05  | 12.59  | 13.86  | 15.29  | 17.79  |
| 9                        | 6.11                             | 6.76   | 8.74   | 10.45  | 11.83  | 13.38  | 17.04  | 8.86                                | 9.51   | 11.49  | 13.20  | 14.58  | 16.13  | 19.79  |
| 10                       | 6.28                             | 7.57   | 9.10   | 11.01  | 12.50  | 14.17  | 18.14  | 9.03                                | 10.32  | 11.85  | 13.76  | 15.25  | 16.92  | 20.89  |
| 11                       | 6.41                             | 7.80   | 9.47   | 11.54  | 13.13  | 14.92  | 19.15  | 9.16                                | 10.55  | 12.22  | 14.29  | 15.88  | 17.67  | 21.90  |
| 12                       | 6.54                             | 8.01   | 9.80   | 12.04  | 13.72  | 15.62  | 20.10  | 9.29                                | 10.76  | 12.55  | 14.79  | 16.47  | 18.37  | 22.85  |
| 13                       | 6.67                             | 8.19   | 10.12  | 12.51  | 14.28  | 16.27  | 20.99  | 9.42                                | 10.94  | 12.87  | 15.26  | 17.03  | 19.02  | 23.74  |
| 14                       | 6.80                             | 8.42   | 10.43  | 12.95  | 14.81  | 16.90  | 21.84  | 9.55                                | 11.17  | 13.18  | 15.70  | 17.56  | 19.65  | 24.59  |
| 15                       | 6.92                             | 8.61   | 10.73  | 13.38  | 15.31  | 17.49  | 22.64  | 9.67                                | 11.36  | 13.48  | 16.13  | 18.06  | 20.24  | 25.39  |
| 16                       | 7.02                             | 8.79   | 11.00  | 13.78  | 15.79  | 18.05  | 23.41  | 9.77                                | 11.54  | 13.75  | 16.53  | 18.54  | 20.80  | 26.16  |
| 17                       | 7.15                             | 8.94   | 11.28  | 14.16  | 16.24  | 18.59  | 24.13  | 9.90                                | 11.69  | 14.03  | 16.91  | 18.99  | 21.34  | 26.88  |
| 18                       | 7.25                             | 9.11   | 11.52  | 14.52  | 16.68  | 19.09  | 24.82  | 10.00                               | 11.86  | 14.27  | 17.27  | 19.43  | 21.84  | 27.57  |
| 19                       | 7.37                             | 9.28   | 11.77  | 14.87  | 17.09  | 19.58  | 25.48  | 10.12                               | 12.03  | 14.52  | 17.62  | 19.84  | 22.33  | 28.23  |
| 20                       | 7.46                             | 9.43   | 11.98  | 15.20  | 17.48  | 20.05  | 26.12  | 10.21                               | 12.18  | 14.73  | 17.95  | 20.23  | 22.80  | 28.87  |
| 21                       | 7.57                             | 9.59   | 12.20  | 15.52  | 17.86  | 20.49  | 26.72  | 10.32                               | 12.34  | 14.95  | 18.27  | 20.61  | 23.24  | 29.47  |
| 22                       | 7.66                             | 9.72   | 12.42  | 15.82  | 18.22  | 20.92  | 27.30  | 10.41                               | 12.47  | 15.17  | 18.57  | 20.97  | 23.67  | 30.05  |
| 23                       | 7.76                             | 9.89   | 12.65  | 16.11  | 18.57  | 21.32  | 27.85  | 10.51                               | 12.64  | 15.40  | 18.86  | 21.32  | 24.07  | 30.60  |
| 24                       | 7.83                             | 10.01  | 12.83  | 16.39  | 18.90  | 21.72  | 28.39  | 10.58                               | 12.76  | 15.58  | 19.14  | 21.65  | 24.47  | 31.14  |
| 25                       | 7.93                             | 10.14  | 13.03  | 16.66  | 19.22  | 22.09  | 28.90  | 10.68                               | 12.89  | 15.78  | 19.41  | 21.97  | 24.84  | 31.65  |
| 26                       | 8.01                             | 10.27  | 13.21  | 16.92  | 19.53  | 22.46  | 29.39  | 10.76                               | 13.02  | 15.96  | 19.67  | 22.28  | 25.21  | 32.14  |
| 27                       | 8.11                             | 10.40  | 13.38  | 17.17  | 19.83  | 22.81  | 29.87  | 10.86                               | 13.15  | 16.13  | 19.92  | 22.58  | 25.56  | 32.62  |
| 28                       | 8.18                             | 10.52  | 13.58  | 17.41  | 20.11  | 23.14  | 30.32  | 10.93                               | 13.27  | 16.33  | 20.16  | 22.86  | 25.89  | 33.07  |
| 29                       | 8.27                             | 10.65  | 13.75  | 17.64  | 20.39  | 23.47  | 30.76  | 11.02                               | 13.40  | 16.50  | 20.39  | 23.14  | 26.22  | 33.51  |
| 30                       | 8.35                             | 10.76  | 13.90  | 17.87  | 20.65  | 23.78  | 31.19  | 11.10                               | 13.51  | 16.65  | 20.62  | 23.40  | 26.53  | 33.94  |
| 31                       | 8.44                             | 10.86  | 14.06  | 18.08  | 20.91  | 24.08  | 31.60  | 11.19                               | 13.61  | 16.81  | 20.83  | 23.66  | 26.83  | 34.35  |
| 32                       | 8.50                             | 10.99  | 14.22  | 18.29  | 21.16  | 24.37  | 32.00  | 11.25                               | 13.74  | 16.97  | 21.04  | 23.91  | 27.12  | 34.75  |
| 33                       | 8.58                             | 11.10  | 14.38  | 18.49  | 21.40  | 24.65  | 32.38  | 11.33                               | 13.85  | 17.13  | 21.24  | 24.15  | 27.40  | 35.13  |
| 34                       | 8.66                             | 11.18  | 14.51  | 18.69  | 21.63  | 24.93  | 32.75  | 11.41                               | 13.93  | 17.26  | 21.44  | 24.38  | 27.68  | 35.50  |
| 35                       | 8.74                             | 11.30  | 14.66  | 18.88  | 21.85  | 25.19  | 33.11  | 11.49                               | 14.05  | 17.41  | 21.63  | 24.60  | 27.94  | 35.86  |

1. For parcels that destinate to different BMC service areas (see [153.1.1](#)).
2. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in DMM [101.7.2](#) must pay the nonmachinable rate.
5. Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



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

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup>                     |     |     |     |     |     |     |       | Nonmachinable <sup>1, 2, 4, 5</sup> |         |         |         |         |         |         |  |
|--------------------------|--|-----|-----|-----|-----|-----|-----|-------|-------------------------------------|---------|---------|---------|---------|---------|---------|--|
|                          | Zone   |     |     |     |     |     |     |       | Zone                                |         |         |         |         |         |         |  |
|                          | 1 & 2  | 3   | 4   | 5   | 6   | 7   | 8   | 1 & 2 | 3                                   | 4       | 5       | 6       | 7       | 8       |         |  |
| 36                       | For parcels over 35 pounds, use nonmachinable rates. |     |     |     |     |     |     |       | \$11.55                             | \$14.14 | \$17.57 | \$21.81 | \$24.82 | \$28.20 | \$36.20 |  |
| 37                       | ---  | --- | --- | --- | --- | --- | --- | 11.62 | 14.23                               | 17.68   | 21.98   | 25.03   | 28.44   | 36.54   |         |  |
| 38                       | ---  | --- | --- | --- | --- | --- | --- | 11.69 | 14.35                               | 17.82   | 22.16   | 25.23   | 28.68   | 36.87   |         |  |
| 39                       | ---  | --- | --- | --- | --- | --- | --- | 11.77 | 14.42                               | 17.94   | 22.32   | 25.43   | 28.92   | 37.18   |         |  |
| 40                       | ---  | --- | --- | --- | --- | --- | --- | 11.84 | 14.53                               | 18.07   | 22.48   | 25.62   | 29.14   | 37.49   |         |  |
| 41                       | ---  | --- | --- | --- | --- | --- | --- | 11.92 | 14.63                               | 18.19   | 22.64   | 25.81   | 29.36   | 37.79   |         |  |
| 42                       | ---  | --- | --- | --- | --- | --- | --- | 11.98 | 14.71                               | 18.31   | 22.79   | 25.99   | 29.57   | 38.08   |         |  |
| 43                       | ---  | --- | --- | --- | --- | --- | --- | 12.03 | 14.80                               | 18.43   | 22.94   | 26.16   | 29.78   | 38.36   |         |  |
| 44                       | ---  | --- | --- | --- | --- | --- | --- | 12.10 | 14.87                               | 18.54   | 23.08   | 26.33   | 29.98   | 38.63   |         |  |
| 45                       | ---  | --- | --- | --- | --- | --- | --- | 12.16 | 14.97                               | 18.66   | 23.22   | 26.50   | 30.18   | 38.89   |         |  |
| 46                       | ---  | --- | --- | --- | --- | --- | --- | 12.23 | 15.05                               | 18.77   | 23.36   | 26.66   | 30.37   | 39.15   |         |  |
| 47                       | ---  | --- | --- | --- | --- | --- | --- | 12.31 | 15.14                               | 18.87   | 23.49   | 26.81   | 30.55   | 39.40   |         |  |
| 48                       | ---  | --- | --- | --- | --- | --- | --- | 12.36 | 15.22                               | 18.99   | 23.61   | 26.97   | 30.73   | 39.64   |         |  |
| 49                       | ---  | --- | --- | --- | --- | --- | --- | 12.41 | 15.30                               | 19.09   | 23.74   | 27.11   | 30.90   | 39.88   |         |  |
| 50                       | ---  | --- | --- | --- | --- | --- | --- | 12.47 | 15.36                               | 19.17   | 23.86   | 27.26   | 31.07   | 40.11   |         |  |
| 51                       | ---  | --- | --- | --- | --- | --- | --- | 12.54 | 15.45                               | 19.29   | 23.98   | 27.40   | 31.24   | 40.34   |         |  |
| 52                       | ---  | --- | --- | --- | --- | --- | --- | 12.59 | 15.53                               | 19.38   | 24.09   | 27.54   | 31.40   | 40.55   |         |  |
| 53                       | ---  | --- | --- | --- | --- | --- | --- | 12.66 | 15.59                               | 19.45   | 24.20   | 27.67   | 31.56   | 40.77   |         |  |
| 54                       | ---  | --- | --- | --- | --- | --- | --- | 12.71 | 15.69                               | 19.56   | 24.31   | 27.80   | 31.71   | 40.97   |         |  |
| 55                       | ---  | --- | --- | --- | --- | --- | --- | 12.76 | 15.72                               | 19.66   | 24.42   | 27.92   | 31.86   | 41.18   |         |  |
| 56                       | ---  | --- | --- | --- | --- | --- | --- | 12.84 | 15.83                               | 19.74   | 24.52   | 28.05   | 32.00   | 41.37   |         |  |
| 57                       | ---  | --- | --- | --- | --- | --- | --- | 12.89 | 15.89                               | 19.84   | 24.62   | 28.17   | 32.14   | 41.57   |         |  |
| 58                       | ---  | --- | --- | --- | --- | --- | --- | 12.94 | 15.96                               | 19.91   | 24.72   | 28.28   | 32.28   | 41.75   |         |  |
| 59                       | ---  | --- | --- | --- | --- | --- | --- | 13.01 | 16.02                               | 20.01   | 24.82   | 28.40   | 32.42   | 41.94   |         |  |
| 60                       | ---  | --- | --- | --- | --- | --- | --- | 13.06 | 16.09                               | 20.10   | 24.91   | 28.51   | 32.55   | 42.11   |         |  |
| 61                       | ---  | --- | --- | --- | --- | --- | --- | 13.14 | 16.18                               | 20.17   | 25.00   | 28.62   | 32.67   | 42.29   |         |  |
| 62                       | ---  | --- | --- | --- | --- | --- | --- | 13.19 | 16.23                               | 20.25   | 25.09   | 28.72   | 32.80   | 42.46   |         |  |
| 63                       | ---  | --- | --- | --- | --- | --- | --- | 13.22 | 16.31                               | 20.34   | 25.18   | 28.83   | 32.92   | 42.62   |         |  |
| 64                       | ---  | --- | --- | --- | --- | --- | --- | 13.27 | 16.36                               | 20.41   | 25.26   | 28.93   | 33.04   | 42.78   |         |  |
| 65                       | ---  | --- | --- | --- | --- | --- | --- | 13.33 | 16.43                               | 20.49   | 25.35   | 29.03   | 33.16   | 42.94   |         |  |
| 66                       | ---  | --- | --- | --- | --- | --- | --- | 13.40 | 16.50                               | 20.56   | 25.43   | 29.12   | 33.27   | 43.10   |         |  |
| 67                       | ---  | --- | --- | --- | --- | --- | --- | 13.46 | 16.56                               | 20.64   | 25.51   | 29.22   | 33.38   | 43.25   |         |  |
| 68                       | ---  | --- | --- | --- | --- | --- | --- | 13.50 | 16.62                               | 20.73   | 25.59   | 29.31   | 33.49   | 43.39   |         |  |
| 69                       | ---  | --- | --- | --- | --- | --- | --- | 13.55 | 16.67                               | 20.80   | 25.66   | 29.40   | 33.59   | 43.54   |         |  |
| 70                       | ---  | --- | --- | --- | --- | --- | --- | 13.61 | 16.75                               | 20.87   | 25.73   | 29.49   | 33.70   | 43.68   |         |  |
| Oversized                | ---  | --- | --- | --- | --- | --- | --- | 41.70 | 46.73                               | 54.12   | 65.84   | 79.69   | 92.81   | 120.72  |         |  |

- For parcels that destinate to different BMC service areas (see 153.1.1).
- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in DMM 101.7.2 must pay the nonmachinable rate.
- Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

[R700.1.1 and R700.1.2]



153.1.10

**1.10 Local and Intra-BMC/ASF Machinable Parcel Post**

Rates for parcels that originate and destinate in the same BMC service area are in [Exhibit, 1.12 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post Rates](#). For barcoded discount, deduct \$0.03 per parcel (50-piece minimum). Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel. Regardless of weight, a parcel that meets any of the criteria in [101.7.2](#) must pay the rate for a nonmachinable parcel in [1.11](#). [R700.1.3]

**1.11 Local and Intra-BMC/ASF Nonmachinable Parcel Post**

Rates include the \$1.35 nonmachinable surcharge. Regardless of weight, a parcel that meets any of the criteria in [101.7.2, Nonmachinable Parcel Post Standards](#), must pay the rate listed in this table. Parcels that weigh less than 15 pounds but measure more than 84 inches (but not more than 108 inches) in combined length and girth are charged the applicable rate for a 15-pound parcel. Regardless of weight, a parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling. [R700.1.4]

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

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



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

| Weight<br>Not Over<br>(pounds) | Machinable <sup>1, 2, 3, 4</sup> |        |        |        |        | Nonmachinable <sup>1, 2, 4, 5</sup> |        |        |        |        |
|--------------------------------|----------------------------------|--------|--------|--------|--------|-------------------------------------|--------|--------|--------|--------|
|                                | Zone                             |        |        |        |        | Zone                                |        |        |        |        |
|                                | Local                            | 1&2    | 3      | 4      | 5      | Local                               | 1&2    | 3      | 4      | 5      |
| 1                              | \$2.81                           | \$2.96 | \$2.99 | \$3.05 | \$3.14 | \$4.16                              | \$4.31 | \$4.34 | \$4.40 | \$4.49 |
| 2                              | 3.13                             | 3.53   | 3.56   | 3.63   | 3.74   | 4.48                                | 4.88   | 4.91   | 4.98   | 5.09   |
| 3                              | 3.44                             | 4.08   | 4.11   | 4.20   | 4.32   | 4.79                                | 5.43   | 5.46   | 5.55   | 5.67   |
| 4                              | 3.73                             | 4.28   | 4.62   | 4.72   | 4.86   | 5.08                                | 5.63   | 5.97   | 6.07   | 6.21   |
| 5                              | 3.99                             | 4.45   | 5.02   | 5.15   | 5.35   | 5.34                                | 5.80   | 6.37   | 6.50   | 6.70   |
| 6                              | 4.23                             | 4.61   | 5.38   | 5.51   | 5.80   | 5.58                                | 5.96   | 6.73   | 6.86   | 7.15   |
| 7                              | 4.36                             | 4.76   | 5.69   | 5.84   | 6.21   | 5.71                                | 6.11   | 7.04   | 7.19   | 7.56   |
| 8                              | 4.46                             | 5.33   | 5.98   | 6.14   | 6.60   | 5.81                                | 6.68   | 7.33   | 7.49   | 7.95   |
| 9                              | 4.56                             | 5.46   | 6.22   | 6.45   | 6.95   | 5.91                                | 6.81   | 7.57   | 7.80   | 8.30   |
| 10                             | 4.66                             | 5.63   | 6.53   | 6.74   | 7.28   | 6.01                                | 6.98   | 7.88   | 8.09   | 8.63   |
| 11                             | 4.74                             | 5.76   | 6.74   | 7.00   | 7.58   | 6.09                                | 7.11   | 8.09   | 8.35   | 8.93   |
| 12                             | 4.84                             | 5.91   | 6.94   | 7.26   | 7.87   | 6.19                                | 7.26   | 8.29   | 8.61   | 9.22   |
| 13                             | 4.92                             | 6.04   | 7.10   | 7.50   | 8.13   | 6.27                                | 7.39   | 8.45   | 8.85   | 9.48   |
| 14                             | 5.00                             | 6.16   | 7.22   | 7.75   | 8.38   | 6.35                                | 7.51   | 8.57   | 9.10   | 9.73   |
| 15                             | 5.08                             | 6.27   | 7.39   | 7.96   | 8.62   | 6.43                                | 7.62   | 8.74   | 9.31   | 9.97   |
| 16                             | 5.17                             | 6.38   | 7.56   | 8.16   | 8.84   | 6.52                                | 7.73   | 8.91   | 9.51   | 10.19  |
| 17                             | 5.23                             | 6.51   | 7.72   | 8.38   | 9.05   | 6.58                                | 7.86   | 9.07   | 9.73   | 10.40  |
| 18                             | 5.30                             | 6.60   | 7.87   | 8.57   | 9.24   | 6.65                                | 7.95   | 9.22   | 9.92   | 10.59  |
| 19                             | 5.36                             | 6.72   | 8.02   | 8.75   | 9.43   | 6.71                                | 8.07   | 9.37   | 10.10  | 10.78  |
| 20                             | 5.46                             | 6.82   | 8.16   | 8.91   | 9.60   | 6.81                                | 8.17   | 9.51   | 10.26  | 10.95  |
| 21                             | 5.51                             | 6.91   | 8.30   | 9.06   | 9.77   | 6.86                                | 8.26   | 9.65   | 10.41  | 11.12  |
| 22                             | 5.57                             | 7.02   | 8.42   | 9.20   | 9.92   | 6.92                                | 8.37   | 9.77   | 10.55  | 11.27  |
| 23                             | 5.64                             | 7.10   | 8.58   | 9.34   | 10.07  | 6.99                                | 8.45   | 9.93   | 10.69  | 11.42  |
| 24                             | 5.70                             | 7.19   | 8.70   | 9.46   | 10.22  | 7.05                                | 8.54   | 10.05  | 10.81  | 11.57  |
| 25                             | 5.77                             | 7.27   | 8.82   | 9.58   | 10.35  | 7.12                                | 8.62   | 10.17  | 10.93  | 11.70  |
| 26                             | 5.82                             | 7.37   | 8.93   | 9.71   | 10.48  | 7.17                                | 8.72   | 10.28  | 11.06  | 11.83  |
| 27                             | 5.88                             | 7.45   | 9.06   | 9.82   | 10.60  | 7.23                                | 8.80   | 10.41  | 11.17  | 11.95  |
| 28                             | 5.94                             | 7.52   | 9.18   | 9.91   | 10.72  | 7.29                                | 8.87   | 10.53  | 11.26  | 12.07  |
| 29                             | 6.01                             | 7.61   | 9.30   | 10.02  | 10.83  | 7.36                                | 8.96   | 10.65  | 11.37  | 12.18  |
| 30                             | 6.08                             | 7.69   | 9.40   | 10.12  | 10.93  | 7.43                                | 9.04   | 10.75  | 11.47  | 12.28  |
| 31                             | 6.13                             | 7.77   | 9.48   | 10.21  | 11.04  | 7.48                                | 9.12   | 10.83  | 11.56  | 12.39  |
| 32                             | 6.18                             | 7.86   | 9.60   | 10.31  | 11.13  | 7.53                                | 9.21   | 10.95  | 11.66  | 12.48  |
| 33                             | 6.25                             | 7.92   | 9.70   | 10.39  | 11.23  | 7.60                                | 9.27   | 11.05  | 11.74  | 12.58  |
| 34                             | 6.30                             | 8.00   | 9.78   | 10.47  | 11.31  | 7.65                                | 9.35   | 11.13  | 11.82  | 12.66  |
| 35                             | 6.35                             | 8.06   | 9.89   | 10.55  | 11.40  | 7.70                                | 9.41   | 11.24  | 11.90  | 12.75  |

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in DMM 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rate.
- Rates include the \$1.35 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



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

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup>                     |     |     |     |     | Nonmachinable <sup>1, 2, 4, 5</sup> |        |         |         |         |
|--------------------------|--|-----|-----|-----|-----|-------------------------------------|--------|---------|---------|---------|
|                          | Zone   |     |     |     |     | Zone                                |        |         |         |         |
|                          | Local  | 1&2 | 3   | 4   | 5   | Local                               | 1&2    | 3       | 4       | 5       |
| 36                       | For parcels over 35 pounds, use nonmachinable rates. |     |     |     |     | \$7.75                              | \$9.48 | \$11.32 | \$11.97 | \$12.83 |
| 37                       | ---  | --- | --- | --- | --- | 7.79                                | 9.57   | 11.41   | 12.05   | 12.91   |
| 38                       | ---  | --- | --- | --- | --- | 7.84                                | 9.63   | 11.50   | 12.12   | 12.98   |
| 39                       | ---  | --- | --- | --- | --- | 7.91                                | 9.71   | 11.60   | 12.18   | 13.05   |
| 40                       | ---  | --- | --- | --- | --- | 7.96                                | 9.76   | 11.67   | 12.24   | 13.12   |
| 41                       | ---  | --- | --- | --- | --- | 8.02                                | 9.85   | 11.78   | 12.30   | 13.19   |
| 42                       | ---  | --- | --- | --- | --- | 8.07                                | 9.90   | 11.85   | 12.37   | 13.25   |
| 43                       | ---  | --- | --- | --- | --- | 8.12                                | 9.96   | 11.93   | 12.43   | 13.30   |
| 44                       | ---  | --- | --- | --- | --- | 8.19                                | 10.03  | 12.01   | 12.49   | 13.35   |
| 45                       | ---  | --- | --- | --- | --- | 8.23                                | 10.08  | 12.08   | 12.65   | 13.40   |
| 46                       | ---  | --- | --- | --- | --- | 8.27                                | 10.17  | 12.17   | 12.70   | 13.45   |
| 47                       | ---  | --- | --- | --- | --- | 8.33                                | 10.24  | 12.23   | 12.75   | 13.50   |
| 48                       | ---  | --- | --- | --- | --- | 8.38                                | 10.29  | 12.32   | 12.79   | 13.55   |
| 49                       | ---  | --- | --- | --- | --- | 8.42                                | 10.36  | 12.39   | 12.84   | 13.60   |
| 50                       | ---  | --- | --- | --- | --- | 8.47                                | 10.39  | 12.46   | 12.88   | 13.65   |
| 51                       | ---  | --- | --- | --- | --- | 8.53                                | 10.48  | 12.52   | 12.93   | 13.70   |
| 52                       | ---  | --- | --- | --- | --- | 8.56                                | 10.54  | 12.62   | 12.97   | 13.75   |
| 53                       | ---  | --- | --- | --- | --- | 8.61                                | 10.57  | 12.67   | 13.00   | 13.80   |
| 54                       | ---  | --- | --- | --- | --- | 8.67                                | 10.63  | 12.71   | 13.05   | 13.85   |
| 55                       | ---  | --- | --- | --- | --- | 8.72                                | 10.69  | 12.75   | 13.10   | 13.90   |
| 56                       | ---  | --- | --- | --- | --- | 8.75                                | 10.75  | 12.79   | 13.14   | 13.95   |
| 57                       | ---  | --- | --- | --- | --- | 8.80                                | 10.82  | 12.81   | 13.16   | 14.00   |
| 58                       | ---  | --- | --- | --- | --- | 8.85                                | 10.87  | 12.85   | 13.20   | 14.05   |
| 59                       | ---  | --- | --- | --- | --- | 8.90                                | 10.92  | 12.88   | 13.24   | 14.10   |
| 60                       | ---  | --- | --- | --- | --- | 8.92                                | 10.99  | 12.91   | 13.26   | 14.15   |
| 61                       | ---  | --- | --- | --- | --- | 9.01                                | 11.05  | 12.94   | 13.30   | 14.20   |
| 62                       | ---  | --- | --- | --- | --- | 9.03                                | 11.10  | 12.97   | 13.36   | 14.25   |
| 63                       | ---  | --- | --- | --- | --- | 9.08                                | 11.15  | 12.99   | 13.43   | 14.30   |
| 64                       | ---  | --- | --- | --- | --- | 9.13                                | 11.21  | 13.01   | 13.48   | 14.35   |
| 65                       | ---  | --- | --- | --- | --- | 9.17                                | 11.26  | 13.05   | 13.54   | 14.40   |
| 66                       | ---  | --- | --- | --- | --- | 9.20                                | 11.33  | 13.07   | 13.61   | 14.45   |
| 67                       | ---  | --- | --- | --- | --- | 9.27                                | 11.39  | 13.10   | 13.68   | 14.50   |
| 68                       | ---  | --- | --- | --- | --- | 9.31                                | 11.41  | 13.11   | 13.72   | 14.55   |
| 69                       | ---  | --- | --- | --- | --- | 9.32                                | 11.48  | 13.13   | 13.79   | 14.60   |
| 70                       | ---  | --- | --- | --- | --- | 9.33                                | 11.53  | 13.16   | 13.85   | 14.65   |
| Oversized                | ---  | --- | --- | --- | --- | 23.78                               | 34.47  | 34.79   | 35.48   | 36.53   |

- For parcels that originate and destinate in the same BMC service area.
- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in DMM 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rate.
- Rates include the \$1.35 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

[R700.1.3 and R700.1.4]



## 2.0 Basic Eligibility Standards for Parcel Post

### 2.1 Definition of Parcel Post

Parcel Post is a subclass of Package Services. Any Package Services matter may be mailed at Parcel Post rates. [E711.1.0]

### 2.2 Service Objectives

The USPS does not guarantee the delivery of Parcel Post within a specified time. Parcel Post might receive deferred service. The local post office can provide more information concerning delivery times within its area. [D700.1.0]

### 2.3 Postal Inspection

Parcel Post mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Post rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

### 2.4 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. Alternative addressing formats under 602.3.0 may be used. Each piece must bear the sender's return address. [E710.3.1]

## 3.0 Content Standards

### 3.1 General Content Standards

Parcel Post mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under 3.2 or permitted or required under 707.7.9). [E710.1.1]

### 3.2 Attachments or Enclosures of Periodicals Sample Copies

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

## 4.0 Attachments and Enclosures

### 4.1 Enclosures

Parcel Post may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in 4.0. [E711.2.1]

### 4.2 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.



### 153.4.3

- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

#### **4.3 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Post piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

#### **4.4 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Parcel Post piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Parcel Post rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

# 154 Postage Payment Methods

## Overview

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

## 1.0 Postage Payment Methods for Parcel Post

### 1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Parcel Post mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only under [705, \*Advanced Preparation and Special Postage Payment Systems\*](#). Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of rates. Identical-weight permit imprint mail also may be mailed under [705](#). [P700.1.1]

### 1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required (including any surcharges). [P013.1.4]

## 2.0 Postage Paid With Permit Imprint

### 2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes. [P040.1.1]

### 2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except for single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision. [P040.5.1]

### 2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint. [P700.1.2]



# 155 Mail Preparation

## Overview

### 1.0 Preparation for Parcel Post

## 1.0 Preparation for Parcel Post

### 1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece rate Parcel Post. [M710.1.1]

### 1.2 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

### 1.3 Basic Markings

The basic required marking—“Parcel Post” or “PP”—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicators](#)):

- a. The service icon that will identify all Parcel Post pieces will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the marking “PARCEL POST” must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text. [M012.3.1]

### 1.4 Required Use

Except as provided in [602.1.5, Return Addresses](#), the sender's domestic return address must appear legibly on Parcel Post mail. [A010.4.4]



# 156 Deposit

## Overview

### 1.0 Deposit for Parcel Post

## 1.0 Deposit for Parcel Post

### 1.1 Single-Piece Rate Mailings

Single-piece rate Parcel Post mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0, \*Metered Mail Drop Shipment\*](#). Permit imprint mail must be presented at the post office under [604.6.0, \*Permit Imprint \(Indicia\)\*](#). [D700.2.1]

### 1.2 Designated Mailing Office

Parcel Post must be mailed at the post office from which the zone rate postage was computed, except under [1.3](#) and [1.4](#). [E710.2.1]

### 1.3 Redirected Mailings

A mailer who presents large mailings of zoned Parcel Post mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.
- c. Postage for pieces claimed at the Parcel Post Intra-BMC local zone rates must be recomputed at the applicable zone rate for the alternative postal facility. Postage also may be recomputed for other pieces that are ineligible for the Parcel Post Intra-BMC local zone rates but could become eligible at the postal facility to which the mailing is redirected. [E710.2.2]

### 1.4 BMC Acceptance of Zoned Parcel Post

A mailer may present zoned Parcel Post at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent post office.
- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office. [E710.2.3]



156.1.5

**1.5 Pickup fees**

The Parcel Post pickup fee must be paid every time pickup service is provided, subject to the corresponding standards in [507.5.0](#). [E711.2.3]



## **160 Retail Mail Bound Printed Matter**

- 163 Rates and Eligibility
- 164 Postage Payment Methods
- 165 Mail Preparation
- 166 Deposit



# 163 Rates and Eligibility

## Overview

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

## 1.0 Bound Printed Matter Rates and Fees

### 1.1 Rates

Bound Printed Matter (BPM) rates are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone to which the piece is addressed. The single-piece rate applies to BPM not mailed at the Presorted or carrier route rates. [E712.2.0]

### 1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

### 1.3 Bound Printed Matter Rate Application

The single-piece BPM rate is charged per half-pound from 1 through 5 pounds, and per pound from more than 5 through 15 pounds. For pieces weighing 5 pounds or under, any fraction of a half-pound is considered a whole half-pound. For pieces weighing more than 5 but not more than 15 pounds, any fraction of a pound is considered a whole pound. For example, if a BPM item weighs 4.325 pounds, the weight (postage) increment is 4.5 pounds; if an item weighs 6.25 pounds, the weight (postage) increment is 7 pounds. The minimum postage rate per piece is the 1-pound rate. [P013.5.3]

### 1.4 Barcoded Discount—Flats

The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0, \*Barcoding Standards for Letters and Flats\*](#), for the ZIP+4 code or numeric DPBC of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more flat-size pieces. To qualify for the barcoded discount, the flat-size piece must meet the AFSM 100 flat sorting machine requirements under [301.3.3](#). [E712.2.0e]



163.1.5

### 1.5 Single-Piece—Flats

For barcoded discount, deduct \$0.03 per piece (automatable flats only, 50-piece minimum). [R700.2.1]

#### Exhibit 1.5 Single-Piece—Flats Rates

| Weight Not Over (pounds) <sup>1</sup> | Zone         |        |        |        |        |        |        |
|---------------------------------------|--------------|--------|--------|--------|--------|--------|--------|
|                                       | Local, 1 & 2 | 3      | 4      | 5      | 6      | 7      | 8      |
| 1.0                                   | \$1.79       | \$1.84 | \$1.88 | \$1.96 | \$2.03 | \$2.12 | \$2.29 |
| 1.5                                   | 1.79         | 1.84   | 1.88   | 1.96   | 2.03   | 2.12   | 2.29   |
| 2.0                                   | 1.86         | 1.92   | 1.98   | 2.08   | 2.18   | 2.30   | 2.52   |
| 2.5                                   | 1.93         | 2.01   | 2.08   | 2.21   | 2.33   | 2.48   | 2.76   |
| 3.0                                   | 2.00         | 2.09   | 2.18   | 2.33   | 2.48   | 2.66   | 2.99   |
| 3.5                                   | 2.07         | 2.18   | 2.28   | 2.46   | 2.63   | 2.84   | 3.23   |
| 4.0                                   | 2.14         | 2.26   | 2.38   | 2.58   | 2.78   | 3.02   | 3.46   |
| 4.5                                   | 2.21         | 2.35   | 2.48   | 2.71   | 2.93   | 3.20   | 3.70   |
| 5                                     | 2.28         | 2.43   | 2.58   | 2.83   | 3.08   | 3.38   | 3.93   |
| 6                                     | 2.42         | 2.60   | 2.78   | 3.08   | 3.38   | 3.74   | 4.40   |
| 7                                     | 2.56         | 2.77   | 2.98   | 3.33   | 3.68   | 4.10   | 4.87   |
| 8                                     | 2.70         | 2.94   | 3.18   | 3.58   | 3.98   | 4.46   | 5.34   |
| 9                                     | 2.84         | 3.11   | 3.38   | 3.83   | 4.28   | 4.82   | 5.81   |
| 10                                    | 2.98         | 3.28   | 3.58   | 4.08   | 4.58   | 5.18   | 6.28   |
| 11                                    | 3.12         | 3.45   | 3.78   | 4.33   | 4.88   | 5.54   | 6.75   |
| 12                                    | 3.26         | 3.62   | 3.98   | 4.58   | 5.18   | 5.90   | 7.22   |
| 13                                    | 3.40         | 3.79   | 4.18   | 4.83   | 5.48   | 6.26   | 7.69   |
| 14                                    | 3.54         | 3.96   | 4.38   | 5.08   | 5.78   | 6.62   | 8.16   |
| 15                                    | 3.68         | 4.13   | 4.58   | 5.33   | 6.08   | 6.98   | 8.63   |

1. Bound Printed Matter automation compatible flats may be eligible for barcoded discount (see 163.1.4) of \$0.03 per flat (50-piece minimum).

[R700.2.1]

### 1.6 Barcode Discount—Machinable Parcels

Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see 401.1.5.1, *Criteria*) that bear a correct, readable barcode under 708.5.0, *Barcoding Standards for Parcels*, for the ZIP Code of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more BPM parcels. [E712.2.0d]

**1.7 Single-Piece—Parcels**

For barcoded discount, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). [R700.2.2]

**Exhibit 1.7 Single-Piece—Parcels Rates**

| Weight<br>Not Over<br>(pounds) <sup>1</sup> | Zone            |        |        |        |        |        |        |
|---|-----------------|--------|--------|--------|--------|--------|--------|
|   | Local,<br>1 & 2 | 3      | 4      | 5      | 6      | 7      | 8      |
| 1.0   | \$1.87          | \$1.92 | \$1.96 | \$2.04 | \$2.11 | \$2.20 | \$2.37 |
| 1.5   | 1.87            | 1.92   | 1.96   | 2.04   | 2.11   | 2.20   | 2.37   |
| 2.0   | 1.94            | 2.00   | 2.06   | 2.16   | 2.26   | 2.38   | 2.60   |
| 2.5   | 2.01            | 2.09   | 2.16   | 2.29   | 2.41   | 2.56   | 2.84   |
| 3.0   | 2.08            | 2.17   | 2.26   | 2.41   | 2.56   | 2.74   | 3.07   |
| 3.5   | 2.15            | 2.26   | 2.36   | 2.54   | 2.71   | 2.92   | 3.31   |
| 4.0   | 2.22            | 2.34   | 2.46   | 2.66   | 2.86   | 3.10   | 3.54   |
| 4.5   | 2.29            | 2.43   | 2.56   | 2.79   | 3.01   | 3.28   | 3.78   |
| 5   | 2.36            | 2.51   | 2.66   | 2.91   | 3.16   | 3.46   | 4.01   |
| 6   | 2.50            | 2.68   | 2.86   | 3.16   | 3.46   | 3.82   | 4.48   |
| 7   | 2.64            | 2.85   | 3.06   | 3.41   | 3.76   | 4.18   | 4.95   |
| 8   | 2.78            | 3.02   | 3.26   | 3.66   | 4.06   | 4.54   | 5.42   |
| 9   | 2.92            | 3.19   | 3.46   | 3.91   | 4.36   | 4.90   | 5.89   |
| 10  | 3.06            | 3.36   | 3.66   | 4.16   | 4.66   | 5.26   | 6.36   |
| 11  | 3.20            | 3.53   | 3.86   | 4.41   | 4.96   | 5.62   | 6.83   |
| 12  | 3.34            | 3.70   | 4.06   | 4.66   | 5.26   | 5.98   | 7.30   |
| 13  | 3.48            | 3.87   | 4.26   | 4.91   | 5.56   | 6.34   | 7.77   |
| 14  | 3.62            | 4.04   | 4.46   | 5.16   | 5.86   | 6.70   | 8.24   |
| 15  | 3.76            | 4.21   | 4.66   | 5.41   | 6.16   | 7.06   | 8.71   |

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

[R700.2.2]

**1.8 Computing Postage—Bound Printed Matter With Permit Imprint**

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. [P013.9.1]

**1.9 Computing Postage—Bound Printed Matter With Postage Affixed**

For each piece, affix the postage for the weight increment for the zone to which the piece is addressed, as shown in [1.5, Single-Piece—Flats](#), and [1.7, Single-Piece—Parcels](#). [P013.9.2]

**2.0 Basic Eligibility Standards for Bound Printed Matter****2.1 Service Objectives**

The USPS does not guarantee the delivery of BPM within a specified time. BPM might receive deferred service. The local post office can provide more information concerning delivery times within its area. [D700.1.0]



163.2.2

### 2.2 Postal Inspection

BPM is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at BPM rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

### 2.3 Delivery and Return Addresses

All BPM mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under 602.3.0 may be used. Except for unendorsed BPM, each piece must bear the sender's return address. [E710.3.1]

## 3.0 Content Standards

### 3.1 Content Standards for Bound Printed Matter

BPM is a subclass of Package Services and must:

- a. Meet the basic standards for BPM in 101.8.1 and 2.0 and 3.0.
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific rates.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.
- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.
- g. Not be stationery, such as pads of blank printed forms. [E712.1.1]
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (except as permitted under 3.2 or permitted or required under 707.7.9). [E710.1.1]

### 3.2 Attachments or Enclosures of Periodicals Sample Copies

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

## 4.0 Attachments and Enclosures

### 4.1 Enclosures

In addition to the basic standards in 101.8.1, *Physical Standards for Bound Printed Matter*, 2.0, 4.1 through 4.4, and 166.1.1, *Single-Piece Rate Mailings*, BPM may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.

- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in [703.1.6.11, \*Products Mailable at Nonprofit Standard Mail Rates\*](#). In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in [703.1.6.11, \*Products Mailable at Nonprofit Standard Mail Rates\*](#). [E712.1.2]

#### 4.2 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

#### 4.3 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a BPM piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]



163.4.4

#### **4.4 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any BPM piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the BPM rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]



# 164 Postage Payment Methods

## Overview

- [1.0 Postage Payment Methods for Bound Printed Matter](#)
- [2.0 Postage Paid With Permit Imprint](#)

## 1.0 Postage Payment Methods for Bound Printed Matter

### 1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only under [705, \*Advanced Preparation and Special Postage Payment Systems\*](#). Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone. Identical-weight permit imprint mail also may be mailed under [705](#).

[P700.1.1]

### 1.2 Affixing Postage—Single-Piece Rate Mailings

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

[P013.1.4]

## 2.0 Postage Paid With Permit Imprint

### 2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes. [P040.1.1]

### 2.2 Minimum Quantity

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

[P040.5.1]

### 2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint. [P700.1.2]



# 165 Mail Preparation

## Overview

### 1.0 Preparation for Bound Printed Matter

## 1.0 Preparation for Bound Printed Matter

### 1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece rate Bound Printed Matter. [M721.1.1]

### 1.2 Delivery and Return Addresses

All Bound Printed Matter must bear a delivery address. The delivery address on each article must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Except for unendorsed Bound Printed Matter, each piece must bear the sender's return address. [E710.3.1]

### 1.3 Basic Markings

The basic required Bound Printed Matter marking—“Bound Printed Matter” or “BPM”—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicators](#)):

- a. The service icon that will identify Bound Printed Matter will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the marking “BOUND PRINTED MATTER” must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text. [M012.3.1]



# 166 Deposit

## Overview

### [1.0 Deposit for Bound Printed Matter](#)

## 1.0 Deposit for Bound Printed Matter

### 1.1 **Single-Piece Rate Mailings**

Single-piece rate Bound Printed Matter must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0, \*Metered Mail Drop Shipment\*](#). Permit imprint mail must be presented at the post office under [604.6.0](#). [D700.2.1]

### 1.2 **Mailing Office**

Bound Printed Matter must be mailed at the post office from which the zone rate postage was computed, except under [1.3, \*Redirected Mailings\*](#), and [1.4, \*BMC Acceptance\*](#). [E710.2.1]

### 1.3 **Redirected Mailings**

A mailer who presents large mailings of zoned Bound Printed Matter mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage must be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage. [E710.2.2]

### 1.4 **BMC Acceptance**

A mailer may present zoned Bound Printed Matter at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent post office.
- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office. [E710.2.3]



## **170 Retail Mail Media Mail**

173 Rates and Eligibility

174 Postage Payment Methods

175 Mail Preparation

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# 173 Rates and Eligibility

## Overview

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

## 1.0 Media Mail Rates and Fees

### 1.1 Rates

Media Mail rates are based on the weight of the piece without regard to zone. The single-piece rate applies to pieces not mailed at a 5-digit or basic rate. [E713.2.0]

### 1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]

### 1.3 Media Mail Rate Application

The Media Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Rate application is identical for the single-piece and presort rates.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per piece is that for a piece weighing 1 pound. [P013.5.4]

### 1.4 Barcode Discount—Machinable Parcels

Barcoded Discount. The barcoded discount applies to Media Mail machinable parcels (see [101.3.2](#)) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0, \*Barcoding Standards for Parcels\*](#).

[E713.2.0d]

### 1.5 Media Mail Rates

For barcoded discount for single-piece rate, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). See [Exhibit 1.5 \*Media Mail Rates\*](#). [R700.3.0]



173.1.5

### Exhibit 1.5 Media Mail Rates

| Weight Not Over (pounds) | Single-Piece <sup>1</sup> | Weight Not Over (pounds) | Single-Piece <sup>1</sup> |
|--------------------------|---------------------------|--------------------------|---------------------------|
| 1                        | \$1.42                    | 36                       | \$12.64                   |
| 2                        | 1.84                      | 37                       | 12.94                     |
| 3                        | 2.26                      | 38                       | 13.24                     |
| 4                        | 2.68                      | 39                       | 13.54                     |
| 5                        | 3.10                      | 40                       | 13.84                     |
| 6                        | 3.52                      | 41                       | 14.14                     |
| 7                        | 3.94                      | 42                       | 14.44                     |
| 8                        | 4.24                      | 43                       | 14.74                     |
| 9                        | 4.54                      | 44                       | 15.04                     |
| 10                       | 4.84                      | 45                       | 15.34                     |
| 11                       | 5.14                      | 46                       | 15.64                     |
| 12                       | 5.44                      | 47                       | 15.94                     |
| 13                       | 5.74                      | 48                       | 16.24                     |
| 14                       | 6.04                      | 49                       | 16.54                     |
| 15                       | 6.34                      | 50                       | 16.84                     |
| 16                       | 6.64                      | 51                       | 17.14                     |
| 17                       | 6.94                      | 52                       | 17.44                     |
| 18                       | 7.24                      | 53                       | 17.74                     |
| 19                       | 7.54                      | 54                       | 18.04                     |
| 20                       | 7.84                      | 55                       | 18.34                     |
| 21                       | 8.14                      | 56                       | 18.64                     |
| 22                       | 8.44                      | 57                       | 18.94                     |
| 23                       | 8.74                      | 58                       | 19.24                     |
| 24                       | 9.04                      | 59                       | 19.54                     |
| 25                       | 9.34                      | 60                       | 19.84                     |
| 26                       | 9.64                      | 61                       | 20.14                     |
| 27                       | 9.94                      | 62                       | 20.44                     |
| 28                       | 10.24                     | 63                       | 20.74                     |
| 29                       | 10.54                     | 64                       | 21.04                     |
| 30                       | 10.84                     | 65                       | 21.34                     |
| 31                       | 11.14                     | 66                       | 21.64                     |
| 32                       | 11.44                     | 67                       | 21.94                     |
| 33                       | 11.74                     | 68                       | 22.24                     |
| 34                       | 12.04                     | 69                       | 22.54                     |
| 35                       | 12.34                     | 70                       | 22.84                     |

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

[R700.3.0]

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

To compute the total postage for a mailing, for each weight increment multiply the number of pieces by the applicable rate per piece. [P013.9.1]

**1.7 Computing Postage—Media Mail With Postage Affixed**

For each piece, affix the postage for the weight increment as shown in [Exhibit 1.5](#). [P013.9.2]

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

The USPS does not guarantee the delivery of Media Mail within a specified time. Media Mail might receive deferred service. The local post office can provide more information concerning delivery times within its area. [D700.1.0]

**2.2 Postal Inspection**

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

**2.3 Delivery and Return Addresses**

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

**3.0 Content Standards****3.1 General**

Mailable matter meeting one of the specific eligibility standards in [3.2](#), and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail. [E710.1.1]

**3.2 Qualified Items**

Only these items may be mailed at the Media Mail rates:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail rate.
- c. Printed music, whether in bound or sheet form.



- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.
- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media. [E713.1.1]

## 4.0 Attachments and Enclosures

### 4.1 Loose Enclosures

In addition to the enclosures and additions listed in 4.0, any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates. [E713.1.2]

### 4.2 Enclosures in Books

Enclosures in books mailed at Media Mail rates are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 4.2b.
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 4.2a.



- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under 4.2a or 4.2b. [E713.1.3]

#### 4.3 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

#### 4.4 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]



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### **4.5 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Media Mail piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Package Services rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]



# 174 Postage Payment Methods

## Overview

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

## 1.0 Postage Payment Methods for Media Mail

### 1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Identical-weight permit imprint mail also may be mailed under [705, \*Advanced Preparation and Special Postage Payment Systems\*](#). [P700.1.1]

### 1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required. [P013.1.4]

## 2.0 Postage Paid With Permit Imprint

### 2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes. [P040.1.1]

### 2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision. [P040.5.1]

### 2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint. [P700.1.2]





# 175 Mail Preparation

## Overview

### 1.0 Preparation for Media Mail

## 1.0 Preparation for Media Mail

### 1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Media Mail. [M730.1.1]

### 1.2 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

### 1.3 Basic Markings

The basic required marking—"Media Mail"—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicators](#)). The service icon that will identify Media Mail is a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label. [M012.3.1]



# 176 Deposit

**Overview**

[1.0 Deposit for Media Mail](#)

1.0 Deposit for Media Mail

1.1 **Single-Piece Rate Mailings**

Single-piece rate Media Mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0, Metered Mail Drop Shipment](#). Permit imprint mail must be presented at the post office under [604.6.0](#). [D700.2.1]



## **180 Retail Mail Library Mail**

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



# 183 Rates and Eligibility

## Overview

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

## 1.0 Library Mail Rates and Fees

### 1.1 Rates

Library Mail rates are based on the weight of the piece without regard to zone. [E714.2.0]

### 1.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

### 1.3 Library Mail Rate Application

The Library Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound. [P013.5.5]

### 1.4 Barcode Discount—Machinable Parcels

Barcoded Discount. The barcoded discount applies to Library Mail machinable parcels (see [101.3.2](#)) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#), *Barcoding Standards for Parcels*. [E714.2.0d]

### 1.5 Library Mail Rates

For barcoded discount for single-piece rate, deduct \$0.03 per parcel (machinable parcels only, 50-piece minimum). See [Exhibit 1.5 Library Mail Rates](#). [R700.4.0]



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### Exhibit 1.5 Library Mail Rates

| Weight Not Over (pounds) | Single-Piece <sup>1</sup> | Weight Not Over (pounds) | Single-Piece <sup>1</sup> |
|--------------------------|---------------------------|--------------------------|---------------------------|
| 1                        | \$1.35                    | 36                       | \$12.16                   |
| 2                        | 1.75                      | 37                       | 12.45                     |
| 3                        | 2.15                      | 38                       | 12.74                     |
| 4                        | 2.55                      | 39                       | 13.03                     |
| 5                        | 2.95                      | 40                       | 13.32                     |
| 6                        | 3.35                      | 41                       | 13.61                     |
| 7                        | 3.75                      | 42                       | 13.90                     |
| 8                        | 4.04                      | 43                       | 14.19                     |
| 9                        | 4.33                      | 44                       | 14.48                     |
| 10                       | 4.62                      | 45                       | 14.77                     |
| 11                       | 4.91                      | 46                       | 15.06                     |
| 12                       | 5.20                      | 47                       | 15.35                     |
| 13                       | 5.49                      | 48                       | 15.64                     |
| 14                       | 5.78                      | 49                       | 15.93                     |
| 15                       | 6.07                      | 50                       | 16.22                     |
| 16                       | 6.36                      | 51                       | 16.51                     |
| 17                       | 6.65                      | 52                       | 16.80                     |
| 18                       | 6.94                      | 53                       | 17.09                     |
| 19                       | 7.23                      | 54                       | 17.38                     |
| 20                       | 7.52                      | 55                       | 17.67                     |
| 21                       | 7.81                      | 56                       | 17.96                     |
| 22                       | 8.10                      | 57                       | 18.25                     |
| 23                       | 8.39                      | 58                       | 18.54                     |
| 24                       | 8.68                      | 59                       | 18.83                     |
| 25                       | 8.97                      | 60                       | 19.12                     |
| 26                       | 9.26                      | 61                       | 19.41                     |
| 27                       | 9.55                      | 62                       | 19.70                     |
| 28                       | 9.84                      | 63                       | 19.99                     |
| 29                       | 10.13                     | 64                       | 20.28                     |
| 30                       | 10.42                     | 65                       | 20.57                     |
| 31                       | 10.71                     | 66                       | 20.86                     |
| 32                       | 11.00                     | 67                       | 21.15                     |
| 33                       | 11.29                     | 68                       | 21.44                     |
| 34                       | 11.58                     | 69                       | 21.73                     |
| 35                       | 11.87                     | 70                       | 22.02                     |

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

[R700.4.0]



- 1.6 Computing Postage—Library Mail With Permit Imprint**  
To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. [P013.9.1]
- 1.7 Computing Postage—Library Mail With Postage Affixed**  
For each piece, affix the postage for the weight increment as shown in [Exhibit 1.5](#). [P013.9.2]
- 2.0 Basic Eligibility Standards for Library Mail**
- 2.1 Service Objectives**  
The USPS does not guarantee the delivery of Library Mail within a specified time. Library Mail might receive deferred service. The local post office can provide more information concerning delivery times within its area. [D700.1.0]
- 2.2 Postal Inspection**  
Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]
- 2.3 Delivery and Return Addresses**  
All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address. [E710.1.3]
- 3.0 Sender, Recipient, and Content Standards**
- 3.1 General**  
Mailable matter meeting one of the specific eligibility standards in [3.3](#) or [3.4](#), as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail. [E710.1.1]
- 3.2 Sender, Recipient, and Contents**  
Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in [703.1.0](#). Only the articles described in [3.3](#) and [3.4](#) may be mailed at the Library Mail rate. [E714.1.1]
- 3.3 Qualified Mailings Between Entities**  
The items described in this section may be mailed at the Library Mail rate when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such



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institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.
- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums. [E714.1.2]

### **3.4 Qualified Mailings “To” or “From”**

The following specific items may be mailed at the Library Mail rate when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in 3.4a. through 3.4d and guides or scripts prepared solely for use with such materials. [E714.1.3]

## **4.0 Attachments and Enclosures**

### **4.1 Enclosures in Books and Sound Recordings**

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

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by 4.1b.
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by 4.1a.

- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form permitted in 4.1b.
- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form permitted in 4.1b. [E714.1.4]

#### 4.2 Other Material

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under 4.3 through 4.5. [E714.1.5]

#### 4.3 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]



183.4.4

#### **4.4 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

#### **4.5 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Library Mail piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Library Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

# 184 Postage Payment Methods

## Overview

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

## 1.0 Postage Payment Methods for Library Mail

### 1.1 Payment Method

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only under [705, \*Advanced Preparation and Special Postage Payment Systems\*](#). Identical-weight permit imprint mail also may be mailed under [705](#). [P700.1.1]

### 1.2 Affixing Postage—Single-Piece Rate Mailings

In a postage-affixed single-piece mailing, the mailer must affix to each piece a value in adhesive stamps or meter stamps equal to at least the postage required. [P013.1.4]

## 2.0 Postage Paid With Permit Imprint

### 2.1 Advance Deposit Account

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees and must not be used to pay postage on any mailpiece that is designed for reply purposes. [P040.1.1]

### 2.2 Minimum Quantity

Permit imprint mailings must contain at least 200 pieces or 50 pounds, except in the case of single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision. [P040.5.1]

### 2.3 Postage Statement

A complete postage statement must accompany each mailing paid with permit imprint. [P700.1.2]



# 185 Mail Preparation

## Overview

### 1.0 Preparation for Library Mail

## 1.0 Preparation for Library Mail

### 1.1 Basic Preparation

There are no presort, sacking, or labeling standards for single-piece Library Mail. [M740.1.1]

### 1.2 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

### 1.3 Basic Markings

The basic required marking—"Library Mail"—must be printed on each piece. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 102.3.3, Package Services Indicators](#)). The service icon that will identify Library Mail is a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label. [M012.3.1]





# 186 Deposit

**Overview**

[1.0 Deposit for Library Mail](#)

## 1.0 Deposit for Library Mail

### 1.1 **Single-Piece Rate Mailings**

Single-piece rate Library Mail must be deposited at a time and place specified by the postmaster or designee at the office of mailing. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0, Metered Mail Drop Shipment](#). Permit imprint mail must be presented at the post office under [604.6.0](#). [D700.2.1]



# 200

## Discount Mail Letters and Cards



### Design Standards

201 Physical Standards

202 Elements on the Face of a Mailpiece

### 230 First-Class Mail

233 Rates and Eligibility

234 Postage Payment and Documentation

235 Mail Preparation

236 Enter and Deposit

### 240 Standard Mail

243 Rates and Eligibility

244 Postage Payment and Documentation

245 Mail Preparation

246 Enter and Deposit



# **Discount Letters and Cards Design Standards**

201 Physical Standards

202 Elements on the Face of a Mailpiece





## 201 Physical Standards

### Overview

- [1.0 Physical Standards for Machinable Letters and Cards](#)
- [2.0 Physical Standards for Nonmachinable Letters](#)
- [3.0 Physical Standards for Automation Letters and Cards](#)

## 1.0 Physical Standards for Machinable Letters and Cards

### 1.1 Physical Standards for Machinable Letters

#### 1.1.1 Minimum and Maximum Size for Letters

Letter-size mail is:

- a. Not less than 5 inches long, 3-1/2 inches high, and 0.007-inch thick.
- b. Not more than 11-1/2 inches long, or more than 6-1/8 inches high, or greater than 1/4-inch thick. [C050.2.1]

#### 1.1.2 Weight Standards for Machinable Letters

Maximum weight limit for Presorted First-Class Mail machinable letters and Standard Mail machinable letters is 3.3 ounces (0.2063 pound). [C810.2.3]

#### 1.1.3 All Machinable Letters

All pieces of machinable First-Class Mail letters and Standard Mail machinable letters must not have any of the characteristics in [2.1, Criteria for Nonmachinable Letters](#). Each piece must bear a delivery address that includes the correct ZIP Code or ZIP+4 code. [E130.1.1]

### 1.2 Physical Standards for Cards Claimed at Card Rates

#### 1.2.1 Postcard Dimensions

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

- a. Rectangular.
- b. Not less than 3-1/2 inches high, 5 inches long, and 0.007 inch thick.
- c. Not more than 4-1/4 inches high, or more than 6 inches long, or greater than 0.016 inch thick. [C100.2.1]

#### 1.2.2 Other Cards

A card that does not meet the applicable standards in [1.2](#) must not bear the words "Postcard" or "Double Postcard." [C100.2.2]

#### 1.2.3 Paper or Cardstock

A card must be of uniform thickness and made of unfolded and uncreased paper or cardstock of approximately the quality and weight of a stamped card (i.e., a card available from the USPS). A card must be formed either of one piece of paper or cardstock or of two pieces of paper permanently and uniformly bonded together. The stock used for a card may be of any color or surface that permits the legible printing of the address, postmark, and any required markings. [C100.2.3]



#### 1.2.4 Acceptable Attachments

A card may bear an attachment that is:

- a. A paper label, such as a wafer seal or decal affixed with permanent adhesive to the back side of the card, or within the message area on the address side (see [1.2.6](#)), or to the left of the address block.
- b. A label affixed with permanent adhesive for showing the delivery or return address.
- c. A small reusable seal or decal prepared with pressure-sensitive and nonremovable adhesive that is intended to be removed from the first half of a double card and applied to the reply half. [C100.2.4]

#### 1.2.5 Unacceptable Attachment

A card may not bear an attachment that is:

- a. Other than paper.
- b. Not totally adhered to the card surface.
- c. An encumbrance to postal processing. [C100.2.5]

#### 1.2.6 Address Side of Cards

The address side of a card is the side bearing the delivery address and postage. The address side may be formatted to contain a message area. Cards that do not contain a message area on the address side are subject to the applicable standards for the rate claimed. For the purposes of [1.2](#), miscellaneous graphics or printing, such as symbols, logos, or characters, that appear on the address side of cards not containing a message area are generally acceptable provided the items are not intended to convey a message. Cards claimed at the Presorted or automation card rates that contain a message area on the address side must be divided vertically or horizontally and meet the following additional standards, as applicable:

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





- b. Horizontally divided cards.
  1. The address side of the card must be divided into an upper portion and a lower portion, with or without a horizontal rule. The portion of the address side that does not contain the delivery address is the message area.
  2. The delivery address, postage, and any USPS marking or endorsement must appear within the portion containing the delivery address. As an alternative, when the delivery address appears within the lower portion, it is permissible for the postage, return address, and any USPS marking or endorsement to appear in the upper portion. The portion bearing the delivery address must be at least 1-1/2 inches high (measured from the top or bottom edge of the card, as applicable, right edge to left edge inclusive).
  3. For cards claimed at the Presorted rate, nondelivery address information may extend into the portion containing the delivery address only if it appears above the address block and if the information is shaded or surrounded by a border that has at least 1/8 inch clearance between the delivery address block and the border. Mailers may choose not to shade or border the nondelivery address information if there is at least 1/8 inch of clear space around the delivery address block.
  4. For cards claimed at the automation rate, the standards for automation-compatible mail in [3.0, Physical Standards for Automation Letters and Cards](#), and [202.5.0, Barcode Placement](#), must be met.  
[C100.2.6]

### 1.2.7 Tearing Guides

A card may have perforations or tearing guides if they do not eliminate or interfere with any address element, postage, marking, or endorsement and do not impair the physical integrity of the card. [C100.2.8]

### 1.2.8 Double Cards

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

- a. The reply half of a double card must be used for reply only and may not be used to convey a message to the original addressee or to send statements of account. The reply half may be formatted for response purposes (e.g., contain blocks for completion by the addressee).
- b. A double card must be folded before mailing and prepared so that the address on the reply half is on the inside when the double card is originally mailed. The address side of the reply half may be prepared as business reply mail, courtesy reply mail, meter reply mail, or as a merchandise return service label.
- c. Plain stickers, seals, or a single wire stitch (staple) may be used to fasten the open edge at the top or bottom once the card is folded if affixed so that the inner surfaces of the cards can be readily examined. Fasteners must be affixed



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according to the applicable preparation requirements for the rate claimed. Any sealing on the left and right sides of the cards, no matter the sealing process used, is not permitted.

- d. The first half of a double card must be detached when the reply half is mailed for return. [C100.2.9]

### 1.2.9 Enclosures in Double Cards

Enclosures in double postcards are prohibited at card rates. [C100.3.0]

## 2.0 Physical Standards for Nonmachinable Letters

### 2.1 Criteria for Nonmachinable Letters

A letter-size piece is nonmachinable if it has one or more of the following characteristics (see [601.1.3](#) to determine the length, height, top, and bottom of a mailpiece):

- a. Has an aspect ratio (length divided by height) of less than 1.3 or more than 2.5.
- b. Is polybagged, polywrapped, or enclosed in any plastic material.
- c. Has clasps, strings, buttons, or similar closure devices.
- d. Contains items such as pens, pencils, or loose keys or coins that cause the thickness of the mailpiece to be uneven (see [601.11.18](#), *Odd-Shaped Items in Paper Envelopes*).
- e. Is too rigid (does not bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch diameter turn).
- f. For pieces more than 4-1/4 inches high or 6 inches long, the thickness is less than 0.009 inch.
- g. Has a delivery address parallel to the shorter dimension of the mailpiece.
- h. Self-mailers with a folded edge perpendicular to the address if the piece is not folded and secured according to [3.14.2](#), *Folded Self-Mailer*.
- i. Booklet-type pieces with the bound edge (spine) along the shorter dimension of the piece or at the top, regardless of the use of tabs, wafer seals, or other fasteners. [C050.2.2]

### 2.2 Additional Criteria for First-Class Mail Nonmachinable Letters

#### 2.2.1 Nonmachinable Pieces

Letter-size pieces (except card rate pieces) that weigh 1 ounce or less and meet one or more of the nonmachinable characteristics in [2.1](#) are subject to the nonmachinable surcharge in [2.2.2](#). [C100.4.0]

#### 2.2.2 Nonmachinable Surcharge—Letter-Size Pieces

The nonmachinable surcharge in [233.1.16](#) applies to letter-size pieces that weigh 1 ounce or less and meet one of the following criteria:

- a. Meet one or more of the nonmachinable characteristics in [2.1](#). Pieces mailed at the card rate are not subject to the nonmachinable surcharge.



- b. For which the mailer chooses the manual only (“do not automate”) option. Pieces mailed at the card rate may choose this option but are not subject to the surcharge. [E130.3.3]

## 2.3 Additional Criteria for Standard Mail Nonmachinable Letters

### 2.3.1 Nonmachinable Surcharge Applied

The nonmachinable surcharge in [243.1.5](#) applies only to Regular and Nonprofit Standard Mail letter-size pieces (including card-size pieces), except for letter-size pieces prepared and entered as Customized MarketMail under [705.1.0](#), if the pieces weigh 3.3 ounces or less, are claimed at Presorted letter rates, and are subject to either of these conditions:

- a. The pieces have one or more of the nonmachinable characteristics for letter-size mail in [2.0](#).
- b. The pieces are labeled for manual processing by the mailer under the manual only option in [245.5.3](#). [C600.4.1]

### 2.3.2 Nonmachinable Surcharge Not Applied

The nonmachinable surcharge does not apply to Standard Mail pieces claimed at any nonletter rate. The surcharge also does not apply to Standard Mail letter-size pieces that are claimed at these letter rates:

- a. Automation rates.
- b. Enhanced Carrier Route rates.
- c. Presorted rates if the pieces are not subject to either of the two conditions in [2.3.1](#), or if the pieces are prepared and entered as Customized MarketMail under [705.1.0](#). [C600.4.2]

## 3.0 Physical Standards for Automation Letters and Cards

### 3.1 Basic Standards for Automation Letters

Letters and cards claimed at automation rates and at some Standard Mail Enhanced Carrier Route rates must meet the standards in [3.0](#). Pieces claimed at First-Class Mail automation card rates also must meet the standards in [1.2](#), *Physical Standards for Cards Claimed at Card Rates*. Unless prepared under [3.14.2](#) through [3.14.4](#) in *Self-mailers, Booklets, Postcards, and Heavy Letter Mail*, each mailpiece must be prepared either as a sealed envelope (the preferred method) or, if unenveloped, must be sealed or glued on all four sides. [C810.1.0]

### 3.2 Dimensions and Shape Standards for Automation Letters

Each letter-size piece must be rectangular and:

- a. For height, no more than 6-1/8 or less than 3-1/2 inches high.
- b. For length, no more than 11-1/2 or less than 5 inches long.
- c. For thickness, no more than 0.25 or less than
  1. 0.007 inch thick *if no more than 4-1/4 inches high and 6 inches long*; or



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2. 0.009 inch thick *if more than 4-1/4 inches high or 6 inches long, or both.*  
[C810.2.1]

#### **3.3 Weight Standards for First-Class Mail Automation Letters and Cards**

Maximum weight limit for First-Class Mail automation (see [3.14.5, Heavy Letter Mail](#), for pieces heavier than 3 ounces) is 3.3 ounces (0.2063 pound). [C810.2.3a]

#### **3.4 Weight Standards for Standard Mail Automation Letters**

Maximum weight limit for Standard Mail mailed at automation, Enhanced Carrier Route high density, saturation, and automation carrier route pieces is 3.5 ounces (0.2183 pound) (see [3.14.5](#) for pieces heavier than 3 ounces). [C810.2.3c]

#### **3.5 Weight Standards for Periodicals Automation Letters**

Maximum weight limit for Periodicals automation letters (see [3.14.5](#) for pieces heavier than 3 ounces) is 3.3 ounces (0.2063 pound). [C810.2.3b]

#### **3.6 Aspect Ratio**

The aspect ratio (length of the mailpiece divided by height) must be between 1.3 and 2.5, inclusive. Length and height are defined in [601.1.3](#). [C810.2.2]

#### **3.7 Wraps and Closures**

An automation-compatible mailpiece may not be polywrapped, polybagged, or shrinkwrapped; have clasps, strings, buttons, or similar closure devices; or have protrusions that might impede or damage the mail or mail processing equipment. [C810.3.1]

#### **3.8 Staples and Saddle Stitching**

Staples or saddle stitching may be used only on booklet-type mailpieces to join the bound edge (spine). Inserted staples or stitching must parallel the bound edge, seat tightly and securely, and have no protrusions that might impede or damage the mail or mail processing equipment. [C810.3.2]

#### **3.9 Rigid and Odd-Shaped Items**

Rigid items (e.g., pens, pencils, keys, bottle caps) are prohibited within mailpieces. Reasonably flexible items (e.g., credit cards) are permitted. Subject to [3.11, Flexibility Standards for Automation Letters](#), odd-shaped items (e.g., coins and tokens) are permitted if firmly affixed to and wrapped within the contents of the mailpiece and envelope to streamline the shape of the mailpiece for automated processing. [C810.3.3]

#### **3.10 Tabs, Wafer Seals, Tape, and Glue**

Tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) may be used as applicable to the particular type of mailpiece under [3.14, Self-mailers, Booklets, Postcards, and Heavy Letter Mail](#), if the sealing devices do not interfere with the recognition of the barcode, rate marking, postage information, or delivery or return addresses. In all cases, additional tabs or seals may be used. Cellophane tape is not acceptable within the barcode clear zone. Tabs or wafer seals placed in the barcode clear zone must contain a paper face meeting the standards for background reflectance and, if the barcode is not preprinted by the mailer, the standards for acceptance of water-based ink. Tabs, wafer seals, and tape must



have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate. [C810.4.0]

### **3.11 Flexibility Standards for Automation Letters**

#### **3.11.1 Machinability**

To ensure transport through automated mail processing machines, a mailpiece and its contents must bend easily when subjected to a transport belt tension of 40 pounds around an 11-inch-diameter drum. [C810.5.1]

#### **3.11.2 USPS Services for Flexibility Testing**

A mailer wanting to have mailpieces tested for flexibility must submit at least 50 sample pieces and a written request to USPS Engineering at least 6 weeks before the mailing date. The request must describe mailpiece contents and construction, number of pieces being produced, and preparation level (e.g., presort). Engineering advises the mailer by letter of its findings. If the mailpiece is approved, the letter includes a unique number identifying the piece tested and serves as evidence that the piece meets the relevant standards. A copy of the letter must be attached to each postage statement submitted for mailings of the approved piece. If requested by the USPS, the mailer must show that pieces presented for mailing are the same as those tested and approved. [C810.5.2]

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

#### **3.12.1 Using Labels and Stickers**

Permanent labels and stickers (i.e., those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at First-Class card rates or at Periodicals rates, labels and stickers may be used only if permitted by the applicable standards. [C810.6.1]

#### **3.12.2 Pressure-Sensitive Label**

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label bundles to sortation levels. [C810.6.2]

#### **3.12.3 “Sandwich” Label**

A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel. [C810.6.3]

### **3.13 Standards for Repositionable Notes**

#### **3.13.1 Using Repositionable Notes**

A repositionable note may be affixed directly to the address side of First-Class Mail and Standard Mail letter-size mailpieces that meet the standards in [3.13.2](#) through [3.13.6](#) in *Standards for Repositionable Notes*. The note is included as an integral



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part of the mailpiece for weight and postage rate computation purposes. Repositionable notes must conform to any content restrictions applicable to the class of the host piece. [C810.7.1]

#### **3.13.2 General Standards for Mailpieces Using Repositionable Notes**

Each mailpiece must:

- a. Bear a valid delivery point barcode.
- b. Meet the requirements for automation-compatible mail under [3.0](#).
- c. Be eligible for and claim an automation letter rate.
- d. Be uniformly thick. [C810.7.2]

#### **3.13.3 Physical and Size Standards for Mailpieces Using Repositionable Notes**

Each mailpiece must be rectangular and have a surface smoothness of 195 Sheffield Units or smoother. The following standards also apply:

- a. *Enveloped mailpieces*. Each mailpiece prepared in an envelope must be constructed from a basis weight of 20 pounds or greater. Window envelopes must have a closed panel made of polystyrene or glassine. Each enveloped mailpiece is limited to the following dimensions:
  1. For height, no less than 4-1/8 inches and no more than 6 inches high.
  2. For length, no less than 8 inches and no more than 9-1/2 inches long.
  3. For thickness, no less than 0.02 inch and no more than 0.125 inch thick.
- b. *Oversize cards*. Each mailpiece prepared as an oversize card is limited to the following dimensions:
  1. For height, no less than 4-1/2 inches and no more than 6 inches high.
  2. For length, no less than 8-1/2 inches and no more than 9 inches long.
  3. For thickness, no less than 0.009 inch thick (cards 5-3/4 inches or more in height must be no less than 0.012 inch thick.) [C810.7.4]

#### **3.13.4 Content Standards for Mailpieces Using Repositionable Notes**

Allowable characteristics of contents of the host piece include:

- a. Paper.
- b. Credit cards or similar plastic cards. Such cards must be affixed to or tightly enclosed within the other contents. The position of the credit cards should alternate in adjacent mailpieces between left and right ends (or left, center, right) to keep the stack thickness consistent.
- c. Maximum insert shift is 7/8 inch. [C810.7.3]

#### **3.13.5 Physical Standards for Repositionable Notes**

Repositionable notes must:

- a. Measure 3 inches by 3 inches, plus or minus 1/8 inch for either dimension.
- b. Not contain phosphorescent or red fluorescent colorants.



- c. Be positioned parallel with the length of the piece, affixed by standard labeling equipment, and placed no closer than 3/8 inch from the left of the delivery address. Manually affixed notes are not permitted.
- d. Be at least 1/2 inch (plus or minus 1/8 inch) from the bottom and left edges of the mailpiece.
- e. Be adhered with a 3/4 inch (plus 1/4 inch or minus 1/16 inch) adhesive strip across the top portion on the reverse side of the note.
- f. Not be placed in a manner that interferes with the delivery address, and must not display a specific address or ZIP Code. References to general landmarks are permissible. The written and graphic characteristics of the notes are considered when determining eligibility of mailpieces mailed at the Standard Mail and Nonprofit Standard Mail rates. [C810.7.5]

### 3.13.6 Compliance for Repositionable Notes

Mailers must comply as follows:

- a. Repositionable notes must be obtained from an approved repositionable notes vendor (see [www.usps.com](http://www.usps.com) for a listing of approved vendors). Prospective vendors can obtain USPS standards and test procedures from USPS Engineering (see [608.8.1, Postal Service](#), for address). Testing must be performed by a certified independent laboratory.
- b. Mailers must present evidence at the time of mailing to show that their repositionable notes have been supplied by an approved vendor. The vendor name on the reverse of the note will be sufficient as evidence; in lieu of the vendor name printed on the notes, an invoice from the approved vendor for purchase of the repositionable notes will constitute such evidence.
- c. Each mailing must include, as part of the mailing, eight pieces addressed to the manager, USPS Engineering Letter Tech (Attn: RPN Sample), and eight pieces addressed to the manager, Product Management–Correspondence and Transactions (Attn: RPN Sample). See [608.8.1, Postal Service](#), for addresses. [C810.7.6]

## 3.14 Self-mailers, Booklets, Postcards, and Heavy Letter Mail

### 3.14.1 Paper Weights for Mailpieces Sealed on All Sides

An envelope or any mailpiece formed by an outer sheet or sheets sealed on all four edges must be prepared from paper with a minimum basis weight of 16 pounds (measured weight for 500 17- by 22-inch sheets). [C810.8.1]

### 3.14.2 Folded Self-Mailer

Except as noted in [3.14.2c](#), a folded self-mailer must be prepared with the folded edge parallel to the longest dimension and the address of the mailpiece. Based on the number of tabs used, these additional standards apply:

- a. With one tab or wafer seal, the folded edge must be at the bottom of the self-mailer. The tab or wafer seal must be placed in the middle of the top edge of the piece. If formed of a single folded sheet, the self-mailer must be prepared from paper with a minimum basis weight of 28 pounds (measured weight for 500 17- by 22-inch sheets) or 70 pounds (measured weight for 500 25- by



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38-inch sheets). If formed of multiple folded sheets, the self-mailer must be prepared from paper with a minimum basis weight of 24 pounds (measured weight for 500 17- by 22-inch sheets) or 60 pounds (measured weight for 500 25- by 38-inch sheets).

- b. With two tabs or wafer seals, the folded edge may be at the top or bottom of the self-mailer. The two tabs or wafer seals must be placed on the open edge, opposite the folded edge. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the other, within 1 inch of the right edge of the piece. The whole tab need not be placed within 1 inch of the edge. The tabs must not obscure the FIM, postage, or required address information. The folded self-mailer must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).
- c. In specifically identified formats, a self-mailer may have the final fold on the right side (leading edge) of the piece. The left edge (trailing edge) and other open edges must be secured with at least one tab or a glue line. The number of tabs required is determined by the final trim size and paper basis weight of the piece. If the piece is 7 inches long or more, the piece must be sealed on the top and the bottom. In all cases, additional tabs, seals, or glue spots or glue lines may be used. Newsprint paper is acceptable if the basis weight of the paper meets the minimum standards in [3.14.2a](#) and the piece is certified by the USPS mailpiece design analyst to be acceptable for automated processing.

[C810.8.2]

#### **3.14.3 Booklets**

A booklet-type piece must meet these standards:

- a. The front and back covers must be prepared from paper with a minimum basis weight of 20 pounds (measured weight for 500 17- by 22-inch sheets).
- b. Except as noted in [3.14.3d](#), the bound edge (spine) must be the longest edge of the piece and at the bottom, parallel to the address.
- c. The unbound edge (top) must be secured with at least two tabs or wafer seals. One tab or wafer seal must be placed within 1 inch of the left edge of the piece; the second tab or seal, within 1 inch of the right edge of the piece. As an alternative, one tab or wafer seal must be placed within 1 inch from the top left side (trailing edge) of the piece; the second tab or seal, within 1 inch from the top right side (leading edge) of the piece.
- d. In specifically identified formats, prepared with a minimum paper basis weight of 24-pound bond paper, the spine may be on the shorter side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The unbound edges must be secured with at least two tabs or wafer seals. If the outside covers are prepared with a minimum paper basis weight of 20-pound bond or equivalent, the spine may be on the right side (leading edge) of the piece. The address must still be parallel to the longest side of the piece. The following restrictions apply:
  1. If the final trim size of the piece is no more than 4-1/4 inches high and no more than 6 inches long, the unbound left edges must be secured with at least one tab or wafer seal placed at the vertical center of the piece.





2. If the final trim size of the piece is more than 4-1/4 inches high or more than 6 inches long, the unbound left edge must be secured with two tabs or wafer seals placed within 1 inch of the top and bottom edges.  
[C810.8.3]

#### 3.14.4 Postcard

Any postcard must be prepared from paper stock meeting the industry standard for a basis weight of 75 pounds or greater, with none less than 71.25 pounds (measured weight for 500 25- by 38-inch sheets). The stock must be free from groundwood unless coated with a substance adding to the stock's ability to resist an applied bending force. A double postcard not prepared with all edges sealed must have the folded edge at the top or bottom, and the open edge parallel to the address must be secured with one tab (or other permitted closure) in the middle of the length. [C810.8.4]

#### 3.14.5 Heavy Letter Mail

Heavy letter mail (i.e., barcoded letter-size mail weighing more than 3 ounces) must have a barcode in the address block (see [202.5.0, Barcode Placement](#)) and must be prepared in a sealed envelope. Heavy letter mail may neither contain stiff enclosures nor be prepared as a self-mailer or booklet-type mailpiece. [C810.8.5]

### 3.15 Enclosed Reply Cards and Envelopes

#### 3.15.1 Basic Standard

All letter-size reply cards and envelopes (business reply mail (BRM), courtesy reply mail (CRM), and meter reply mail (MRM)) provided as enclosures in automation First-Class Mail, Periodicals, and Standard Mail and addressed for return to a domestic delivery address must meet the applicable standards for automation-compatible mail in [3.0](#). The mailer's signature on the postage statement certifies that this standard, and the standards listed below, have been met when the corresponding mail is presented to the USPS:

- a. Each reply piece must include the appropriate facing identification mark (FIM) under [1.2, Physical Standards for Cards Claimed at Card Rates](#).
- b. Each BRM piece must bear the correct BRM ZIP+4 barcode; each MRM and CRM piece must bear the correct barcode for the delivery address, subject to [202.5.0, Barcode Placement](#).
- c. Each BRM piece must meet any applicable standard under [507.8.0](#); each MRM piece must meet any applicable standard under [604.4.0, Postage Meters \(Postage Evidencing Systems\)](#), and [604.5.0, PC Postage](#); and each CRM piece as defined in [3.15.2](#) must meet the standards of this section. [C810.9.1]

#### 3.15.2 Courtesy Reply Mail (CRM)

For these standards, courtesy reply mail (CRM) is reply mail other than BRM or MRM enclosed in other mail, with or without prepayment of postage, for return to the address on the reply piece. If postage is required, the customer returning the piece affixes the applicable First-Class Mail postage. Each piece must meet the physical standards for mailability in [601](#) and [1.0](#) or [2.0](#). CRM has no additional required design standards unless enclosed in automation mail. [C810.9.2]



## 202 Elements on the Face of a Mailpiece

### Overview

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

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements. [A010.1.5]

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [2.0](#) for address placement; see [602](#) for additional information regarding addressing.) [A010.1.1]

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail. [P011.1.1]

### 2.0 Address Placement

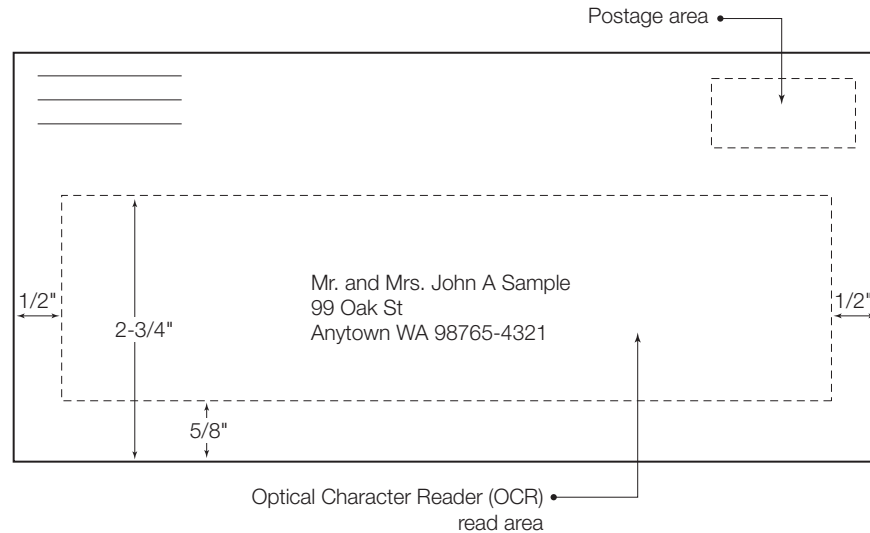
#### 2.1 Address Placement Causing Mail to be Nonmailable and Nonmachinable

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. On a letter-size piece, the recommended address placement is within the optical character reader (OCR) read area, which is a space on the address side of the mailpiece defined by these boundaries (see [Exhibit 2.1, OCR Read Area](#)):

- a. Left: 1/2 inch from the left edge of the piece.
- b. Right: 1/2 inch from the right edge of the piece.
- c. Top: 2-3/4 inches from the bottom edge of the piece.
- d. Bottom: 5/8 inch from the bottom edge of the piece. [A010.1.4 and A010.1.3]



### Exhibit 2.1 OCR Read Area



[Exhibit A010.1.3]

## 3.0 Placement and Content of Mail Markings

### 3.1 Enclosures

Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in [703.9.0, \*Mixed Classes\*](#). [M012.1.2]

### 3.2 Printing and Designs

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement. [M012.1.3]

### 3.3 Placement of Mail Markings

Markings must be placed as follows:

- a. **Basic Marking.** The basic required marking that indicates the class or subclass—"First-Class," "Presorted Standard" or "PRSRT STD," or "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit")—must be printed or produced as part of, or directly below or to the left of, the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp.
- b. **Other Markings.** The rate-specific markings "AUTO," "AUTOOCR," "Presorted" (or "PRSRT"); "Single-Piece" (or "SNGLP") (First-Class Mail only); and "ECRLOT," "ECRWSH," "ECRWSS," and "Customized MarketMail" (or "CUST MKTMAIL" or "CMM") (Standard Mail only) may be placed as follows:
  1. In the location specified in [3.3a](#).



2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).
  3. If preceded by two asterisks (\*\*), the “AUTO,” “AUTOCR,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line. Alternatively, the “AUTO,” “AUTOCR,” “PRSRT,” or “SNGLP” marking may be placed to the left of the barcode clear zone (subject to the standards in [5.0, Barcode Placement](#)) on letter-size pieces.
- c. Additional Requirements for Carrier Route. “AUTOCR,” “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address, as specified in [3.3b](#). Pieces not mailed at ECR rates must not bear these markings. [M012.2.1]

### 3.4 Exceptions to Markings

Exceptions are as follows:

- a. Automation Letters: Non-carrier route First-Class Mail and Standard Mail letters do not require an “AUTO” marking if they bear a DPBC in the address block or on an insert visible through a window. Non-carrier route First-Class Mail letters not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. Non-carrier route Standard Mail letters not marked “AUTO” must bear the appropriate basic marking in [3.3a](#).
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece as required in [3.3a](#). The two-letter rate category code required in the keyline on manifest mailing pieces prepared under [705.2.0, Manifest Mailing System \(MMS\)](#), meets the requirement for other rate markings (e.g., on a First-Class piece mailed at automation carrier route rates, the “AC” code may replace the “AUTOCR” marking).
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece as required in [3.3a](#). The other “AUTO” marking described in [3.3b](#) must be replaced by the appropriate identifier/rate code marking described in [705.5.0, First-Class or Standard Mail Mailings With Different Payment Methods](#), on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, MASS/FASTforward System Identifier, postage payment method, and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. [M012.2.2]

### 3.5 Marking Hazardous Materials

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0](#). [M012.1.1c]



202.4.1

### 4.0 Endorsement Placement

#### 4.1 **Endorsements for Delivery Instructions and ancillary Services**

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4](#) or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#), *Treatment of Mail*), subject to the corresponding standards for use and availability. [M012.4.1]

#### 4.2 **Return Address**

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number). [M012.4.2]

#### 4.3 **Placement of Endorsement**

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
  1. Directly below the return address.
  2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
  3. Directly to the left of the postage area and below or to the left of any rate marking.
  4. Directly below the postage area and below any rate marking. [M012.4.3]

#### 4.4 **Physical Standards for Endorsements**

The endorsement or, if combined, endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical

character reader (MLOCR) inkjet and placed in the location directly below the postage area and any rate marking if the endorsement is clear and legible.

[M012.4.4]

## 5.0 Barcode Placement

### 5.1 Barcode Clear Zone

Each letter-size piece in an automation rate mailing or claimed at an Enhanced Carrier Route saturation or high density rate must have a barcode clear zone unless the piece bears a DPBC in the address block. The barcode clear zone and all printing and material in the clear zone must meet the reflectance standards in [708.4.3](#). The barcode clear zone is a rectangular area in the lower right corner of the address side of cards and letter-size pieces defined by these boundaries:

- a. Left: 4-3/4 inches from the right edge of the piece.
- b. Right: right edge of the piece.
- c. Top: 5/8 inch from the bottom edge of the piece.
- d. Bottom: bottom edge of the piece. [C840.2.1]

### 5.2 General Barcode Placement for Letters

Automation rate pieces and pieces claimed at an Enhanced Carrier Route saturation or high density rate that weigh 3 ounces or less may bear a DPBC either in the address block or in the barcode clear zone. Pieces that weigh more than 3 ounces must bear a DPBC in the address block. [C840.2.2]

### 5.3 Barcode on Mailpiece

Except as noted in [5.5, 5-Digit Barcode Placement in Clear Zone](#), for 5-digit barcodes, if the barcode is printed directly on the mailpiece in the lower right corner, the entire barcode must be within the barcode read area defined by these limits:

- a. Horizontally, the leftmost bar must be between 3-1/2 inches and 4-1/4 inches from the right edge of the piece.
- b. Vertically, the barcode must be within the area between 3/16 inch and 7/16 inch from the bottom edge of the piece; the bottom of the bars must be 1/4 inch  $\pm$  1/16 inch from the bottom edge of the piece. [C840.2.3]

### 5.4 5-Digit and ZIP+4 Barcode Permissibility

An automation rate letter-size piece may not bear a 5-digit or ZIP+4 barcode in the lower right corner (barcode clear zone); the piece may bear a 5-digit or ZIP+4 barcode in the address block only if a DPBC appears in the lower right corner. The ZIP+4 barcode may appear in the address block when printed on an insert that appears through a window or on an address label affixed directly to the piece; or it may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window. [C840.8.1]

### 5.5 5-Digit Barcode Placement in Clear Zone

Any 5-digit barcode must be located as specified in [5.4](#), except that, if placed in the barcode clear zone, the leftmost bar of the barcode must be between 4-1/8 and 4-1/4 inches from the right edge of the mailpiece. [C840.8.2]



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### 5.6 DPBC Numeric Equivalent

In delivery point barcoded automation rate mailings only, the numbers corresponding to the POSTNET bars in a correct delivery point barcode (DPBC) may appear in the delivery address. If read from left to right, a correct DPBC numeric equivalent consists of five digits, a hyphen, and seven digits. [C840.9.0]

### 5.7 Barcode in Address Block

When the barcode is included as part of the address block:

- a. The barcode must be placed in one of these positions:
  1. Above the address line containing the recipient's name.
  2. Below the city, state, and ZIP Code line.
  3. Above or below the keyline information.
  4. Above or below the optional endorsement line.
- b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.
- c. The minimum clearance between the barcode and any information line above or below it within the address block must be at least 1/25 inch, and the separation between the barcode and top line or bottom line of the address block must not exceed 5/8 inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 1/8 inch.
- d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 1/8 inch, and the clearance between the barcode and the top and bottom window edges must be at least 1/25 inch. These clearances must be maintained during the insert's range of movement in the envelope. Address block windows on heavy letter mail (as defined in [5.2, General Barcode Placement for Letters](#)) must be covered; such windows may be covered on other mail. Covers for address block windows are subject to [5.11](#).
- e. If an address label is used, a clear space of at least 1/8 inch must be left between the barcode and the left and right edges of the address label, and the clearance between the barcode and the top and bottom edges of the address label must be at least 1/25 inch.
- f. The rightmost bar must be at least 1/2 inch from the right edge of the mailpiece, and the leftmost bar must be less than 10-1/2 inches from the right edge of the mailpiece and at least 1/2 inch from the left edge of the mailpiece; the top of each bar must be less than 4 inches from the bottom edge of the mailpiece; and the bottom line of the address block, including the barcode, must be at least 5/8 inch from the bottom of the mailpiece. [C840.2.5]

### 5.8 Barcode on Insert

If the barcode is printed on an insert to appear through a window in the lower right corner of an envelope:

- a. The envelope and window must meet the physical standards in [5.9](#) through [5.11 in Barcode Placement](#).



- b. The entire barcode must be within the barcode clear zone (but need not be completely within the barcode read area).
- c. When the insert showing through the window is moved to any of its limits inside the envelope, the entire barcode must remain within the barcode clear zone, and a clear space must be maintained that is at least 1/8 inch between the barcode and the left and right edges of the window, at least 1/25 inch between the barcode and the top edge of the window, and at least 3/16 inch between the barcode and the bottom edge of the mailpiece. [C840.2.4]

**5.9 Edges of Barcode Window**

The edges of the barcode window must meet these criteria:

- a. Left: at least 4-3/4 inches from the right edge of the envelope.
- b. Right: at least 1/4 inch from the right edge of the envelope.
- c. Top: at least 5/8 inch from the bottom of the envelope.
- d. Bottom: form part of the bottom edge of the envelope. [C840.7.1]

**5.10 Window Construction**

A barcode window must extend fully to the bottom edge of the envelope, must be of wraparound construction, and must be covered subject to 5.11. [C840.7.2]

**5.11 Window Cover**

The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in 708.4.3. The edges of the window cover must be securely glued to the envelope. [C840.7.3]



## **230 Discount Letters and Cards First-Class Mail**

233 Rates and Eligibility

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## 233 Rates and Eligibility

### Overview

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

### 1.0 Rates and Fees for First-Class Mail

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Rate Computation for First-Class Mail Letters

First-Class rates are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce. [P013.2.3]

#### 1.3 Nonautomation Presorted Cards

Cards meeting the standards in [201.1.2, Physical Standards for Cards Claimed at Card Rates](#): \$0.212 each. [R100.2.1]

#### 1.4 Nonautomation Presorted Letters

Letters, flats, and parcels; nonmachinable surcharge in [1.16](#) might apply:

| WEIGHT INCREMENT                         | RATE    |
|--|---------|
| First ounce or fraction of an ounce      |         |
| (For pieces weighing 2 ounces or less)   | \$0.352 |
| (For pieces weighing more than 2 ounces) | 0.311   |
| Each additional ounce or fraction        | 0.225   |

[R100.2.2]

#### 1.5 Mixed AADC Automation Cards

Cards meeting the standards in [201.1.2, Physical Standards for Cards Claimed at Card Rates](#): \$0.194 each. [R100.4.1]



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### 1.6 Mixed AADC Automation Letters

Letter-size pieces:

| WEIGHT INCREMENT                         | RATE    |
|--|---------|
| First ounce or fraction of an ounce      |         |
| (For pieces weighing 2 ounces or less)   | \$0.309 |
| (For pieces weighing more than 2 ounces) | 0.268   |
| Each additional ounce or fraction        | 0.225   |

[R100.4.2]

### 1.7 AADC Automation Cards

Cards meeting the standards in [201.1.2, Physical Standards for Cards Claimed at Card Rates](#): \$0.187 each. [R100.5.1]

### 1.8 AADC Automation Letters

Letter-size pieces:

| WEIGHT INCREMENT                         | RATE    |
|--|---------|
| First ounce or fraction of an ounce      |         |
| (For pieces weighing 2 ounces or less)   | \$0.301 |
| (For pieces weighing more than 2 ounces) | 0.260   |
| Each additional ounce or fraction        | 0.225   |

[R100.5.2]

### 1.9 3-Digit Automation Cards

Cards meeting the standards in [201.1.2, Physical Standards for Cards Claimed at Card Rates](#): \$0.183 each. [R100.6.1]

### 1.10 3-Digit Automation Letters

Letter-size pieces:

| WEIGHT INCREMENT                         | RATE    |
|--|---------|
| First ounce or fraction of an ounce      |         |
| (For pieces weighing 2 ounces or less)   | \$0.292 |
| (For pieces weighing more than 2 ounces) | 0.251   |
| Each additional ounce or fraction        | 0.225   |

[R100.6.2]

### 1.11 5-Digit Automation Cards

Cards meeting the standards in [201.1.2, Physical Standards for Cards Claimed at Card Rates](#): \$0.176 each. [R100.7.1]

**1.12 5-Digit Automation Letters**

Letter-size pieces:

| <b>WEIGHT INCREMENT</b>                  | <b>RATE</b> |
|--|-------------|
| First ounce or fraction of an ounce      |             |
| (For pieces weighing 2 ounces or less)   | \$0.278     |
| (For pieces weighing more than 2 ounces) | 0.237       |
| Each additional ounce or fraction        | 0.225       |

[R100.7.2]

**1.13 Carrier Route Automation Cards**Cards meeting the standards in [201.1.2](#), *Physical Standards for Cards Claimed at Card Rates*: \$0.170 each. [R100.8.1]**1.14 Carrier Route Automation Letters**

Letter-size pieces:

| <b>WEIGHT INCREMENT</b>                  | <b>RATE</b> |
|--|-------------|
| First ounce or fraction of an ounce      |             |
| (For pieces weighing 2 ounces or less)   | \$0.275     |
| (For pieces weighing more than 2 ounces) | 0.234       |
| Each additional ounce or fraction        | 0.225       |

[R100.8.2]



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### 1.15 Summary Presorted, Automation and Carrier Route Rates for Cards and Letters

| Weight Not Over (ounces) <sup>1</sup> | Nonautomation        | Automation |         |         |         |               |
|---------------------------------------|----------------------|------------|---------|---------|---------|---------------|
|                                       | Presorted            | Mixed AADC | AADC    | 3-Digit | 5-Digit | Carrier Route |
| 1                                     | \$0.352 <sup>2</sup> | \$0.309    | \$0.301 | \$0.292 | \$0.278 | \$0.275       |
| 2                                     | 0.577                | 0.534      | 0.526   | 0.517   | 0.503   | 0.500         |
| 3                                     | 0.761                | 0.718      | 0.710   | 0.701   | 0.687   | 0.684         |
| 3.3                                   | 0.986                | 0.943      | 0.935   | 0.926   | 0.912   | 0.909         |
| 4                                     | 0.986                | ---        | ---     | ---     | ---     | ---           |
| 5                                     | 1.211                | ---        | ---     | ---     | ---     | ---           |
| 6                                     | 1.436                | ---        | ---     | ---     | ---     | ---           |
| 7                                     | 1.661                | ---        | ---     | ---     | ---     | ---           |
| 8                                     | 1.886                | ---        | ---     | ---     | ---     | ---           |
| 9                                     | 2.111                | ---        | ---     | ---     | ---     | ---           |
| 10                                    | 2.336                | ---        | ---     | ---     | ---     | ---           |
| 11                                    | 2.561                | ---        | ---     | ---     | ---     | ---           |
| 12                                    | 2.786                | ---        | ---     | ---     | ---     | ---           |
| 13                                    | 3.011                | ---        | ---     | ---     | ---     | ---           |
| <b>Card Rate<sup>3</sup></b>          | \$0.212              | \$0.194    | \$0.187 | \$0.183 | \$0.176 | \$0.170       |

1. For each additional ounce, postage includes \$0.225 for presorted and automation rates. The rates include a \$0.041 discount for presorted and automation rate pieces weighing more than 2 ounces.

2. Letters weighing 1 oz. or less may be subject to a nonmachinable surcharge of \$0.055 per piece.

3. Rates shown apply to each single or double postcard when originally mailed; reply half of double postcard must bear postage at applicable rate when returned unless prepared as business reply mail.

[R100.9.1 and R100.9.2]

#### 1.16 Nonmachinable Surcharge

Surcharge per Presorted and automation rate piece (see [201.2.1, Criteria for Nonmachinable Letters](#), and [4.3, Nonmachinable Surcharge for Letter-Size Pieces](#)): \$0.055. [R100.12.0]

#### 1.17 Presort Mailing Fee

Presort mailing fee, per 12-month period, per office of mailing: \$150.00. [R100.13.1]

#### 1.18 Computing Postage for First-Class Mail

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.19](#) and [1.2, Rate Computation for First-Class Mail Letters](#). For First-Class Mail, affix postage to each piece under [234.2.2, Affixed Postage for Presorted First-Class Mail](#), or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment (and in each rate category, if applicable) by the corresponding postage rate, add the *unrounded* products, and round off the total postage to the nearest whole cent. [P013.6.0]



**1.19 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]

**2.0 Content Standards for First-Class Mail Letters****2.1 General**

All mailable matter may be sent as First-Class Mail, except Customized MarketMail under 705.1.0 or other matter prohibited by the respective standards. [E110.1.1]

**2.2 Written or Typewritten Matter**

Matter wholly or partially in handwriting or typewriting must be mailed as First-Class Mail or Express Mail, except authorized additions to Periodicals, Standard Mail, and Package Services and written or typewritten matter in Library Mail and Media Mail, as permitted by the corresponding standards. [E110.1.2]

**2.3 Correspondence**

Matter that has the character of actual and personal correspondence must be mailed as First-Class Mail or Express Mail. [E110.1.4]

**2.4 Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail or Express Mail according to these definitions:

- a. A *bill* is a request for payment of a definite sum of money claimed to be owing by the addressee to the sender or a third party. The mere assertion of a debt in a definite sum combined with a demand for payment is sufficient to make the message a bill.
- b. A *statement of account* is the assertion of a debt in a definite amount owed by the addressee to the sender or a third party but does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or on demand or billing at a later date.
- c. A bill or statement of account must present enough details of a debt to inform the debtor of the amount the debtor must pay to acquit himself or herself of the debt. Neither a bill nor a statement of account need state the precise amount if the bill or statement contains enough information to enable the debtor to determine the exact amount of the claim asserted.
- d. A bill or statement of account does not lose that character just because the amount claimed is not, in fact, owing or may not be legally collectible. [E110.1.5]

**2.5 Examples of First-Class Mail**

These are examples of material that must be mailed at First-Class Mail or Express Mail rates:



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- a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of this matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to First-Class postage if it has the character of actual and personal correspondence.
- b. Autograph albums containing writing.
- c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
- d. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.
- e. Printed price lists containing written figures changing individual items.
- f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.
- g. Any matter marked "Postcard" or "Double Postcard." [E110.1.6]

#### **2.6 Postal Inspection**

Matter closed against postal inspection includes First-Class Mail and Express Mail. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate. [E110.1.3]

#### **2.7 Prohibited Air Transportation**

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#). [E110.2.0]

### 3.0 Basic Standards for First-Class Mail Letters

#### **3.1 Basic Standards for First-Class Mail**

All pieces of First-Class Mail must:

- a. Meet the basic standards for First-Class Mail in [2.0, Content Standards for First-Class Mail Letters](#).
- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [234, Postage Payment and Documentation](#), and [1.0, Rates and Fees for First-Class Mail](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in:
  1. [201.1.0, Physical Standards for Machinable Letters and Cards](#).
  2. [201.2.0, Physical Standards for Nonmachinable Letters](#).
  3. [201.3.0, Physical Standards for Automation Letters and Cards](#).

- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The Move Update standard in [3.3](#).
  2. The ZIP Code accuracy standard in [3.4](#).
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#). [E130.1.1 and E130.3.1]

### 3.2 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail rates. Payment of one fee allows a mailer to enter mail at all those rates. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [E110.4.1]

### 3.3 Move Update Standards

#### 3.3.1 Basic Standards

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

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.3.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard. [A030.1.1]
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the Move Update standard. [A030.1.2 and A0301.3]

#### 3.3.2 USPS-Approved Methods

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

- a. Address Change Service (ACS).
- b. [\[02-03-05\]](#) National Change of Address Linkage System (NCOA<sup>Link</sup>).
- c. *FASTforward* Mailing List Correction (MLC).
- d. *FASTforward* MLOCR processes if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and



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address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry.

- e. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see [608.8.1](#) for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- f. Ancillary service endorsements under [507.1.5.1, First-Class Mail and Priority Mail](#), except “Forwarding Service Requested.” [A030.1.4]

#### **3.3.3 Mailer Certification**

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS. [A030.1.5]

### **3.4 ZIP Code Accuracy**

#### **3.4.1 Basic Standards**

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.4.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.4.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard. [A030.2.2 and A030.2.3]

#### **3.4.2 USPS-Approved Methods**

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

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

1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
3. Any mailing list service in [507.6.0](#).
4. An authorized service provider.
5. CASS-certified matching software.
6. USPS Web site [www.usps.com](http://www.usps.com). [A030.2.4]

### 3.4.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.2.5]

## 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Letters

### 4.1 Additional Standards for Machinable First-Class Mail

In addition to the standards in [3.0](#), *Basic Standards for First-Class Mail Letters*, all pieces in a First-Class Mail Presorted rate mailing must be marked, sorted, and documented as specified in [235.5.0](#), *Preparation for Nonautomation Letters*. [E130.3.1]

### 4.2 Barcodes

Any POSTNET barcode on a mailpiece in a nonautomation First-Class mailing must be correct for the delivery address and meet the standards in [202.5.0](#), *Barcode Placement*, and [708.3.0](#), *Coding Accuracy Support System (CASS)*. [E130.1.2]

### 4.3 Nonmachinable Surcharge for Letter-Size Pieces

The nonmachinable surcharge in [1.16](#) applies to letter-size pieces that weigh 1 ounce or less and meet one of the following criteria:

- a. Meet one or more of the nonmachinable characteristics in [201.2.1](#). Pieces mailed at the card rate are not subject to the nonmachinable surcharge.
- b. For which the mailer chooses the manual only ("do not automate") option. Pieces mailed at the card rate may choose this option but are not subject to the surcharge. [E130.3.3]

## 5.0 Additional Eligibility Standards for Automation Rate First-Class Mail (and Carrier Route) Letters

### 5.1 Basic Standards for Automation First-Class Mail

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

- a. Meet the basic standards for First-Class Mail in [3.0](#).



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- b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail.
- c. Meet the physical standards in [201.3.0, \*Physical Standards for Automation Letters and Cards\*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  - 1. The address matching and coding standards in [5.6, \*Address Standards for Barcoded Pieces\*](#), and [708.3.0, \*Coding Accuracy Support System \(CASS\)\*](#).
  - 2. If the automation carrier route rate for letter-size mail is claimed, the additional carrier route accuracy standard in [5.2](#).
- e. Bear an accurate barcode meeting the standards in [202.5.0, \*Barcode Placement\*](#), either a DPBC (if a card or letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.
- f. Be marked, sorted, and documented as specified in [235.6.0, \*Preparation for Automation Rate Letters\*](#), for letters and cards. [E140.1.1]

## 5.2 Carrier Route Accuracy

### 5.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates under [5.2.2](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [5.2.4](#). For the First-Class Mail automation carrier route rate, USPS City State Product information must also be updated within 90 days before the mailing date.
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate. [A030.3.1]

### 5.2.2 Mail Classes and Rates

Except as provided in [5.2.3](#), addresses used on pieces claiming automation carrier route rates for First-Class Mail, regardless of any required surcharges, must meet the carrier route accuracy standard. [A030.3.2]

**5.2.3 Exception**

The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under [602.3.0, Use of Alternative Addressing](#). [A030.3.3]

**5.2.4 USPS-Approved Methods**

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#). [A030.3.4]

**5.2.5 Mailer Certification**

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.3.5]

**5.3 Maximum Weight for Automation Letters**

Maximum weight limit for First-Class Automation (see [201.3.14.5, Heavy Letter Mail](#), for pieces heavier than 3 ounces) mail is 3.3 ounces (0.2063 pound). [C810.2.3]

**5.4 Rate Application – Automation Cards and Letters**

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

- a. Pieces in full carrier route trays, in carrier route groups of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route bundles of 10 or more pieces each placed in 3-digit carrier routes trays qualify for the carrier route rate. Preparation to qualify for the carrier route rate is optional and need not be done for all carrier routes in a 5-digit area.
- b. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit or 5-digit scheme destinations.
- c. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays qualify for the 3-digit rate.
- d. Groups of fewer than 150 pieces in origin 3-digit or origin 3-digit scheme trays and all pieces in AADC trays qualify for the AADC rate.
- e. All pieces in mixed AADC trays qualify for the mixed AADC rate. [E140.2.0]

**5.5 Carrier Route Rate for Automation First-Class Mail**

The automation carrier route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an "A" or "B" in the Carrier Route Indicators field in the USPS City State Product used for address coding. [E140.1.3]

**5.6 Address Standards for Barcoded Pieces****5.6.1 Basic Address Standards for Barcodes**

To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not



### 233.5.6.2

required. Any barcode that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece.

[A800.1.1]

#### **5.6.2 Numeric ZIP+4**

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

[A800.1.2]

#### **5.6.3 Numeric Delivery Point Barcode (DPBC)**

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [202.5.6](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code. [A800.1.3]

#### **5.6.4 Address Elements**

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product. [A800.2.2]

#### **5.6.5 Firm Name**

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used. [A800.2.1]

#### **5.6.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used. [A800.2.3]

#### **5.6.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line. [A800.2.4]



**5.6.8 P.O. Box**

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect. [A800.2.5]

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

All letter-size reply cards and envelopes provided as enclosures in automation First-Class Mail and addressed for return to a domestic delivery address must meet the standards in [201.3.0, \*Physical Standards for Automation Letters and Cards\*](#), for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS. [E140.1.4]

**6.0 Eligibility Standards for Card Rate First-Class Mail****6.1 Card Rate**

A card may be a single or double (reply) stamped card or a single or double postcard. Stamped cards are available from the Postal Service with postage imprinted on them. Postcards are commercially available or privately printed mailing cards. To be eligible for a card rate, a card and each half of a double card must meet the physical standards in [201.1.2](#) and the applicable eligibility and preparation standards for the rate claimed. Ineligible cards are subject to letter-size rates. Cards may be prepared and mailed at the First-Class Mail single-piece card rate, Presorted card rate, or automation card rates. [E110.3.0]

**6.2 Cards and Letters**

Pieces claimed at card rates and pieces claimed at letter rates are subject to separate minimum volume criteria, but may be combined in the same mailing and reported on the same postage statement. [E130.3.2]



## 234 Postage Payment and Documentation

### Overview

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

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

Postage for discount (Presorted or automation) rate -First-Class Mail must be paid with affixed postage ([604.1.0](#) for stamps, [604.3.0](#) for precanceled stamps, or [604.4.0](#) for metered postage) or permit imprint ([604.6.0](#)) as specified in [2.0, Postage Payment for Presorted Letters](#), and [3.0, Postage Payment for Automation Letters](#). A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. [P100.1.1]

### 2.0 Postage Payment for Presorted Letters

#### 2.1 Payment Methods for Presorted Rates

Presorted First-Class Mail rate postage must be paid with meter stamps under [604.4.0](#), permit imprints under [604.6.0](#), or precanceled postage under [604.3.0](#), subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. [P100.4.1]

#### 2.2 Affixed Postage for Presorted First-Class Mail

Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. The full postage at the First-Class Mail rate for which it qualifies (no postage documentation is required).
- b. A precanceled stamp or the full postage at the lowest First-Class first-ounce rate applicable to the mailing job, and full postage on metered pieces for any additional ounce(s) or nonmachinable surcharge; postage documentation may be required by standard.
- c. Postage in an amount not less than the lowest available First-Class first-ounce letter or card rate (as applicable) in the mailing job if authorized by Business Mailer Support, plus full postage on metered pieces for any extra ounce(s); postage documentation may be required by standard. [P100.4.2]



### **2.3 Additional Postage**

Additional postage for pieces not bearing sufficient postage when presented to the USPS must be paid before acceptance either using an advance deposit account or with a meter stamp affixed to the postage statement accompanying the mail. When the amount of postage affixed is subject to Business Mailer Support authorization under [2.2c](#), credit is not given for postage affixed in excess of the authorized amount. [P100.4.3]

## **3.0 Postage Payment for Automation Letters**

### **3.1 Payment Methods for Automation Rates**

First-Class Mail automation rate postage must be paid with meter stamps, permit imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support. [P100.5.1]

### **3.2 Affixing Postage for Automation Rate First-Class Mail**

Unless permitted by other standards or Business Mailer Support authorization, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. Each metered piece weighing more than 1 ounce must bear the correct additional postage to pay for the additional ounce(s).
- b. Each piece must bear a precanceled stamp or meter postage in the exact amount or at the lowest rate applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing with an advance deposit account or with a meter stamp affixed to the required postage statement.
- c. Documentation meeting the standards in [4.0, Mailing Documentation](#), must be presented with the postage statement to show the number of pieces at each rate and the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies). [P100.5.2]

### **3.3 Nondenominated Precanceled Stamps**

A mailer may use available nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.
- c. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each rate and the computation of the additional postage due at the applicable rate (i.e., the difference between the value of the nondenominated stamp affixed and the correct postage at the rate for which each piece qualifies). [P100.5.3]

**3.4 Lower Denomination Precanceled Stamps**

A mailer may use precanceled stamps of a denomination less than the postage for the first ounce at the lowest rate in the mailing if:

- a. The stamps do not bear an improper rate marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.
- d. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each rate and the computation of the additional postage due at the applicable rate (i.e., the difference between the value of the stamps affixed and the correct postage at the rate for which each piece qualifies). [P100.5.4]

**3.5 Postage Affixed at Lowest Rate to All Pieces**

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage rate to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest rate affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest rate affixed to any piece in the mailing and the rate for each rate level in the mailing. This computation must be documented to meet the basic standards in [4.0, Mailing Documentation](#). No refund is paid for any piece where postage is affixed at a rate higher than the lowest rate claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement. [P100.5.5]

**4.0 Mailing Documentation****4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

**4.2 Basic Documentation Standards**

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]



#### 4.3 Documentation Standards for Automation Mailings

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and rate documentation produced by PAVE-certified or MAC-certified software or by standardized documentation.

*Exception:* For mailings of fewer than 10,000 pieces, presort and rate documentation is not required if postage at the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. First-Class Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.10.0, Refunds and Exchanges](#), and [705.5.0, First-Class or Standard Mail Mailings With Different Payment Methods](#). [M810.1.3]

#### 4.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

#### 4.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

#### 4.6 Standard Format for Documentation

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation.

Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

#### 4.7 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, Rulings on Mailing Standards](#). [P012.1.5]

#### 4.8 Reporting Multiple Mailings on One Statement

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

**4.9 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]





## 235 Mail Preparation

### Overview

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

### 1.0 General Definition of Terms

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. [M011.1.1]

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, automation carrier route, and nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. First-Class Mail. Cards and letters must be prepared as separate mailings except that they may be sorted together if each meets separate minimum volume requirements. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category:
  1. Automation rate and any other type of mail.
  2. Presorted rate and any other type of mail.
  3. Single-piece rate and any other type of mail.
  4. Machinable and nonmachinable pieces. [M011.1.4]

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.



- c. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *Unique 3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits, and that the 3-digit prefix is so identified in [L002](#), Column A.
- f. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).
- g. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- h. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- i. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- j. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC, AADC, etc.
- k. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 75% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.

- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the rate claimed.
- e. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is *always* optional, including when 5-digit sortation is required for rate eligibility; need not be used for all 5-digit ZIP Codes that are part of a scheme; and is available only for automation rate letter-size First-Class Mail.
- f. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L003](#) and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for automation rate letter-size First-Class Mail.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray must be prepared for each.
- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.



- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer's location, the post office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- k. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- l. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term bundle does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0, Bundles](#).
- m. A *tic mark* is defined as a solid black rectangle that must be printed on both the front side (extending over the top) and back side (flap side) of the envelope. Tic marks may be used in lieu of separator cards for First-Class Mail automation mailings. Tic marks must be printed on the top edge of the first mailpiece in each carrier route grouping during the mailpiece production process and must meet the following specifications:
  - 1. Color: black.
  - 2. Reflectance and Contrast Ratio: The tic mark must meet the reflectance and contrast ratio specifications in [708.4.3, Reflectance](#).
  - 3. Location: The tic mark must extend along the top edge of the envelope, to the left of center line of the envelope. Its location must be referenced to the center line. The right edge of the tic mark must be 0.5 inch (+ 0.125 inch) from the center line of the envelope.
  - 4. Size: The width of the tic mark must be 0.5 inch (+ 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). When a second tic mark is used to indicate a tray break at the end of the tray, all specifications are the same as for one tick mark, except for the location on the envelope. When a second tic mark is used on the last piece in a tray to indicate a tray break, the right edge of the second tic mark must be 0.5 inch (+ 0.125 inch) from the left edge of the first tic mark.
- n. A "*logical*" *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container due to applicable preparation requirements or the size of the individual pieces as described in [2.3](#). [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles

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

- a. The maximum thickness for bundles of carrier route rate mail is 4 inches. The maximum thickness for other bundles is 6 inches.
- b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch) must always be prepared in bundles.
- c. Bundles must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; for nonmachinable Presorted First-Class Mail; and for First-Class Mail pieces where the mailer has requested “manual only” processing.
- d. Separator cards or tic marks *must* be used instead of bundling for letter-size pieces in full 5-digit trays of automation carrier route First-Class Mail. The cards must be of paper or card stock, at least 0.25 inch higher than the highest pieces in the mailing, and in front of the corresponding groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope. Each tic mark must have its location referenced to the center line. The right edge of the tic mark must be 0.5 inch (+ 0.125 inch) from the center line of the envelope. The width of the tic mark must be 0.5 inch (+ 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). In trays of tic-marked mail, all mailpieces must be the same dimension so that the tic marks are visible.
- e. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, bundles must be secured with rubber bands, elastic strapping, flat plastic strapping, or string. (Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the bundle, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)



235.2.4

- f. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth. [M020.2.1]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under [2.3f, Preparing Bundles](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

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

In bundle-based mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mail need not be prepared in 5-digit bundles if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of bundles when it will be placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if, when correctly sorted, it would have all been prepared in ADC bundles to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit bundles.

[M020.1.9]

### 2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder).

[M020.2.3]

**2.7 Bundles With Fewer Than the Minimum Number of Pieces Required**

An individual bundle may be prepared with fewer than the minimum number of pieces required if the pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

**2.8 Labeling Bundles**

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

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

**2.9 Use of Optional Endorsement Lines (OEL)**

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under 708.7.0. [M013.1.1]

**2.10 Use of Carrier Route Information Lines**

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under 2.0, *Bundles*, optional endorsement lines under 708.7.0, or carrier route information lines under 708.6.0. These standards apply to automation carrier route First-Class Mail. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]

**2.11 Facing Slips—All Carrier Route Mail**

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content, followed by carrier route type and route number (e.g., “FCM LTRS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office. [M020.3.0]

**3.0 Letter Trays****3.1 Standard Containers**

Mailings must be prepared in letter trays with sleeves. However, a postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing. [M033.1.2c]



### 3.2 Letter Tray Sizes

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

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. [M033.1.3]

### 3.3 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard MM trays must be used for all letter-size mail, except that EMM trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in [3.2, Letter Tray Sizes](#). When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (e.g., 150 pieces).
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing rate eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under [3.4, Tray Sleeving and Strapping](#), and [3.5, Strapping Exception](#).
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays. [M033.2.1]



### 3.4 Tray Sleevling and Strapping

Letter trays are secured using USPS-provided sleeves. Each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve. [M033.1.5]

### 3.5 Strapping Exception

If the processing and distribution manager gives a written waiver, strapping is not required for any mixed AADC letter tray of First-Class Mail or for any letter tray that originates and destines in the same SCF (mail processing plant) service area. [M033.1.6]

### 3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the post office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area. [M033.1.7]

## 4.0 Tray Labels

### 4.1 Basic Standards

Only tray labels may be used for trays. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Container labels for automation rate mailings are subject to [4.9.1, Basic Standards for Barcoded Tray Labels](#), [4.9.2, Physical Characteristics of Barcoded Tray Labels](#), and [708.6.0](#). [M031.1.1]

### 4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum. [M031.3.2]

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement*. Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.



### 235.4.4

- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray. [M031.1.2]

#### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

| CONTENT TYPE   | CODE              |
|--|-------------------|
| Barcoded   | BC                |
| Barcoded and Nonbarcoded   | BC/NBC            |
| Carrier Route  | C (type of route) |
| Carrier Routes   | CR-RT or CR-RTS   |
| Digit  | D                 |
| First-Class Mail   | FCM               |
| General Delivery Unit  | G                 |
| Highway Contract Route   | H                 |
| Letters  | LTR or LTRS       |
| Machinable   | MACH              |
| Manual (cannot be processed on automated equipment or mailer requests manual processing) | MAN or MANUAL     |
| Mixed  | MXD               |
| Nonmachinable  | NON MACH          |
| Post Office Box Section  | B                 |
| Rural Route  | R                 |
| Working  | WKG               |

[M031.5.0]

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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

**4.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

**4.7 Placement of Extraneous Information**

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

[M031.1.5]

**4.8 Placement of Tray Label**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down. [M031.3.1]

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

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

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing. [M032.1.1]



### 4.9.2 Physical Characteristics of Barcoded Tray Labels

A barcoded tray label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.2.4i.](#)
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum. [\[M032.2.1\]](#)

## 5.0 Preparation for Nonautomation Letters

### 5.1 Basic Standards

#### 5.1.1 All Mailpieces

Each Presorted First-Class mailing must meet the applicable standards in [233.4.0](#), [Additional Eligibility Standards for Nonautomation First-Class Mail Letters](#), and in [235, Mail Preparation](#); All pieces must be in the same processing category, subject to [5.1.4, Cards and Letters](#), and must be sorted together and prepared under [5.3, Machinable Preparation](#), or [5.4, Nonmachinable Preparation](#). Letter-size pieces (including card-size pieces) must be prepared in letter trays. [\[M130.1.1\]](#)

#### 5.1.2 Single-Piece Rate Pieces Presented With Presort Mailings

Regardless of the method of postage payment, pieces of single-piece rate First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort rates if the single-piece rate pieces are physically separated from other pieces; bear no rate marking, or are marked only "First-Class," or (if not affixed with full single-piece rate postage) are marked "Single-Piece" or "SNGLP" under [202.3.0, Placement and Content of Mail Markings](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective rate marking) have all additional postage paid at the time of mailing. [\[P100.2.5\]](#)

#### 5.1.3 Marking

Subject to [202.3.0, Placement and Content of Mail Markings](#), all pieces must be marked "Presorted" (or "PRSRT") and "First-Class." [\[M130.1.1\]](#)

#### 5.1.4 Cards and Letters

Pieces claimed at card rates and pieces claimed at letter rates are each subject to a separate minimum volume criterion whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement. [\[M130.1.3\]](#)

## 5.2 Manual Only Option

Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the preparation sequence and tray labeling for nonmachinable pieces in [5.4](#). [M130.1.6]

## 5.3 Machinable Preparation

### 5.3.1 Machinable Bundling

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

- a. Card-size pieces.
- b. All pieces in a less-than-full origin 3-digit tray.
- c. All pieces in a less-than-full mixed AADC tray. [M130.2.1]

### 5.3.2 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (optional); full trays (no overflow); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0](#), *Tray Labels*, for overseas military mail).
  2. Line 2: "FCM LTR 5D MACH."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "FCM LTR 3D MACH."
- c. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
  1. Line 1: [L801](#).
  2. Line 2: "FCM LTR AADC MACH."
- d. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
  1. Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry office, as shown in [L002](#), Column C.
  2. Line 2: "FCM LTR MACH WKG." [M130.2.2]

## 5.4 Nonmachinable Preparation

### 5.4.1 Nonmachinable Bundling

Except as provided in [2.5](#), *Exception to Bundle Preparation—Full Single-Sort-Level Trays*, bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Mailers who prefer that the USPS not automate letter-size pieces must also identify each bundle with a facing slip marked "MANUAL ONLY" or use a "MANUAL ONLY" optional endorsement line (see [708.7.0](#)). Preparation sequence, bundle size, and labeling:



### 235.5.4.2

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M130.3.1]

#### 5.4.2 Nonmachinable Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
  - 2. Line 2: "FCM LTR 5D MANUAL."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: "FCM LTR 3D MANUAL."
- c. ADC (required); full trays (no overflow); labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: "FCM LTR ADC MANUAL."
- d. Mixed ADC (required); no minimum; labeling:
  - 1. Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C.
  - 2. Line 2: "FCM LTR MANUAL WKG." [M130.3.2]

## 6.0 Preparation for Automation Rate Letters

### 6.1 Basic Standards

Letter-size automation rate First-Class Mail must be prepared under [6.0](#) and the eligibility standards for the rate claimed. Bundle and tray preparation are subject to [235, Mail Preparation](#), [202.3.0, Placement and Content of Mail Markings](#), [202.4.0, Endorsement Placement](#), [708.7.0, Optional Endorsement Lines \(OEL\)](#), and [708.6.0, Barcoding Standards for Container Labels](#). Trays must bear barcoded tray labels under [4.9](#). [M810.1.1]

### 6.2 Mailings

The requirements for mailings are as follows:

- a. General. All pieces in a mailing must meet the standards in [201.3.0, Physical Standards for Automation Letters and Cards](#), and must be sorted together to the finest extent required for the rate claimed except under [6.2c](#). The definitions of a mailing and permissible combinations are in [1.0, General Definition of Terms](#).

- b. First-Class. A single automation rate First-Class Mail mailing may include pieces prepared at carrier route, 5-digit, 3-digit, AADC, and mixed AADC rates. [M810.1.2]
- c. Regardless of the method of postage payment, pieces of single-piece rate First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort rates if the single-piece rate pieces are physically separated from other pieces; bear no rate marking, or are marked only “First-Class,” or (if not affixed with full single-piece rate postage) are marked “Single-Piece” or “SNGLP” under [202.3.0, Placement and Content of Mail Markings](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective rate marking) have all additional postage paid at the time of mailing. [P100.2.5]

### 6.3 Marking

All automation rate pieces must be marked under [202.3.0, Placement and Content of Mail Markings](#), and [202.4.0, Endorsement Placement](#). Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in [202.3.0, Placement and Content of Mail Markings](#), and [202.4.0, Endorsement Placement](#), “AUTO” (or “AUTOOCR” for carrier route rate). Pieces not claimed at an automation rate must not bear “AUTO” or “AUTOOCR” unless single-piece rate postage is affixed or the corrective single-piece rate marking (“SNGLP” or “Single-Piece”) is applied. [M810.1.4]

### 6.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, *except* bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays. [M810.1.5]

### 6.5 Cards

Pieces claimed at First-Class card rates and pieces claimed at First-Class letter rates are each subject to a separate minimum volume criteria whether prepared as separate or combined mailings. Either way, card-size and letter-size pieces may be presented at the same time and reported on the same postage statement. [M810.1.7]

### 6.6 Carrier Route Traying Standards

Carrier route groups (or bundles, if applicable) may be placed only in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. Preparation of mail to qualify for automation carrier route rates is optional for First-Class Mail under [233.5.0, Additional Eligibility Standards for Automation Rate First-Class Mail \(and Carrier Route\) Letters](#). [M810.1.6]

### 6.7 Carrier Route Pieces

Grouping size, preparation sequence, and labeling: carrier route (only); required (10-piece minimum); use an optional endorsement line under [708.7.0](#) or carrier route information line under [708.6.0](#). Group pieces by carrier route in full 5-digit carrier routes trays, using separator cards or tic marks under [1.0, General Definition of Terms](#), not bundling. Bundle pieces by carrier route in less-than-full 5-digit carrier routes trays and in all 3-digit carrier routes trays. [M810.2.1]



### 6.8 Tray Preparation

Preparation sequence, tray size, and Line 1 labeling:

- a. Carrier route: optional, but required for rate eligibility (full trays); no overflow; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [4.0, Tray Labels](#).
- b. 5-digit carrier routes (carrier route pieces/bundles only): required for rate eligibility if full tray, optional with minimum one 10-piece bundle; for Line 1, use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [4.0, Tray Labels](#).
- c. 3-digit carrier routes (carrier route bundles only): optional with minimum one 10-piece bundle for each of two or more 5-digit areas; for Line 1, use the city, state, and ZIP shown in [L002](#), Column A, that corresponds to the 3-digit ZIP Code prefix of bundles.
- d. 5-digit/scheme: optional, but 5-digit trays required for rate eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [4.0, Tray Labels](#); for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
- e. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use [L002](#), Column B.
- f. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#), Column B.
- g. Mixed AADC: required (no minimum); group pieces by AADC; for First-Class Mail Line 1 labeling, use “MXD” followed by city, state, and ZIP Code of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C. [M810.2.2]

### 6.9 Tray Line 2

Line 2: “FCM LTR” and:

- a. Carrier route: “CR BC,” followed by route type and number.
- b. 5-digit carrier routes: “5D CR-RT BC.”
- c. 3-digit carrier routes: “3D CR-RT BC.”
- d. 5-digit scheme: “BC 5D SCHEME.”
- e. 5-digit: “5D BC.”
- f. 3-digit scheme: “BC SCHEME” and, if applicable, as shown in [L002](#), Column B, followed by the letter “A,” “B,” or “C.”
- g. 3-digit: “3D BC.”
- h. AADC: “AADC BC.”
- i. Mixed AADC: “BC WKG.” [M810.2.3]



**6.10 Presentation**

Upon presentation of letter-size automation rate First-Class Mail mailings to the Postal Service for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another, or side by side, and must be placed as the top layer(s) on any given container. Containerization instructions for First-Class Mail letters and cards may be established by local USPS managers.

[M810.1.8]



## 236 Enter and Deposit

### Overview

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

### 1.0 Deposit

#### 1.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information. [D100.1.1]

#### 1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted rate or at any automation rate must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing post office except as permitted in [604.4.10](#). Permit imprint mail must be deposited under [604.6.0](#) or [705, Advanced Preparation and Special Postage Payment Systems](#). [D100.2.2]

#### 1.3 Approved Collections

The USPS may collect Presorted First-Class Mail and automation rate First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- Acceptance and verification are done at the customer's facility; or
- Postage is paid with permit imprint under an optional procedure; or
- Postage is paid with meter or precanceled stamps. [D100.2.5]

#### 1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures. [D100.2.4]

### 2.0 Verification

#### 2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class rate or an automation First-Class rate, the mailer must either take corrective action or pay the full single-piece rate. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility. [D100.3.1]

#### 2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



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the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund under [604.10.0, Refunds and Exchanges](#), or apply a legible “.00” meter impression that includes the correct mailing date. [D100.3.2]

### **2.3 Payment at Single-Piece Rate Rather Than Correcting Errors**

A mailer who pays the single-piece First-Class rate rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher rate. [D100.3.3]

## **240 Discount Letters and Cards Standard Mail**

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## 243 Rates and Eligibility

### Overview

- 1.0 Rates and Fees for Standard Mail
- 2.0 Content Standards for Standard Mail Letters
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- 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail
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### 1.0 Rates and Fees for Standard Mail

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Standard Mail Rate Application

Standard Mail rates are based on the weight of the pieces and are applied differently to pieces weighing less than or equal to 3.3 ounces (0.2063 pound) and those weighing more, as follows:

- a. The appropriate minimum per piece rate applies to any Standard Mail piece that weighs 3.3 ounces or less.
- b. A rate determined by adding the appropriate fixed per piece charge and the corresponding variable per pound charge (based on the weight of the piece) applies to any Standard Mail piece that weighs more than 3.3 ounces.  
[P013.4.0]



243.1.3

### 1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates

| Entry Discount                   |      | Presorted <sup>1</sup> |         | Enhanced Carrier Route (ECR) <sup>2</sup> |                    |                    |                    | Automation         |                    |                    |                    |
|----------------------------------|------|------------------------|---------|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                                  |      | Basic                  | 3/5     | Basic                                     | High Density       | Saturation         | Automation Basic   | Mixed AADC         | AADC               | 3-Digit            | 5-Digit            |
| Letters weighing 3.3 oz. or less | None | \$0.268                | \$0.248 | \$0.194                                   | \$0.164            | \$0.152            | \$0.171            | \$0.219            | \$0.212            | \$0.203            | \$0.190            |
|                                  | DBMC | 0.247                  | 0.227   | 0.173                                     | 0.143              | 0.131              | 0.150              | 0.198              | 0.191              | 0.182              | 0.169              |
|                                  | DSCF | 0.242                  | 0.222   | 0.168                                     | 0.138              | 0.126              | 0.145              | ---                | 0.186              | 0.177              | 0.164              |
|                                  | DDU  | ---                    | ---     | 0.162                                     | 0.132              | 0.120              | 0.139              | ---                | ---                | ---                | ---                |
| per piece rate                   | None | \$0.708                | \$0.708 | \$0.610                                   | \$0.610            | \$0.610            | \$0.610            | \$0.708            | \$0.708            | \$0.708            | \$0.708            |
|                                  | DBMC | 0.608                  | 0.608   | 0.510                                     | 0.510              | 0.510              | 0.510              | 0.608              | 0.608              | 0.608              | 0.608              |
|                                  | DSCF | 0.583                  | 0.583   | 0.485                                     | 0.485              | 0.485              | 0.485              | 0.583              | 0.583              | 0.583              | 0.583              |
|                                  | DDU  | ---                    | ---     | 0.453                                     | 0.453              | 0.453              | 0.453              | ---                | ---                | ---                | ---                |
| more than 3.3 oz <sup>3</sup>    | None | +                      | +       | +   | +                  | +                  | +                  | +                  | +                  | +                  | +                  |
|                                  | DBMC | 0.198                  | 0.142   | 0.068                                     | 0.038 <sup>4</sup> | 0.026 <sup>4</sup> | 0.045 <sup>4</sup> | 0.073 <sup>4</sup> | 0.066 <sup>4</sup> | 0.057 <sup>4</sup> | 0.044 <sup>4</sup> |
|                                  | DSCF | 0.198                  | 0.142   | 0.068                                     | 0.038 <sup>4</sup> | 0.026 <sup>4</sup> | 0.045 <sup>4</sup> | 0.073 <sup>4</sup> | 0.066 <sup>4</sup> | 0.057 <sup>4</sup> | 0.044 <sup>4</sup> |
|                                  | DDU  | 0.198                  | 0.142   | 0.068                                     | 0.038 <sup>4</sup> | 0.026 <sup>4</sup> | 0.045 <sup>4</sup> | 0.073 <sup>4</sup> | 0.066 <sup>4</sup> | 0.057 <sup>4</sup> | 0.044 <sup>4</sup> |
| per pound rate                   | None | +                      | +       | +   | +                  | +                  | +                  | +                  | +                  | +                  | +                  |
|                                  | DBMC | 0.198                  | 0.142   | 0.068                                     | 0.038 <sup>4</sup> | 0.026 <sup>4</sup> | 0.045 <sup>4</sup> | 0.073 <sup>4</sup> | 0.066 <sup>4</sup> | 0.057 <sup>4</sup> | 0.044 <sup>4</sup> |
|                                  | DSCF | 0.198                  | 0.142   | 0.068                                     | 0.038 <sup>4</sup> | 0.026 <sup>4</sup> | 0.045 <sup>4</sup> | 0.073 <sup>4</sup> | 0.066 <sup>4</sup> | 0.057 <sup>4</sup> | 0.044 <sup>4</sup> |
|                                  | DDU  | 0.198                  | 0.142   | 0.068                                     | 0.038 <sup>4</sup> | 0.026 <sup>4</sup> | 0.045 <sup>4</sup> | 0.073 <sup>4</sup> | 0.066 <sup>4</sup> | 0.057 <sup>4</sup> | 0.044 <sup>4</sup> |

1. Nonmachinable letters (see 201.2.0) are subject to a surcharge of \$0.04.

2. ECR High Density letters or ECR Saturation letters that are not automation-compatible are mailable at the applicable flat rate (201.3.0).

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

4. Per piece rate for ECR letters and automation letters that weigh more than 3.3 oz. but less than (or equal to) 3.5 oz. includes a discount from the nonletter rate (more than 3.3 oz.) that equals the applicable nonletter rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).

[R600.1.1, R600.1.3, R600.2.1, R600.2.3]



### 1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates

| Entry Discount                                     |      | Presorted <sup>1</sup> |         | Enhanced Carrier Route (ECR) <sup>2</sup> |                    |                    |                    | Automation         |                    |                    |                     |
|--|------|------------------------|---------|---|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
|  |      | Basic                  | 3/5     | Basic                                     | High Density       | Saturation         | Automation Basic   | Mixed AADC         | AADC               | 3-Digit            | 5-Digit             |
| Letters weighing 3.3 oz. or less<br>per piece rate | None | \$0.165                | \$0.153 | \$0.126                                   | \$0.102            | \$0.095            | \$0.111            | \$0.144            | \$0.136            | \$0.129            | \$0.114             |
|  | DBMC | 0.144                  | 0.132   | 0.105                                     | 0.081              | 0.074              | 0.090              | 0.123              | 0.115              | 0.108              | 0.093               |
|  | DSCF | 0.139                  | 0.127   | 0.100                                     | 0.076              | 0.069              | 0.085              | ---                | 0.110              | 0.103              | 0.088               |
|  | DDU  | ---                    | ---     | 0.094                                     | 0.070              | 0.063              | 0.079              | ---                | ---                | ---                | ---                 |
| more than 3.3 oz. <sup>3</sup><br>per pound rate   | None | \$0.584                | \$0.584 | \$0.370                                   | \$0.370            | \$0.370            | \$0.370            | \$0.584            | \$0.584            | \$0.584            | \$0.584             |
|  | DBMC | 0.484                  | 0.484   | 0.270                                     | 0.270              | 0.270              | 0.270              | 0.484              | 0.484              | 0.484              | 0.484               |
|  | DSCF | 0.459                  | 0.459   | 0.245                                     | 0.245              | 0.245              | 0.245              | 0.459              | 0.459              | 0.459              | 0.459               |
|  | DDU  | ---                    | ---     | 0.213                                     | 0.213              | 0.213              | 0.213              | ---                | ---                | ---                | ---                 |
| +  |      |                        |         |   |                    |                    |                    |                    |                    |                    |                     |
| per piece rate                                     |      |                        |         |   |                    |                    |                    |                    |                    |                    |                     |
|  |      | +                      | +       | +   | +                  | +                  | +                  | +                  | +                  | +                  | +                   |
|  |      | 0.110                  | 0.063   | 0.050                                     | 0.026 <sup>4</sup> | 0.019 <sup>4</sup> | 0.035 <sup>4</sup> | 0.024 <sup>4</sup> | 0.016 <sup>4</sup> | 0.009 <sup>4</sup> | -0.006 <sup>4</sup> |

1. Nonmachinable letters (see 201.2.0) are subject to a surcharge of \$0.02.

2. ECR High Density letters or ECR Saturation letters that are not automation-compatible are mailable at the applicable flat rate (201.3.0).

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

4. Per piece rate for ECR letters and automation letters that weigh more than 3.3 oz. but less than (or equal to) 3.5 oz. includes a discount from the nonletter rate (more than 3.3 oz.) that equals the applicable nonletter rate (3.3 oz. or less) minus the applicable letter piece rate (3.3 oz. or less).

[R600.3.1, R600.3.3, R600.4.1, R600.4.3]

### 1.5 Nonmachinable Surcharge

Surcharge per piece:

- a. Presorted Regular: \$0.04.
- b. Presorted Nonprofit: \$0.02. [R600.5.0]

### 1.6 Fees

#### 1.6.1 Presort Mailing Fee

Mailing fee, per 12-month period: \$150.00. [R600.8.1]



### 1.6.2 Weighted Fee

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

| <b>WEIGHTED FEE</b>                          |   |
|--|---|
| <b>Single Piece Weight Not Over (ounces)</b> | <b>Weighted Fee per Piece<sup>1</sup></b> |
| Card Rate                                    | \$0.57                                    |
| 1  | 0.92                                      |
| 2  | 1.49                                      |
| 3  | 2.06                                      |
| 4  | 2.63                                      |
| 5  | 3.19                                      |
| 6  | 3.76                                      |
| 7  | 4.33                                      |
| 8  | 4.90                                      |
| 9  | 5.47                                      |
| 10   | 6.04                                      |
| 11   | 6.61                                      |
| 12   | 7.17                                      |
| 13   | 7.74                                      |
| Over 13 but under 16                         | 9.52                                      |

1. Weighted fee equals single-piece First-Class Mail or Priority Mail rate multiplied by 2.472. Nonmachinable surcharge may apply.

[R600.8.2]

## 1.7 Computing Postage for Standard Mail

### 1.7.1 Weight

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

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result. [P013.8.1]

### 1.7.2 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

**1.7.3 Net Postage**

Postage is computed at the applicable rates on the entire mailing to be mailed at one time. The net postage rate that must be paid is either the applicable minimum per piece rate or the piece/pound rate, as reduced by any discounts for which the piece is eligible, and/or as increased by any surcharge to which the piece is subject. The net postage rate is commonly designated by the name of the primary rate category or discount (e.g., Enhanced Carrier Route rate, automation letter rate, automation flat rate, Presorted rate). [E610.5.6]

**1.7.4 Per Piece and Per Pound Charges**

The per piece charge is computed based on the total number of addressed pieces for each rate category claimed. The minimum rate may apply to each piece as detailed in 1.2, *Standard Mail Rate Application*. Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each rate category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable rate per pound, based on the rate claimed, plus one unit of the applicable per piece charge for each addressed piece. [P013.8.2]

**1.7.5 Computing Affixed Postage**

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable rate per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage. [P013.8.3]

**1.7.6 Computing Affixed Postage—Heavy Letters**

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable rate per pound; add the applicable per piece charge, subtract the heavy letter discount (see 1.7.8 through 1.7.10); and round the sum up to the next tenth of a cent. [P013.8.4]

**1.7.7 Permit Imprint**

In any permit imprint mailing:

- a. For each rate or rate category, multiply the number of addressed pieces by the corresponding rate per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding rate per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent. [P013.8.5]

**1.7.8 Discount for Heavy Automation Letters**

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces are charged postage equal to the automation piece/pound rate for that piece and receive a discount equal to the corresponding automation nonletter piece rate (3.3 ounces or less) minus the corresponding automation letter piece rate (3.3 ounces or less). For automation ECR pieces, postage is calculated using the



243.1.7.9

regular basic piece/pound rate and the regular basic nonletter piece rate. If a destination entry rate is claimed, the discount is calculated using the corresponding rates. [P013.8.6]

### **1.7.9 Discount for Heavy ECR Letters**

Pieces that otherwise qualify for the high density or saturation letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound rate and receive a discount equal to the nonletter piece rate (3.3 ounces or less) minus the letter piece rate (3.3 ounces or less). If a destination entry rate is claimed, the discount is calculated using the corresponding rates. [P013.8.7]

### **1.7.10 Discount for Heavy ECR Basic Automation Letters**

Pieces that otherwise qualify for the automation basic rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the regular basic piece/pound rate and receive a discount equal to the regular basic nonletter piece rate (3.3 ounces or less) minus the automation basic piece rate (3.3 ounces or less). If a destination entry rate is claimed, the discount is calculated using the corresponding rates. [P013.8.8]

## 2.0 Content Standards for Standard Mail Letters

### **2.1 Definition and Weight**

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces. Standard Mail includes matter formerly classified as Standard Mail (A) and third-class mail. [E610.1.1]

### **2.2 Postal Inspection**

Standard Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates constitutes consent by the mailer to postal inspection of the contents. [E610.1.2]

### **2.3 Circulars**

Circulars, including printed letters that, according to their contents, are sent in identical terms to more than one person are Standard Mail. A circular does not lose its character as such if a date and the individual names of the addressee and sender are written (handwritten or typewritten) on the circular or written corrections of typographical errors are made on the circular. [E610.2.1]

### **2.4 Printed Matter**

Printed matter may be sent as Standard Mail. For this standard, *printed matter* means paper on which words, letters, characters, figures, or images (or any combination of them), not having the character of a bill or statement of account or of actual and personal correspondence, are reproduced by any process other than handwriting or typewriting. [E610.2.2]

## 2.5 Computer-Prepared Material

Computer-prepared material is considered printed matter. Such material is not considered to have the character of actual and personal correspondence merely because it contains:

- a. Specific information about a product (e.g., size, color, price) or a service being offered for sale or lease (e.g., the name, address, and telephone number of a company representative).
- b. Information relating the addressee directly to an advertised product or service being offered for sale or lease.
- c. Information such as the amount paid for a previous purchase, pledge, or donation, when associated with a sales promotion or solicitation for donations. [E610.2.3]

## 2.6 Attachments and Enclosures

### 2.6.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E610.4.1]

### 2.6.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class postage. Incidental First-Class matter may not be enclosed in or attached to matter mailed as Customized MarketMail under 705.1.0. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E610.4.2]

### 2.6.3 Nonincidental First-Class Enclosures

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail rates, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under 705.1.0). Postage for the First-Class enclosure must be placed on the outside of the piece. It may be affixed separately or



added to the postage for the host piece. The endorsement “First-Class Mail Enclosed” must be placed on the piece, below the postage and above the address.

[E610.4.3]

#### **2.6.4 Nonincidental First-Class Attachments**

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment.

Alternatively, the sender’s name and address must be placed on one part and the addressee’s name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space.

Postage at the applicable First-Class rate must be paid for and affixed to the First-Class attachment, unless other payment methods are permitted by standard.

[E610.4.4]

#### **2.6.5 Attachment of Other Standard Mail Matter**

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

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

[E610.4.5]

### **2.7 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E610.3.0]

## 3.0 Basic Standards for Standard Mail Letters

### 3.1 Basic Standards

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.4, Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.
- c. All pieces in an automation mailing must be eligible for an automation rate.
- d. All pieces in a mailing must be sorted together and marked under the standards for the rate claimed.
- e. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative addressing format is used subject to [602.3.0](#). Detached address labels may be used subject to [602.4.0](#).
- f. Postage must be paid under [244.1.0](#) through [244.3.0](#) with precanceled stamps, meter stamps, or permit imprint.
- g. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [244.4.2, Basic Documentation Standards](#), and the standards for the rate claimed.



- h. Each piece must meet the standards for any other rate or discount claimed.
- i. Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in [202.5.0, Barcode Placement](#), [708.3.0, Coding Accuracy Support System \(CASS\)](#), and [708.4.0, Barcoding Standards for Letters and Flats](#).
- j. Mailings must be deposited at a business mail entry unit of the post office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard. [E610.8.0]

#### **3.2 Presort Mailing Fees**

An annual mailing fee must be paid once each 12-month period at each post office of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [E610.6.1]

#### **3.3 Merging Similar Standard Mailings**

Mailings are subject to the general definitions and conditions in [245.1.0, General Information for Mail Preparation](#). Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS. [E610.7.0]

#### **3.4 Residual Volume Requirement**

Pieces in an Enhanced Carrier Route rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the Enhanced Carrier Route rate mailing and the Presorted rate mailing are part of the same mailing job. Likewise, pieces in an automation rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the automation rate mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail rates must not be counted toward the minimum volume requirements for an Enhanced Carrier Route rate or an automation rate mailing. [E620.1.2]

#### **3.5 Residual Mail Subject to First-Class or Priority Mail Rates**

Pieces prepared as Standard Mail (i.e., that bear Standard Mail rate markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail rates are subject to the single-piece First-Class or Priority Mail rates as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates and any pieces that do not qualify for Standard Mail rates for which First-Class or



Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail rate markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail rates but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [244.5.1, Residual Standard Mail Subject to First-Class Rates](#), and [244.5.2, Residual Standard Mail Subject to Priority Mail Rates](#), are met. [E620.1.3]

### 3.6 ZIP Code Accuracy

#### 3.6.1 Basic Standards

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

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard. [A030.2.2 and A030.2.3]

#### 3.6.2 USPS-Approved Methods

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
  2. Surveys of addressees on mailer’s address list inquiring about the accuracy of ZIP Code information.
  3. Any mailing list service in [507.6.0](#).
  4. An authorized service provider.



5. CASS-certified matching software.
6. USPS Web site [www.usps.com](http://www.usps.com). [A030.2.4]

#### **3.6.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.2.5]

## 4.0 Rate Eligibility for Standard Mail

### **4.1 General Information**

All Standard Mail rates are presorted rates (including all nonprofit rates). These rates apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for Presorted rates under [3.0](#) and [5.0](#), Enhanced Carrier Route rates under [6.0](#), automation rates under [7.0](#), or Customized MarketMail rates under [705.1.0](#). Except for Customized MarketMail pieces, destination entry discount rates are available under [246.2.0](#) through [246.5.0](#). Nonprofit rates may be used only by organizations authorized by the USPS. Not all processing categories qualify for every rate. Pieces are subject to either a single minimum per piece rate or a combined piece/pound rate, depending on the weight of the individual pieces in the mailing. [E610.5.1]

### **4.2 Minimum Per Piece Rates**

The minimum per piece rates (i.e., the minimum postage that must be paid for each piece) apply as follows:

- a. Basic Requirement. Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route rates are subject to minimum per piece rates when they weigh no more than 3.3 ounces (0.2063 pound).
- b. In applying the minimum per piece rates, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in [201.1.1.1](#), *Minimum and Maximum Size for Letters*, without regard to placement of the address on the piece, except under these conditions:
  1. If the piece meets both the definition of a letter in [201.1.1.1](#), *Minimum and Maximum Size for Letters*, and the definition of an automation flat in [301.3.0](#), *Physical Standards for Automation Flats*, the piece may be prepared and entered at an automation flat (nonletter) rate.
  2. If the piece is prepared for automation letter rates, address placement is used to determine the length when applying the size standards and aspect ratio requirements to qualify for automation letter rates under [201.3.0](#), *Physical Standards for Automation Letters and Cards*. For this purpose, the length is considered to be the dimension parallel to the address.
  3. If the piece is mailed as a Customized MarketMail piece under [705.1.0](#), the piece is always subject to the applicable Regular or Nonprofit Standard Mail basic nonletter per piece rate and must not exceed the maximum weight for those rates.

- c. Individual Rates. There are separate minimum per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. Except for Customized MarketMail pieces, discounted per piece rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [246](#). DDU rates are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route rates. See [1.0](#) for individual per piece rates. [E610.5.2]

#### 4.3 Piece/Pound Rates

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound rate that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing under [3.0](#) through [7.0](#). There are separate per pound rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) under [3.0](#) through [7.0](#). Discounted per pound rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [246](#). [E610.5.3]

#### 4.4 Residual Shape Surcharge

Any piece that is prepared as Customized MarketMail under [705.1.0](#) is subject to the residual shape surcharge. [E610.5.5]

## 5.0 Additional Eligibility Standards for Presorted Standard Mail Letters

### 5.1 Basic Standards

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

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in [Rates and Eligibility](#).
- b. Except as provided in [3.4, Residual Volume Requirement](#), be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  - 1. The ZIP Code accuracy standard in [3.6](#).
  - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).



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- d. Be marked, sorted, and documented as specified in [245, Mail Preparation](#), or [705.8.0, Preparation for Pallets](#). [E620.1.1]

### 5.2 Weight Standards for Machinable Pieces

Maximum weight limit for machinable Presorted Standard mail is 3.3 ounces (0.2063 pound). [C810.2.3]

### 5.3 Rate Application

Presorted rates for Regular and Nonprofit Standard Mail apply to letters that meet the eligibility standards in [2.0, Content Standards for Standard Mail Letters](#), and the preparation standards in [245, Mail Preparation](#), or [705.8.0, Preparation for Pallets](#). [E620.2.1]

### 5.4 Basic Rate

The basic rate applies to pieces that do not meet the standards for 3/5 rates described in [5.5](#). [E620.2.2]

### 5.5 3/5 Rate

The 3/5 rate applies to qualifying letter-size pieces (see [201.1.0, Physical Standards for Machinable Letters and Cards](#)) presented in quantities of 150 or more pieces for a single 3-digit ZIP Code prefix area and prepared in 5-digit or 3-digit trays. [E620.2.3]

### 5.6 Nonmachinable Surcharge

The nonmachinable surcharge in [1.0](#) applies only to Regular and Nonprofit Standard Mail letter-size pieces (including card-size pieces), except for letter-size pieces prepared and entered as Customized MarketMail under [705.1.0](#), if the pieces weigh 3.3 ounces or less, are claimed at Presorted letter rates, and are subject to either of these conditions:

- a. The pieces have one or more of the nonmachinable characteristics for letter-size mail in [201.2.0](#).
- b. The pieces are labeled for manual processing by the mailer under the manual only option in [245.5.3](#). [E620.4.0]

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail

### 6.1 General Enhanced Carrier Route Standards

#### 6.1.1 Optional Preparation

Preparation to qualify for any Enhanced Carrier Route rate is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation Enhanced Carrier Route rates. Automation basic carrier route rate pieces must be prepared as a separate mailing. [E630.1.3]

#### 6.1.2 Basic Eligibility Standards

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

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Rates and Eligibility*.
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Automation basic carrier route rate pieces are subject to a separate 200-piece or 50-pound minimum volume standard and may not be included in the same mailing as other Enhanced Carrier Route mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be marked and sorted to carrier routes.
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The carrier route accuracy standard in [6.2](#).
  2. If high density and saturation rate letter-size mail is prepared, the address matching and coding standards in [7.4](#), *Address Standards for Barcoded Pieces*, and [708.3.0](#), *Coding Accuracy Support System (CASS)*.
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and [245.6.9](#). [E630.1.1]
- f. Meet the applicable documentation and postage payment standards in [244](#), *Postage Payment and Documentation*, and [1.7](#), *Computing Postage for Standard Mail*. [E640.2.1]

### 6.1.3 Maximum Weight for Enhanced Carrier Route Letters

Maximum weight limit for Standard Mail Enhanced Carrier Route high density mail, saturation mail, and automation carrier route mail pieces: 3.5 ounces (0.2188 pound) (see [201.3.14.5](#), *Heavy Letter Mail*, for pieces heavier than 3 ounces). [C810.2.3]

## 6.2 Carrier Route Accuracy

### 6.2.1 Basic Standards

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

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [3.6.2](#). For the Enhanced Carrier Route Standard Mail automation rate, USPS City State Product information must also be updated within 90 days before the mailing date.
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.



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- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate. [A030.3.1]

#### **6.2.2 Mail Classes and Rates**

Except as provided in [243.6.2.3](#), addresses used on pieces claiming all Enhanced Carrier Route rates for Standard Mail, regardless of any required surcharges, must meet the carrier route accuracy standard. [A030.3.2]

#### **6.2.3 Exception**

The carrier route accuracy standard does not apply to mail of any class bearing a simplified address format under [602.3.0, Use of Alternative Addressing](#). [A030.3.3]

#### **6.2.4 USPS-Approved Methods**

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#). [A030.3.4]

#### **6.2.5 Mailer Certification**

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.3.5]

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

#### **6.3.1 Sequencing**

All pieces mailed at basic rates must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [245.6.9](#) through [245.6.10 in Preparation for Enhanced Carrier Route Letters](#)). [E630.2.1]

#### **6.3.2 Basic Rate Eligibility**

Basic rates apply to each piece sorted under [245.6.0](#) or [705.8.0, Preparation for Pallets](#), and 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. [E630.2.2]

### **6.4 High Density Enhanced Carrier Route Standards**

#### **6.4.1 Basic Eligibility Standards for High Density Rates**

High density rates apply to each piece that is automation-compatible according to [201.3.0, Physical Standards for Automation Letters and Cards](#), has a delivery point barcode under [202.5.0, Barcode Placement](#), and [708.4.0, Barcoding Standards for Letters and Flats](#), and is 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. Pieces that are not automation-compatible or are not barcoded are mailable at the high density nonletter rate. Pieces bearing a simplified address do not need to meet the standards in [201.3.0, Physical Standards for Automation Letters and Cards](#), and are not required to have a delivery point barcode. [E630.3.2]

#### 6.4.2 High Density Rates for Letters

All pieces mailed at high density rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.9](#) through [245.6.10](#) in *Preparation for Enhanced Carrier Route Letters*).
- b. Meet the density requirement of at least 125 pieces for each carrier route. Multiple pieces per delivery address can count toward this density standard. Fewer pieces may be prepared for routes with fewer than 125 possible deliveries if a piece is addressed to every possible delivery on the route. [E630.3.1]

#### 6.4.3 High Density Discount for Heavy Letters

Pieces that otherwise qualify for the high density letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound rate and receive a discount equal to the high density nonletter piece rate (3.3 ounces or less) minus the high density letter piece rate (3.3 ounces or less). If claiming a destination entry rate, the discount is calculated using the corresponding rates. [E630.3.3]

### 6.5 Saturation ECR Standards

#### 6.5.1 Basic Eligibility Standards for Saturation Rates

Saturation rates apply to each piece that is automation-compatible according to [201.3.0, Physical Standards for Automation Letters and Cards](#), has a delivery point barcode under [202.5.0, Barcode Placement](#), and [708.4.0, Barcoding Standards for Letters and Flats](#), and is 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. Pieces that are not automation-compatible or are not barcoded are mailable at the saturation nonletter rate. Pieces bearing a simplified address do not need to meet the standards in [201.3.0, Physical Standards for Automation Letters and Cards](#), and are not required to have a delivery point barcode to qualify for letter rates. [E630.4.2]

#### 6.5.2 Saturation Rates for Letters

All pieces mailed at saturation rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [245.6.9](#) through [245.6.10](#) in *Preparation for Enhanced Carrier Route Letters*).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard. [E630.4.1]

#### 6.5.3 Saturation Discount for Heavy Letters

Pieces that otherwise qualify for the saturation letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the piece/pound rate and receive a discount equal to the saturation nonletter piece rate (3.3 ounces



or less) minus the saturation letter piece rate (3.3 ounces or less). If claiming a destination entry rate, the discount is calculated using the corresponding rates.

[E630.4.3]

## 6.6 Automation ECR Standards

### 6.6.1 Optional Preparation

Preparation to qualify for any of Enhanced Carrier Route automation rates is optional and need not be done for all carrier routes in a 5-digit area. An automation rate Enhanced Carrier Route mailing may not include pieces at basic, high density, and saturation Enhanced Carrier Route rates. [E640.2.2]

### 6.6.2 Basic Eligibility Standards

All pieces in an Enhanced Carrier Route or Nonprofit Enhanced Carrier Route Standard Mail automation rate mailing (available only for letter-size mail) must: Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Rates and Eligibility](#).

- a. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Enhanced Carrier Route Standard Mail.
- b. Meet the physical standards in [201.3.0, Physical Standards for Automation Letters and Cards](#).
- c. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The carrier route accuracy standard in [6.2](#).
  2. The address matching and coding standards in [7.4, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Bear an accurate barcode meeting the standards in [202.5.0](#), either a DPBC (if a card or letter) either on the piece or on an insert showing through a barcode window.
- e. Be marked and sorted to carrier routes.
- f. Meet the applicable documentation and postage payment standards in [244, Postage Payment and Documentation](#), and [1.7, Computing Postage for Standard Mail](#). [E640.2.1]

### 6.6.3 Carrier Route Information

The automation basic carrier route rate is available only for letter-size mail and only for those 5-digit ZIP Code areas identified with an “A” or “B” in the Carrier Route Indicators field in the USPS City State Product used for address coding. [E640.2.3]

### 6.6.4 Enclosed Reply Cards and Envelopes

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Enhanced Carrier Route Standard Mail, and addressed for return to a domestic delivery address, must meet the



standards in [201.3.0, \*Physical Standards for Automation Letters and Cards\*](#), for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail (in which the reply pieces are enclosed) is presented to the USPS. [E640.2.4]

### **6.6.5 Specific Eligibility Standards for Enhanced Carrier Route Automation Rates**

Automation basic carrier route rates apply to each piece that is sorted under [245.7.0, \*Preparation for Automation Rate Letters\*](#), into full carrier route trays, in carrier route groups (or bundles, where appropriate) of 10 or more pieces each placed in 5-digit carrier routes trays, or in carrier route bundles of 10 or more pieces each placed in 3-digit carrier routes trays. (Preparation to qualify for that rate is optional and need not be done for all carrier routes in a 5-digit area.) [E640.2.5]

### **6.6.6 Automation Discount for Heavy Letters**

Pieces that otherwise qualify for the ECR automation basic letter rate and weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the ECR regular basic nonletter piece/pound rate and receive a discount equal to the regular basic nonletter piece rate (3.3 ounces or less) minus the automation basic letter piece rate. If claiming a destination entry rate, the discount is calculated using the corresponding rates. [E640.2.6]

## 7.0 Eligibility Standards for Automation Rate Standard Mail

### **7.1 Basic Eligibility Standards for Automation Standard Mail**

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

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in \*Rates and Eligibility\*](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes).
- c. Be in the same processing category and meet the physical standards in [201.3.0, \*Physical Standards for Automation Letters and Cards\*](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The address matching and coding standards in [7.4, \*Address Standards for Barcoded Pieces\*](#), and [708.3.0, \*Coding Accuracy Support System \(CASS\)\*](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate delivery point barcode meeting the standards in [202.5.0, \*Barcode Placement\*](#), and [708.4.0, \*Barcoding Standards for Letters and Flats\*](#), either on the piece or on an insert showing through a barcode window.



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- f. Be marked and sorted according to [245.7.0, Preparation for Automation Rate Letters](#).
- g. Meet the applicable documentation and postage payment standards in [1.7, Computing Postage for Standard Mail](#), and [244.1.0](#) through [244.3.0](#) in [Postage Payment and Documentation](#). [E640.1.1]

### 7.2 Maximum Weight for Automation Letters

Maximum weight limit for automation rate mail is 3.5 ounces (0.2188 pound). See [201.3.14.5, Heavy Letter Mail](#), for pieces heavier than 3 ounces. [C810.2.3]

### 7.3 Rate Application for Automation Letters

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

- a. Groups of 150 or more pieces in 5-digit or 5-digit scheme trays qualify for the 5-digit rate. Preparation to qualify for that rate is optional and need not be done for all 5-digit or 5-digit scheme destinations.
- b. Groups of 150 or more pieces in 3-digit or 3-digit scheme trays qualify for the 3-digit rate.
- c. Groups of fewer than 150 pieces in origin or entry 3-digit or 3-digit scheme trays and groups of 150 or more pieces in AADC trays qualify for the AADC rate.
- d. All pieces in mixed AADC trays qualify for the mixed AADC rate. [E640.1.3]

### 7.4 Address Standards for Barcoded Pieces

#### 7.4.1 Basic Address Standards for Barcodes

To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [202.5.0, Barcode Placement](#), and [708.4.0, Barcoding Standards for Letters and Flats](#), that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece. [A800.1.1]

#### 7.4.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits. [A800.1.2]

#### 7.4.3 Numeric Delivery Point Barcode (DPBC)

The numeric equivalent is formed by adding three digits directly after the ZIP+4 code. [A800.1.3]

#### 7.4.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product. [A800.2.2]

#### 7.4.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used. [A800.2.1]

#### 7.4.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used. [A800.2.3]

#### 7.4.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line. [A800.2.4]

#### 7.4.8 Post Office Box

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect. [A800.2.5]

### 7.5 Enclosed Reply Cards and Envelopes

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Regular or Nonprofit Standard Mail, and addressed for return to a domestic delivery address, must meet the standards in [201.3.0, \*Physical Standards for Automation Letters and Cards\*](#), for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. [E640.1.2]

### 7.6 Discount for Heavy Automation Letters

Automation letters that weigh more than 3.3 ounces but not more than 3.5 ounces pay postage equal to the automation piece/pound rate and receive a discount equal to the automation nonletter piece rate (3.3 ounces or less) minus the automation letter piece rate (3.3 ounces or less). If claiming a destination entry rate, the discount is calculated using the corresponding rates. [E640.1.4]





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### Overview

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

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.6.0), or precanceled stamps (604.3.0). Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

[P600.1.1]

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Letters

#### 2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact rate for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest rate applicable to pieces in the mailing or mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in 4.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance. [P600.2.1]

#### 2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces subject to the minimum per piece rates may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound rates may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece rate to each piece and pay the pound rate for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Rate Pd via Permit," in the postage meter indicium or ad plate or other



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means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, “nonidentical” must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed. [P600.2.2]

### **2.3 Combined Rate**

Meter postage may be used for combined rate mailings containing both pieces subject to pound rates and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support. [P600.2.3]

## **3.0 Postage Payment for Automation Letters**

### **3.1 All Pieces**

Unless authorized by the USPS under [705.2.0](#) through [705.5.0 in \*Advanced Preparation and Special Postage Payment Systems\*](#), when precanceled postage or meter stamps are used, only one payment method may be used in a mailing, and each piece must bear the correct postage at the rate claimed based on its eligibility. For mailings of nonidentical-weight pieces subject to the piece/pound rates, the mailer may affix the applicable per piece rate to each piece and pay the pound rate for the mailing by a permit imprint advance deposit account. All pieces prepared this way in the same mailing must be subject to the same pound rate. A postage statement must be submitted for each payment method and each piece must be marked “Pound Rate Pd via Permit,” in the postage meter indicium or ad plate or other means that ensures a legible endorsement. “Nonidentical” must be shown as the weight of a single piece on the applicable postage statement. [P600.3.1]

### **3.2 Adding Additional Postage**

In a metered or precanceled stamp mailing:

- a. Each piece must bear a precanceled stamp or meter postage in the exact postage or at the lowest rate applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing through an advance deposit account or with a meter stamp affixed to the required postage statement.
- b. Documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies). [P600.3.2]

### **3.3 Nondenominated Precanceled Stamps**

A mailer may use nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. Documentation is presented with the postage statement as described in [3.2b, \*Adding Additional Postage\*](#). [P600.3.3]

**3.4 Precanceled Stamps in Lower Rate Denominations**

A mailer may use precanceled stamps of a denomination less than the postage for the lowest rate in the mailing if:

- a. The stamps do not bear an improper rate marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- d. Documentation is presented with the postage statement as described in [3.2b](#), [Adding Additional Postage](#). [P600.3.4]

**3.5 Mixed Rate Mailing Documentation**

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage rate to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest rate affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest rate affixed to any piece in the mailing and the rate for each rate level in the mailing. This computation must be documented to meet the basic standards in [4.0](#). No refund is paid for any piece where postage is affixed at a rate higher than the lowest rate claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement. [P600.3.5]

**4.0 Mailing Documentation****4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

**4.2 Basic Documentation Standards**

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

**4.3 Documentation Standards for Automation Mailings**

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and rate documentation produced by PAVE-certified or MAC-certified software or by standardized documentation. *Exception:* For mailings of fewer than 10,000 pieces, presort and rate



documentation is not required if postage at the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Standard Mail mailings prepared under the value added refund procedures or as combined mailings must meet additional standardized documentation requirements under [604.10.0, Refunds and Exchanges](#), and [705.5.0, First-Class or Standard Mail Mailings With Different Payment Methods](#). [M810.1.3]

#### **4.4 Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

#### **4.5 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

#### **4.6 Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0 in Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

#### **4.7 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, Rulings on Mailing Standards](#). [P012.1.5]

#### **4.8 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]



#### 4.9 Facsimile Postage Statements

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-RS, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

### 5.0 Residual Pieces

#### 5.1 Residual Standard Mail Subject to First-Class Rates

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail rates and the single-piece First-Class Mail rates by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-P. These pieces are reported in Part C on the reverse side of Form 3600-P under the heading “From Standard Mail.”
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class rates by completing Form 3600-R. These pieces are reported in Part C on the reverse side of Form 3600-R under the heading “From Standard Mail.” For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job. [P100.2.6]

#### 5.2 Residual Standard Mail Subject to Priority Mail Rates

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that



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when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail rates must be paid by completing Form 3600-PM. The pieces must be recorded on this postage statement on the line titled “Pieces From Standard Mail” in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.  
[P100.3.2]

## 245 Mail Preparation

### Overview

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

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. [M011.1.1]

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation, enhanced carrier route) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [243.3.4, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
  1. Automation Enhanced Carrier Route and any other type of mail.
  2. Automation rate and any other type of mail.
  3. Enhanced Carrier Route and any other type of mail.
  4. Enhanced Carrier Route letter rate pieces and Enhanced Carrier Route nonletter rate pieces.
  5. Presorted rate mail and any other type of mail.
  6. Machinable and nonmachinable pieces.
  7. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
  8. Customized MarketMail and any other type of mail. [M011.1.4]



### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *3-digit scheme*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).
- f. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- g. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- h. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- i. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L801](#) or [L801](#)).
- j. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- k. *Mixed [ADC or AADC]*: the pieces are for delivery in the service area of more than one ADC or AADC.
- l. *Residual pieces/bundles* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 75% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the rate claimed.
- e. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0, Coding Accuracy Support System \(CASS\)](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is *always* optional, including when 5-digit sortation is required for rate eligibility, and need not be used for all 5-digit ZIP Codes that are part of a scheme.
- f. A *3-digit scheme sort* yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in [L003](#) and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly.
- g. An *origin 3-digit* (or *origin 3-digit scheme*) tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray must be prepared for each.
- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility



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standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.

- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- k. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- l. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0](#).
- m. A *tic mark* is defined as a solid black rectangle that must be printed on both the front side (extending over the top) and back side (flap side) of the envelope. Tic marks may be used in lieu of separator cards for Standard Mail automation mailings and separator cards or rubber bands in Standard Mail nonautomation carrier route mailings prepared in full 5-digit carrier routes trays. Tic marks must be printed on the top edge of the first mailpiece in each carrier route grouping during the mailpiece production process and must meet the following specifications:
  1. Color: black.
  2. Reflectance and Contrast Ratio: The tic mark must meet the reflectance and contrast ratio specifications in [708.4.3, Reflectance](#).
  3. Location: The tic mark must extend along the top edge of the envelope, to the left of center line of the envelope. Its location must be referenced to the center line. The right edge of the tic mark must be 0.5 inch (+ 0.125 inch) from the center line of the envelope.

4. Size: The width of the tic mark must be 0.5 inch (+ 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). When a second tic mark is used to indicate a tray break at the end of the tray, all specifications are the same as for one tick mark, except for the location on the envelope. When a second tic mark is used on the last piece in a tray to indicate a tray break, the right edge of the second tic mark must be 0.5 inch (+ 0.125 inch) from the left edge of the first tic mark.
- n. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., tray, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable restrictions on bundles. [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles

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

- a. The maximum thickness for bundles of carrier route rate mail is 4 inches. The maximum thickness for other bundles is 6 inches.
- b. Mailings consisting entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch) must always be prepared in bundles.
- c. Bundles must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; for nonmachinable Presorted Standard Mail; and for Standard Mail pieces where the mailer has requested “manual only” processing.
- d. Separator cards or tic marks *may* be used instead of bundling for letter-size pieces in full 5-digit carrier routes trays of Enhanced Carrier Route Standard Mail. Separator cards or tic marks *must* be used instead of bundling for letter-size pieces in full 5-digit trays of automation Enhanced Carrier Route Standard Mail. The cards must be of paper or card stock, at least 0.25 inch higher than the highest pieces in the mailing, and in front of the corresponding



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groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope.

- e. For mailings consisting entirely of card-size pieces and mail in less-than-full trays, bundles must be secured with rubber bands, elastic strapping, flat plastic strapping, or string. (Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the bundle, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)
- f. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth. [M020.2.1]

## 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

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

In bundle-based mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mail need not be prepared in 5-digit bundles if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of bundles when it will be placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if, when correctly sorted, it would have all been prepared in ADC bundles to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit bundles. [M020.1.9]



**2.6 Pieces With Simplified Address**

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder). Bundles must be secure subject to specific thickness limits in [707.19.5, Letter-Size Bundles](#), for cards and letter-size pieces. [M020.2.3]

**2.7 Bundles With Fewer Than the Minimum Number of Pieces Required**

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of 28 pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

**2.8 Labeling Bundles**

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

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

**2.9 Use of Optional Endorsement Lines (OEL)**

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under [708.7.0](#). [M013.1.1]

**2.10 Use of Carrier Route Information Lines**

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard Mail mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]



245.2.11

### 2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “STD LTR BC R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office. [M020.3.0]

## 3.0 Letter Trays

### 3.1 Standard Containers

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

- a. Palletized mail is also subject to 705.8.0.
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing. [M033.1.2]

### 3.2 Tray Sizes

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

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. [M033.1.3]

### 3.3 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard managed mail (MM) trays must be used for all letter-size mail, except that extended managed mail (EMM) trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in 3.2. When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that results in the

fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (e.g., 150 pieces).

- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing rate eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under [3.4](#) and [3.5](#).
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays. [M033.2.1]

### 3.4 Tray Sleevng and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under [3.5](#), each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve. [M033.1.5]

### 3.5 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area. [M033.1.6]

### 3.6 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the post office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area. [M033.1.7]

## 4.0 Tray Labels

### 4.1 Basic Standards

Only tray labels may be used for trays. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Container labels for automation rate mailings are subject to [4.9](#), [Barcoded Tray Labels](#), and [708.6.0](#). [M031.1.1]



### 4.2 Physical Characteristics of Tray Labels

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum. [M031.3.2]

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards. [M031.1.3]

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray and pallet labels.

| CONTENT TYPE   | CODE  |
|--|---|
| Barcoded   | BC  |
| Barcoded and Nonbarcoded   | BC/NBC  |
| Carrier Route  | C (type of route)   |
| Carrier Routes   | CR-RT or CR-RTS   |
| Digit  | D   |
| General Delivery Unit  | G   |
| Highway Contract Route   | H   |
| Letters  | LTR or LTRS   |
| Machinable   | MACH  |
| Manual (cannot be processed on automated equipment or mailer requests manual processing) | MAN or MANUAL   |
| Mixed  | MXD   |
| Nonmachinable  | NON MACH  |
| Nonbarcoded  | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> ) |
| Post Office Box Section  | B   |
| Rural Route  | R   |
| Standard Mail  | STD   |
| Working  | WKG   |

[M031.5.0]

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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

#### 4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

#### 4.7 **Placement of Extraneous Information**

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

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.



- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3. [M031.1.5]

### 4.8 Placement of Tray Label

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down. [M031.3.1]

### 4.9 Barcoded Tray Labels

#### 4.9.1 Basic Standards for Barcoded Tray Labels

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

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing. [M032.1.1]

#### Exhibit 4.9.1 Required Barcoded Container Labels

| RATE OR TYPE  | PROCESSING CATEGORY  |
|---|--|
| <b>Standard Mail</b>  |  |
| Automation rate   | Letter-size  |
| Enhanced Carrier Route high-density and saturation letter rates | Letter-size (barcoded labels not required for letter-size pieces at nonletter rates) |

[Exhibit M032.1.1]

#### 4.9.2 Physical Characteristics of Barcoded Tray Labels

A barcoded tray label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.2i](#).
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).

- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum. [M032.2.1]

## 5.0 Preparation for Presorted Letters

### 5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in [5.0](#) and to these general standards (automation rate mailings must be prepared under [7.0](#)):

- a. All pieces must meet the eligibility standards in [243.2.0](#) through [243.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- c. All pieces must meet the applicable general preparation standards in [202, Elements on the Face of a Mailpiece](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#).
- e. Sortation determines rate eligibility as specified in [243.5.0, Additional Eligibility Standards for Presorted Standard Mail Letters](#). [M610.1.1]

### 5.2 Marking

Subject to the marking standards in [202.3.0, Placement and Content of Mail Markings](#), and [202.4.0, Endorsement Placement](#), regular Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”) and Nonprofit Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” “AUTO,” “AUTOOCR,” or “Single-Piece” (or “SNGLP”). [M610.1.1b1]

### 5.3 Manual Only Option

Mailers who prefer that the USPS not automate letter-size pieces (including cards) must use the bundling and tray preparation sequence for nonmachinable pieces in [3.5, Strapping Exception](#), and [3.4, Tray Sleevling and Strapping](#). [M610.1.6]

### 5.4 Machinable Preparation

#### 5.4.1 Machinable Bundling

Machinable pieces are not bundled, except for (see [707.19.0, Bundles](#)):

- a. Card-size pieces.
- b. All pieces in a less-than-full 3-digit, 3-digit origin, or 3-digit entry tray.
- c. All pieces in a less-than-full mixed AADC tray. [M610.2.1]



#### 5.4.2 Traying and Labeling

Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

- a. 5-digit (optional); full trays (no overflow); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail, preceded for military mail by correct prefix under [4.0, Tray Labels](#).
  2. Line 2: "STD LTR 5D MACH."
- b. 3-digit (required); no minimum; labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "STD LTR 3D MACH."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); no minimum; labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "STD LTR 3D MACH."
- d. AADC (required); full trays (no overflow), with pieces grouped by 3-digit ZIP Code prefix; labeling:
  1. Line 1: [L801](#), Column B.
  2. Line 2: "STD LTR AADC MACH."
- e. Mixed AADC (required); no minimum, with pieces grouped by AADC; labeling:
  1. [\[02-04-05\]](#) Line 1: [L011](#), Column B. If entered at an ASF or BMC or for mail placed on an ASF or BMC pallet under option in [705.8.10.2, L010](#), Column B.
  2. Line 2: "STD LTR MACH WKG." [\[M610.2.2\]](#)

### 5.5 Nonmachinable Preparation

#### 5.5.1 Nonmachinable Bundling

Except as provided in [2.5, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Mailers who prefer that the USPS not automate letter-size pieces must also identify each bundle with a facing slip marked "MANUAL ONLY" or use a "MANUAL ONLY" optional endorsement line (see [708.7.0](#)). Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL); labeling not required for pieces in full 5-digit trays.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [\[M610.3.1\]](#)



### 5.5.2 Traying and Labeling

Only mail eligible for the 3/5 rate (i.e., 150 or more pieces for the 3-digit area) may be prepared in 5-digit and 3-digit trays. Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
  2. Line 2: "STD LTR 5D MANUAL."
- b. 3-digit (required); no minimum; labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "STD LTR 3D MANUAL."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin) and no minimum (for entry); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "STD LTR 3D MANUAL."
- d. ADC (required); full trays (no overflow); labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: "STD LTR ADC MANUAL."
- e. Mixed ADC (required); no minimum; labeling:
  1. [\[03-17-05\]](#) [\[02-03-05\]](#) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#). If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
  2. Line 2: "STD LTR MANUAL WKG." [\[M610.3.2\]](#)

## 6.0 Preparation for Enhanced Carrier Route Letters

### 6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in [6.0](#) and to these general standards (Enhanced Carrier Route automation rate mailings must be prepared under [7.0](#)):

- a. All pieces must meet the standards for basic eligibility in [243.2.0](#) through [243.4.0](#) and specific eligibility in [243.6.0, Additional Eligibility Standards for Enhanced Carrier Route Standard Mail](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be in the letter-size processing category. Unless excepted by standard, letter-size pieces must be prepared in letter trays.
- c. All pieces must meet the applicable general preparation standards in [2.0](#) through [4.0](#) and [202, Elements on the Face of a Mailpiece](#), and the following:



### 245.6.2

1. Pieces must be sequenced according to [6.9, \*Delivery Sequence Standards\*](#).
2. Pieces with a simplified address format must meet the standards in [602.3.0, \*Use of Alternative Addressing\*](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines rate eligibility as specified in [243.6.0, \*Additional Eligibility Standards for Enhanced Carrier Route Standard Mail\*](#). [M620.1.1]

#### **6.2 Marking**

Subject to the marking standards in [202.3.0, \*Placement and Content of Mail Markings\*](#), and [202.4.0, \*Endorsement Placement\*](#), Enhanced Carrier Route Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). All pieces must also be marked “ECRLOT” for basic rate, “ECRWSH” for high density rate, or “ECRWSS” for saturation rate. [M620.1.1c1]

#### **6.3 Residual Pieces**

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted rates or at single-piece First-Class or Priority Mail rates. [M620.1.5]

#### **6.4 General Carrier Route Bundle Preparation**

Only carrier route bundles are prepared. Bundles are not required in full carrier route trays. [M620.2.1]

#### **6.5 Bundles and Trays With Fewer Than the Minimum Number of Pieces Required**

As a general exception to [6.4](#) and [6.6](#), a bundle with fewer than 10 pieces *and* a less-than-full tray may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met. [M620.1.3]

#### **6.6 Bundle Preparation**

Bundle size: carrier route; required (10-piece minimum). Carrier route bundle labels are based on tray level in which placed:

- a. No label is required if the bundle is placed in a correctly labeled carrier route tray.
- b. Bundles in 5-digit carrier routes trays and in 3-digit carrier routes trays must have a facing slip unless the pieces in the bundle show a carrier route information line or an optional endorsement line. [M620.2.2]

#### **6.7 Traying and Labeling**

Preparation sequence, tray size, and labeling:

- a. Carrier route: required; full trays only, no overflow.
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, \*Tray Labels\*](#), for overseas military mail).

2. Line 2: (a) Saturation: “STD LTR BC WSS,” followed by route type and number; (b) High density: “STD LTR BC WSH,” followed by route type and number; (c) Basic: “STD LTR BC LOT,” followed by route type and number.
- b. 5-digit carrier routes: required if full tray, optional with minimum one 10-piece bundle.
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.0, Tray Labels](#), for overseas military mail).
  2. Line 2: “STD LTR 5D CR-RT BC.”
- c. 3-digit carrier routes: optional with minimum one 10-piece bundle for each of two or more 5-digit areas.
  1. Line 1: city, state, and 3-digit ZIP Code prefix shown in [L002](#), Column A, that corresponds to 3-digit ZIP Code prefix on mail.
  2. Line 2: “STD LTR 3D CR-RT BC.” [M620.3.1]

### 6.8 Alternative Line 2 Information

For trays containing nonbarcoded or nonmachinable letter-size pieces, these Line 2 label designations are used in place of “BC”:

- a. Trays containing nonbarcoded machinable pieces: “MACH.”
- b. Trays containing nonmachinable pieces: “MAN.”
- c. Trays containing simplified address pieces: “MAN.” [M620.3.2]

### 6.9 Delivery Sequence Standards

#### 6.9.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under [6.1](#) through [6.8 in Preparation for Enhanced Carrier Route Letters](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards.

[M050.1.1]

#### 6.9.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

[M050.1.2]

#### 6.9.3 Updating Walk Sequence Information—General

Walk-sequence rate pieces prepared with other than a simplified address format under [6.9.4](#) must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:



245.6.9.4

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File (DSF) or Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer. [M050.2.2]

### **6.9.4 Updating Walk Sequence Information for Simplified Addressing**

Walk-sequence rate pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

[M050.2.1]

### **6.9.5 Out-of-Date Walk Sequence Information**

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates. [M050.2.3]

### **6.9.6 Updating Line-of-Travel Sequence Information**

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic rates. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing. [M050.2.4]

## **6.10 Delivery Sequence Documentation**

### **6.10.1 Basic Standards**

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer’s bills for address sequencing service charges.

- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software. [M050.3.1]

#### **6.10.2 High Density**

For each carrier route to which high density rate mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route. [M050.3.2]

#### **6.10.3 Saturation Density—Simplified Address Mail**

For each carrier route to which mail with a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.3]

#### **6.10.4 Saturation Density—Other Mail**

For each carrier route to which mail without a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.4]

#### **6.10.5 Both Rates**

If a mailing contains pieces qualifying for both walk-sequence rates, the documentation required by [6.10.2, High Density](#), and either [6.10.3, Saturation Density—Simplified Address Mail](#), or [6.10.4, Saturation Density—Other Mail](#), may be combined. Entries for pieces at the high density rate must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing. [M050.3.5]

#### **6.10.6 Carrier Route Rate**

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by [6.10.2](#) through [6.10.5](#) in [Delivery Sequence Documentation](#), the documentation for the basic carrier route rate mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each rate for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route rate must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route rate. [M050.3.6]



## 7.0 Preparation for Automation Rate Letters

### 7.1 Basic Standards

Letter-size automation rate Standard Mail must be prepared under [7.0](#) and the eligibility standards for the rate claimed. Trays must bear barcoded tray labels under [4.9](#). [M810.1.1]

### 7.2 Mailings

The requirements for mailings are as follows:

- a. General. All pieces in a mailing must meet the standards in [201.1.0](#), *Physical Standards for Machinable Letters and Cards*, and [201.3.0](#), *Physical Standards for Automation Letters and Cards*, and must be sorted together to the finest extent required for the rate claimed. The definitions of a mailing and permissible combinations are in [1.0](#), *General Information for Mail Preparation*.
- b. Standard Mail. Automation carrier route pieces must be prepared as a separate mailing (meet a separate minimum volume requirement) from pieces prepared at 5-digit, 3-digit, AADC, and mixed AADC rates. [M810.1.2]

### 7.3 Marking

All Standard Mail automation rate pieces must be marked under [202.3.0](#), *Placement and Content of Mail Markings*. Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in [202.3.0](#), *Placement and Content of Mail Markings*, “AUTO” (or “AUTOOCR” for carrier route rate). Pieces not claimed at an automation rate must not bear “AUTO” or “AUTOOCR” unless single-piece rate postage is affixed or a corrective single-piece rate marking “Single-Piece” or “SNGLP” is applied. [M810.1.4]

### 7.4 General Preparation

Grouping, bundling, and labeling are not generally required or permitted, *except* bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays. [M810.1.5]

### 7.5 Carrier Route Traying Standards

Carrier route groups (or bundles, if applicable) may be placed only in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. Preparation of mail to qualify for automation carrier route rates is optional for Standard Mail. [M810.1.6]

### 7.6 Carrier Route Pieces

Grouping size, preparation sequence, and labeling: carrier route (only); required (10-piece minimum); use an optional endorsement line or carrier route information line. Group pieces by carrier route in full 5-digit carrier routes trays, using separator cards or tic marks under [4.3](#), *Line 1 (Destination Line)*, not bundling. Bundle pieces by carrier route in less-than-full 5-digit carrier routes trays and in all 3-digit carrier routes trays. [M810.2.1]

### 7.7 Tray Preparation

Preparation sequence, tray size, and Line 1 labeling:

- a. Carrier route: optional, but required for rate eligibility (full trays); no overflow; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [4.0](#), *Tray Labels*.

- b. 5-digit carrier routes (carrier route pieces/bundles only): required for rate eligibility if full tray, optional with minimum one 10-piece bundle; for Line 1, use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [4.0, Tray Labels](#).
- c. 3-digit carrier routes (carrier route bundles only): optional with minimum one 10-piece bundle for each of two or more 5-digit areas; for Line 1, use the city, state, and ZIP shown in [L002](#), Column A, that corresponds to the 3-digit ZIP Code prefix of bundles.
- d. 5-digit/scheme: optional, but 5-digit trays required for rate eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [4.0, Tray Labels](#); for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
- e. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use [L002](#), Column B.
- f. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#), Column B.
- g. [\[03-17-05\]](#) [\[02-03-05\]](#) Mixed AADC: required (no minimum); group pieces by AADC; for Line 1 labeling: use [L011](#), Column B. If entered at an ASF or BMC or for mail placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#), Column B. [\[M810.2.2\]](#)

## 7.8 Tray Line 2

Line 2: "STD LTR" and:

- a. Carrier route: "CR BC," followed by route type and number.
- b. 5-digit carrier routes: "5D CR-RT BC."
- c. 3-digit carrier routes: "3D CR-RT BC."
- d. 5-digit scheme: "BC 5D SCHEME."
- e. 5-digit: "5D BC."
- f. 3-digit scheme: "BC SCHEME" and, if applicable, as shown in [L002](#), Column B, followed by the letter "A," "B," or "C."
- g. 3-digit: "3D BC."
- h. AADC: "AADC BC."
- i. Mixed AADC: "BC WKG." [\[M810.2.3\]](#)

## 7.9 Presentation

Upon presentation of letter-size automation rate Standard Mail mailings to the Postal Service for verification, mailers must present all mixed AADC trays together, and such trays must either be adjacent to one another or side by side, and must be placed as the top layer(s) on any given container. [\[M810.1.8\]](#)





# 246 Enter and Deposit

## Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

## 1.0 Presenting a Mailing

### 1.1 Basic Standards for Standard Mail Deposit

Standard Mail must be presented at the post office where the permit or license is held and the presort mailing fee is paid. Mailings must be presented at the locations and times specified by the postmaster. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#).

Plant-loaded mailings must be presented, verified, accepted, and entered as specified by the plant load agreement and applicable standards. Metered Standard Mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). Nonprofit Standard Mail must be presented only at post offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)). [D600.2.1]

### 1.2 Separation of Mailings

Pieces at different rates (e.g., 3/5 and basic) may be combined in the same mailing as provided in [245.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same letter-size processing category, are part of the same mailing job, and are presented for verification at the same time. [D600.2.2]

## 2.0 Destination Entry

### 2.1 General

Except for Customized MarketMail pieces as defined in [705.1.0](#), Regular, Nonprofit, Enhanced Carrier Route, and Nonprofit Enhanced Carrier Route Standard Mail pieces meeting the basic standards in [243.2.0](#) through [243.4.0](#) may qualify for the destination BMC, SCF, or DDU entry rates, as applicable, if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in [3.0](#), [4.0](#), and [5.0](#). Only one destination reduction may be claimed for each piece. An individual pallet may contain mail claimed at different destination entry rates. [E650.1.1]

### 2.2 Minimum Volume

A destination entry rate Standard Mail mailing is subject to these minimum volume requirements:



### 246.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3602 postage statement.
- c. Separate Standard Mail mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office but claimed at different destination entry rates may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry post office is the proper facility for claiming each of the destination entry discounts.
- e. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the 200-piece or 50-pound minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry post office if there is a total of at least 200 pieces or 50 pounds of Presorted rate mail, 200 pieces or 50 pounds of automation rate mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file listed on Form 3602 and Form 3602-C (or a postage statement register). [E650.1.3]

### **2.3 Postage Payment**

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. Postage and fees are paid to the post office that verifies the mailings. The correct mailing fee(s) must be paid for the current 12-month period at the postal facility where postage is paid for the mailing. [E650.1.4]

### **2.4 Office of Mailing**

Unless the mailing is paid and deposited as a metered mail drop shipment (see [705.17.0](#)) or a plant-verified drop shipment (see [705.15.0](#)), mail paid with meter postage, precanceled stamps, or permit imprint must be deposited at the post office that issued the corresponding license or permit, or at the destination bulk mail center serving that post office. Under the latter alternative, only the DBMC rate is available. [E650.1.5]

### **2.5 Documentation**

No documentation for destination entry discounts is required, although the mailing must be accompanied by the appropriate postage statement. Documentation may be required by other rates or discounts claimed for the same mailing. [E650.1.6]

**2.6 Plant Loads**

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts. [E650.1.7]

**2.7 Verification****2.7.1 Place**

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

- a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.
- b. At the destination post office or business mail entry unit. [E650.2.1]

**2.7.2 Mail Separation and Presentation**

Destination entry rate mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings. [E650.2.2]

**2.7.3 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office. [E650.2.3]

**2.7.4 At BMC**

For a mailing to be verified at a BMC, the post office where the mailer's account or license is held must be within the service area of that BMC. The post office must authorize the BMC to act as its agent by sending Form 4410 to the BMC. [E650.2.4]

**2.7.5 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility. [E650.2.5]



#### **2.7.6 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed. [E650.2.6]

#### **2.7.7 Volume Standards**

Except as permitted for a local mailer under 2.8.13, destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination rate is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments. [E650.2.7]

### **2.8 Deposit**

#### **2.8.1 Time and Location of Deposit**

Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS. [E650.3.1]

#### **2.8.2 Freight**

Drop shipments are freight until deposited and accepted as mail at the destination facility. [E650.3.2]

#### **2.8.3 Appointments**

Appointments must be made for destination entry rate mail as follows:

- a. Except for a local mailer under 2.8.13 and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.

- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load (707.28.0, [Destination Entry Rate Eligibility](#)), an appointment must be obtained for deposit at a destination entry facility.  
[E650.3.3]

#### 2.8.4 Advance Scheduling

Except under 2.8.13, a mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type. [E650.3.4]

#### 2.8.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units. [E650.3.5]

#### 2.8.6 Redirection by USPS

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints. [E650.3.6]

#### 2.8.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF rate mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF rate in this



situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

[E650.3.7]

#### **2.8.8 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule. [E650.3.8]

#### **2.8.9 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area. [E650.3.9]

**2.8.10 Drop and Pick**

Drop and pick service is not available for destination entry Standard Mail. [E650.3.10]

**2.8.11 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry rate mailings. [E650.3.11]

**2.8.12 Appeals**

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility. [E650.3.12]

**2.8.13 Exception for Local Mailer**

The restrictions in [2.7.7, Volume Standards](#), and [2.8.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0](#) through [5.0 in Enter and Deposit](#). [E650.4.0]

**3.0 Destination Bulk Mail Center (DBMC) Entry**

**3.1 Definition**

For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1, BMC/ASF—DMBC Rate Eligibility](#). [E650.5.1]



### Exhibit 3.1 BMC/ASF—DMBC Rate Eligibility

| ELIGIBLE DESTINATION ZIP CODES  | ENTRY FACILITY                    |
|---|-----------------------------------|
| 005, 068-079, 085-098, 100-119, 124-127   | BMC New Jersey NJ 00102           |
| 010-067, 120-123, 128,129   | BMC Springfield MA 05500          |
| 130-136, 140-149  | ASF Buffalo NY 140                |
| 150-168, 260-266, 439-447   | BMC Pittsburgh PA 15195           |
| 080-084, 137-139, 169-199   | BMC Philadelphia PA 19205         |
| 200-212, 214-239, 244, 254, 267, 268  | BMC Washington DC 20499           |
| 240-243, 245-249, 270-297, 376  | BMC Greensboro NC 27075           |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399              | BMC Atlanta GA 31195              |
| 299, 313-316, 320-342, 344, 346, 347, 349.  | BMC Jacksonville FL 32099         |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   | BMC Memphis TN 38999              |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 | BMC Cincinnati OH 45900           |
| 434-436, 465-468, 480-497   | BMC Detroit MI 48399              |
| 500-516, 520-528, 612, 680, 681, 683-689  | BMC Des Moines IA 50999           |
| 498, 499, 540-551, 553-564, 566   | BMC Minneapolis/St. Paul MN 55202 |
| 570-577   | ASF Sioux Falls SD 570            |
| 565, 567, 580-588   | ASF Fargo ND 580                  |
| 590-599, 821  | ASF Billings MT 590               |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613                                | BMC Chicago IL 60808              |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639                                 | BMC St. Louis MO 63299            |
| 640, 641, 644-658, 660-662, 664-679, 739  | BMC Kansas City KS 64399          |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749                                    | ASF Oklahoma City OK 730          |
| 706, 710-712, 718, 733, 747, 750-799, 885   | BMC Dallas TX 75199               |
| 690-693, 800-816, 820, 822-831, 856-857   | BMC Denver CO 80088               |
| 832-834, 836, 837, 840-847, 898, 979  | ASF Salt Lake City UT 840         |
| 850, 852, 853, 855, 859, 860, 863, 864  | ASF Phoenix AZ 852                |
| 865, 870-875, 877-884   | ASF Albuquerque NM 870            |
| 889-891, 893, 900-908, 910-928, 930-935   | BMC Los Angeles CA 90901          |
| 894, 895, 897, 936-966  | BMC San Francisco CA 94850        |
| 835, 838, 970-978, 980-986, 988-994   | BMC Seattle WA 98000              |

[Exhibit E751.1.3]

### 3.2 Eligibility

Pieces in a mailing that meet the standards in 2.0 and 3.0 are eligible for the DBMC rate when they meet all of the following conditions: 1) are deposited at a BMC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the



BMC or ASF where deposited that are listed in [Exhibit 3.1](#); and 3) are placed in a tray or pallet (subject to the standards for the rate claimed) that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see [Exhibit 3.1](#)). DBMC rate mail also must be eligible for Presorted, automation, or Enhanced Carrier Route rates, subject to the corresponding standards for those rates. [E650.5.2]

### 3.3 Eligibility for ADC or AADC Mailpieces

All pieces in an ADC sack or tray or AADC tray are eligible for the DBMC discount if the ADC or AADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the sack or tray is deposited as shown in [Exhibit 3.1](#). All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the “Label To” ZIP Code in Column B of [L004](#)) is within the service area of the BMC or ASF at which it is deposited as shown in [Exhibit 3.1](#). [E650.5.3]

### 3.4 Eligibility for Mixed ADC Bundles, Trays, or Mixed AADC Trays

Mailpieces either in a mixed ADC bundle or tray or in a mixed AADC tray can qualify for the DBMC rates if the following standards are met:

- a. All pieces in the bundle or tray must destinate within the ASF or BMC service area shown in [Exhibit 3.1](#), [BMC/ASF—DMBC Rate Eligibility](#).
- b. [\[03-17-05\]](#) [\[02-03-05\]](#) Use labeling list [L010](#) when labeling bundles or trays containing such pieces.
- c. Pieces claiming DBMC rates and any mixed ADC or mixed AADC pieces not claiming DBMC rates must be prepared in separate mixed ADC bundles or trays or in separate mixed AADC trays.
- d. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to meet the standards in [3.4](#). [E650.5.4]

### 3.5 Vehicles

Mailings deposited at a DBMC must be presented in vehicles compatible with BMC dock and yard operations. [E650.5.6]

### 3.6 Form 4410

Mailings may be deposited at the DBMC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry post office (i.e., where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments. [E650.5.7]

## 4.0 Destination Sectional Center Facility (DSCF) Entry

### 4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C. [E650.6.1]



246.4.2

### 4.2 Eligibility

Pieces in a mailing that meet the standards in [2.0, Destination Entry](#), and [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), are eligible for the DSCF rate when deposited at a DSCF, addressed for delivery within that facility's service area, and placed in other than an ADC, AADC, mixed ADC, or mixed AADC tray or sack, or BMC sack or pallet (as permitted by the standards for the rate claimed) that is labeled to that DSCF or to a postal facility within its service area. Pieces prepared under [2.0](#) and [4.0](#) and that are prepared in 5-digit bundles placed in a merged 5-digit sack or pallet or in a merged 5-digit scheme sack or pallet that is deposited at the destination delivery unit as defined in [5.1](#) are eligible for the DSCF rate. DSCF rate mail may also be eligible for a presort or automation discount, subject to the corresponding standards. [E650.6.2]

### 4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations. [E650.6.3]

## 5.0 Destination Delivery Unit (DDU) Entry

### 5.1 Definition

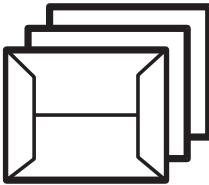
For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation rate Standard Mail) or the facility (post office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail). [E650.7.1]

### 5.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [5.0](#) are eligible for the DDU rate when deposited at a DDU, addressed for delivery within that facility's service area (carrier routes), and placed in properly prepared and labeled carrier route bundles sorted to carrier route trays or 5-digit carrier routes trays or palletized under [705.8.0](#) and otherwise eligible for and claimed at a carrier route rate. Pieces for which the DDU discount is claimed must also be eligible for and claimed at either the carrier route or a walk-sequence rate. No other rates or discounts are available. A mailing that contains copies claimed at the DDU rates may include pieces claimed at other destination entry discounts and pieces for which no destination discount is claimed, subject to the standard for separation in [2.7.2](#). [E650.7.2]

# 300

## Discount Mail Flats



### Design Standards

- 301 Physical Standards
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### 370 Media Mail

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- 375 Mail Preparation
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- 383 Rates and Eligibility
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# **Discount Flats**

## **Design Standards**

301 Physical Standards

302 Elements on the Face of a Mailpiece





# 301 Physical Standards

## Overview

- 1.0 Physical Standards for Flats
- 2.0 Physical Standards for Presorted (Nonautomation) Flats
- 3.0 Physical Standards for Automation Flats

## 1.0 Physical Standards for Flats

### 1.1 General Definition of Flat Size Mail

Flat-size mail other than that in [3.0, Physical Standards for Automation Flats](#), is:

- a. More than 11-1/2 inches long, or more than 6-1/8 inches high, or more than 1/4 inch thick.
- b. Not more than 15 inches long, or more than 12 inches high, or greater than 3/4 inch thick.
- c. Unwrapped, sleeved, wrapped, or enveloped. [C050.3.1]
- d. Pieces are subject to the minimum standards in [601.1.1](#) and may be subject to other minimum dimensions, based on the standards for specific rates. [C100.1.2]

### 1.2 Length and Height of Flats

The location and orientation of the delivery address on a mailpiece generally establish which dimensions of the piece are the length and the height. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length; the *top* and *bottom* of the piece are the upper and lower edges, respectively, when the address is positioned for normal reading. This general rule does not apply to:

- a. Automation rate flats.
- b. Standard Mail Enhanced Carrier Route flats.
- c. Standard Mail Customized MarketMail.
- d. Pieces thicker than 1/4 inch that are not prepared and mailed as a flat. [C010.1.3]

## 2.0 Physical Standards for Presorted (Nonautomation) Flats

### 2.1 First-Class Mail

#### 2.1.1 Maximum Weight

Matter at First-Class Mail rates cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail. (Lower size or weight standards apply to mail claimed at certain rates or addressed to certain APOs and FPOs.) [C100.1.1]



301.2.1.2

### **2.1.2 Nonmachinable Surcharge**

First-Class Mail flats that weigh 1 ounce or less are subject to the nonmachinable surcharge if any one of the following applies (see [1.2](#) for how to determine the length and height of a mailpiece):

- a. The piece is greater than 1/4-inch thick.
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.
- c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.  
[C100.4.0 and E130.2.5]

## **2.2 Standard Mail**

### **2.2.1 Basic Physical Standards**

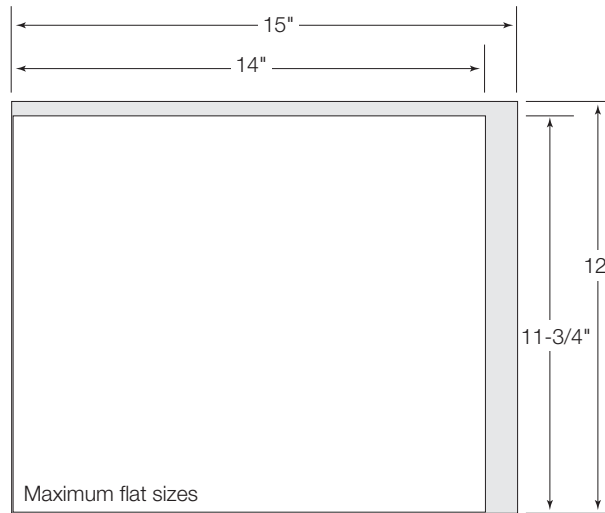
These standards apply to Standard Mail:

- a. Each piece must weigh less than 16 ounces.
- b. Presorted rate and Customized MarketMail pieces are subject to the basic mailability standards in [601](#).
- c. Except for automation basic carrier route rate pieces and merchandise samples mailed with detached address labels (DALs), the maximum size for Enhanced Carrier Route Standard Mail is 14 inches long, 11-3/4 inches high, and 3/4 inch thick (see [Exhibit 2.2.1c](#)). Merchandise samples whose dimensions exceed these maximums may be sent at the Enhanced Carrier Route rates if mailed using DALs, provided that the samples meet all other applicable standards and the DALs meet the standards in [602.4.0](#). [C600.1.1]





**Exhibit 2.2.1c Maximum Dimensions for Standard Mail Flats**



| Measure Maximums | Enhanced CR Rates   | Other Standard Mail |
|------------------|---------------------|---------------------|
| Height           | 11-3/4"             | 12"                 |
| Length           | 14"                 | 15"                 |
| Thickness        | 3/4"                | 3/4"                |
| Weight           | Less than 16 ounces | Less than 16 ounces |

[Exhibit C600.1.1e]

**2.2.2 Cover Page and Protective Cover**

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding. *Exception:* Flat-size pieces may have short covers as provided in 3.7.2. [C600.1.2]

**2.2.3 Residual Shape Surcharge**

Mail that is prepared as a parcel or is not letter-size or flat-size as defined in 101, *Physical Standards*, is subject to a residual shape surcharge. Mail that is prepared as Customized MarketMail under 705.1.0 also is subject to the residual shape surcharge. There are different surcharges for Presorted rate pieces and Enhanced Carrier Route rate pieces. Only the surcharges for Presorted rate pieces apply to CMM pieces. [C600.3.0]

**2.2.4 Nonmachinable Surcharge**

The nonmachinable surcharge in 343.1.0 does not apply to Standard Mail pieces (including parcels) that are claimed at any nonletter rate. [C600.4.2]



301.2.3

### 2.3 Bound Printed Matter

#### 2.3.1 General Standards

These standards apply to Bound Printed Matter:

- a. Bound Printed Matter may not weigh more than 15 pounds.
- b. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- c. Lower size or weight standards apply to mail claimed at certain rates, addressed to certain APOs and FPOs, or sent by the Department of State to U.S. government personnel abroad. [C700.1.0]

### 2.4 Media Mail

#### 2.4.1 General Standards

These standards apply to Media Mail:

- a. No piece may weigh more than 70 pounds.
- b. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- c. Lower size or weight standards apply to mail claimed at certain rates, addressed to certain APOs and FPOs, or sent by the Department of State to U.S. government personnel abroad. [C700.1.0]

### 2.5 Library Mail

#### 2.5.1 General Standards

These standards apply to Library Mail:

- a. No piece may weigh more than 70 pounds.
- b. Two or more flats may be mailed as a single piece if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits.
- c. Lower size or weight standards apply to mail claimed at certain rates, addressed to certain APOs and FPOs, or sent by the Department of State to U.S. government personnel abroad. [C700.1.0]

## 3.0 Physical Standards for Automation Flats

### 3.1 Basic Standards for Automation Flats

Flat-size mail claimed at automation rates must meet the applicable standards in 3.0, and the general and specific mailability and eligibility standards for the class of mail and the rate claimed. The mail may qualify for automation rates either under the dimensions and characteristics for automated flat sorting machine (AFSM) 100 processing in 3.3, or under the dimensions and characteristics for upgraded flat



sorting machine (UFSM) 1000 processing in 3.4, except for Bound Printed Matter (BPM), which can qualify only under AFSM 100 criteria. Additional standards apply as follows:

- a. If a flat-size mailpiece meets all AFSM 100 criteria except for the turning ability or deflection standards under 3.3.4, the piece may be claimed at automation rates if all UFSM 1000 criteria are met.
- b. If polywrap film is used, the film and preparation of the mailpiece must meet the applicable standards in 3.5. [C820.1.0]

### 3.2 Determining Length and Height

The length and height of an automation-compatible flat-size mailpiece is not determined by the orientation of the address, but by the preparation of the piece:

- a. For a piece prepared as a single sheet or in an envelope, full-length wrapper, or full-length sleeve, the length is the longest dimension. The height is the dimension perpendicular to the length.
- b. For a piece prepared with a bound, folded, or closed edge (e.g., a catalog, a newspaper or tabloid, a folded envelope), the length is the dimension parallel to the bound, folded, or closed edge. The height is the dimension perpendicular to the length. If the piece is folded more than once or is bound and then folded, the length is the dimension parallel to the final fold. [C820.2.1]

### 3.3 Criteria for AFSM 100 Flats

#### 3.3.1 Final Fold

An AFSM 100 flat-size piece with a final fold must be designed so that the address is in view when the final folded edge is at the bottom of the piece and any intermediate bound or folded edge is to the right. [C820.2.2]

#### 3.3.2 Shape and Size

Each flat-size piece must be rectangular and:

- a. For height, no more than 12 inches and no less than 5 inches high.
- b. For length, no more than 15 inches and no less than 6 inches long.
- c. For thickness, no more than 0.75 inch and no less than 0.009 inch thick. [C820.2.3]

#### 3.3.3 Maximum Weight

Maximum weight limits are as follows:

- a. For First-Class Mail, 13 ounces.
- b. For Periodicals, 20 ounces.
- c. For Standard Mail, less than 16 ounces.
- d. For Bound Printed Matter, 20 ounces. [C820.2.4]

#### 3.3.4 Turning Ability and Deflection

The piece must meet the following standards for turning ability and deflection:

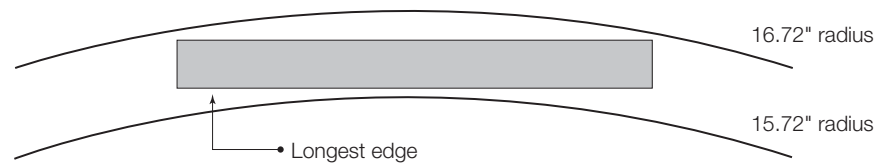


301.3.3.4

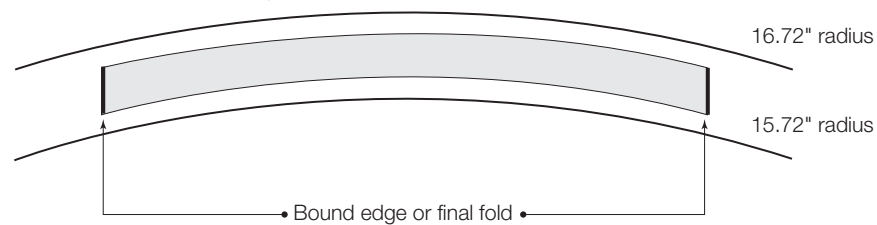
- a. **Turning Ability.** The mailpiece must fit between two concentric arcs drawn on a horizontal flat surface, one with a radius of 15.72 inches and the other with a radius of 16.72 inches, in one of the following ways:
  1. The piece must be flexible enough to bend between the two arcs when positioned vertically, with (if applicable) the bound, folded, or final folded edge perpendicular to the surface where the arcs are drawn.
  2. If rigid (constructed of or containing inflexible materials), the piece must be small enough to allow its longest edge to be placed between the two arcs without touching the lines of the arcs.

### Exhibit 3.3.4a Turning Ability Rigid and Flexible Flats

Rigid flat on curved path



Flexible flat on curved path

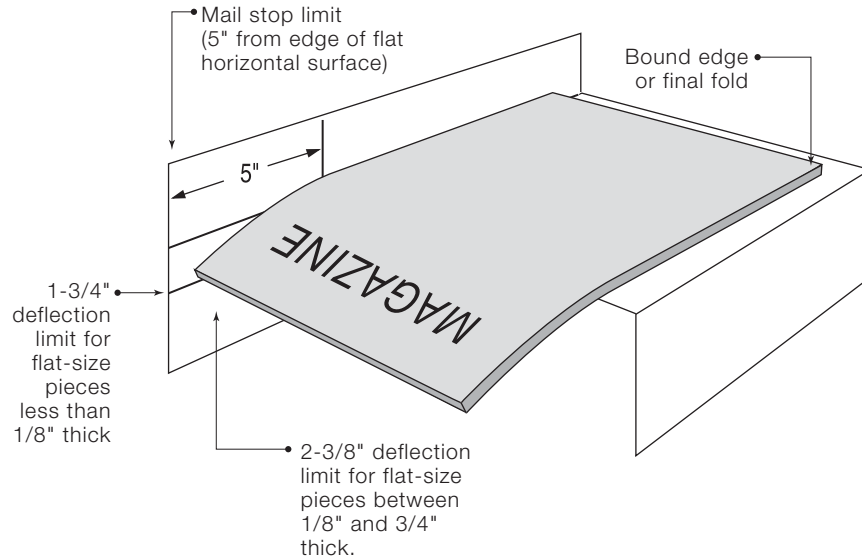


[Exhibit C820.2.5a]

- b. **Deflection.** A flat-size mailpiece meeting the AFSM 100 dimensions must be rigid enough so that, when placed flat on a surface to extend unsupported 5 inches off that surface, no part of the edge of the piece that is opposite the bound, folded, or final folded edge (as applicable) deflects more than 1-3/4 inches (if the piece is less than 1/8 inch thick) or more than 2-3/8 inches (if the piece is from 1/8 to 3/4 inch thick).



### Exhibit 3.3.4b Deflection Flat-Size Mail



[Exhibit C820.2.5b]

- c. Test Device. Testing for compliance with the above standards must be done with a flat mail machinability tester constructed to USPS specification USPS-STD-28 and following the instructions for use of that device. Information about obtaining or using the tester is available from the local USPS area or district marketing office or local postmaster. [C820.2.5]

## 3.4 Criteria for UFSM 1000 Flats

### 3.4.1 Address Placement and Folded Pieces

The following requirements apply to folded pieces:

- a. A flat-size piece with a final fold must be designed so that the address is in view when the final folded edge is to the right and any intermediate bound or folded edge is at the bottom of the piece.
- b. Unbound flat-size pieces must be at least double-folded. [C820.3.2]

### 3.4.2 Shape and Size

Pieces must meet the following requirements:

- a. Height: no more than 12 inches or less than 4 inches.
- b. Length: no more than 15-3/4 inches or less than 4 inches.
- c. Minimum thickness:
  1. For pieces at least 5 inches long: 0.009 inch.
  2. For pieces at least 4 inches long but less than 5 inches long: greater than 0.25 inch.



### 301.3.4.3

- d. Maximum thickness:
  - 1. For pieces 13 inches long or less: 1.25 inches.
  - 2. For pieces longer than 13 inches up to and including 15-3/4 inches: 7/8 inch. [C820.3.3]

#### **3.4.3 Maximum Weight**

Maximum weight limits are as follows:

- a. For First-Class Mail, 13 ounces.
- b. For Periodicals, 6 pounds.
- c. For Standard Mail, less than 16 ounces. [C820.3.4]

### **3.5 Polywrap Coverings**

#### **3.5.1 Polywrap Films**

If polywrap film is used to enclose flat-size mailpieces claimed at automation rates, the pieces must meet the standards in 3.5. Film approved for use under 3.5.5 must meet the specifications in Exhibit 3.5.1 as follows:

- a. For mailpieces meeting all the dimensions, turning ability, and deflection characteristics for AFSM 100 criteria under 3.3, the film must meet all eight properties in this exhibit. If the address label is affixed to the outside of the polywrap, the haze property (property 2) is not required.
- b. For mailpieces not meeting all the dimensions and characteristics of the AFSM 100 criteria but meeting all the criteria for the UFSM 1000 under 3.4, the film must meet, at a minimum, only the haze property (property 2) in this exhibit. If the address label is affixed to the outside of the polywrap, the haze property is not required. [C820.4.1]



### Exhibit 3.5.1 AFSM 100 Polywrap Specifications

Polywrapped AFSM 100 flats (see 3.3) must be prepared with polywrap that meets all eight properties in this exhibit. Polywrapped UFSM 1000 flats (see 3.4) must be prepared with polywrap that meets, at a minimum, only property 2 (haze).

| PROPERTY  | REQUIREMENT         | TEST METHOD   | COMMENT   |
|---|---------------------|---------------|---|
| <b>1. Kinetic Coefficient of Friction, MD</b>         |                     |               |   |
| a. Film on Stainless Steel with No. 8 (Mirror) Finish | <0.28               | ASTM D1894    | Stainless steel finish must be in accordance with ASTM A 480/A 480M.                          |
| b. Film on Film                                       | 0.20 to 0.40        | ASTM D1894    |   |
| <b>2. Haze</b>  | <70                 | ASTM D1003    | Affixing address labels to outside of polywrap is an alternative to meeting this requirement. |
| <b>3. Secant Modulus, 1% elongation</b>               |                     |               |   |
| a. TD   | >50,000 psi         | ASTM D882     |   |
| b. MD   | >40,000 psi         | ASTM D882     |   |
| <b>4. Tensile Strength</b>                            |                     |               |   |
| a. TD   | >2,000 psi          | ASTM D882     |   |
| b. MD   | >3,000 psi          | ASTM D882     |   |
| <b>5. Density</b>                                     | 0.900 to 0.950 g/cc | ASTM D1505    |   |
| <b>6. Nominal Gauge</b>                               | >0.001 in           | ASTM D374     |   |
| <b>7. Static Charge</b>                               | <2.0 kV             | ASTM D4470    | Antistatic additives can regulate this charge.  |
| <b>8. Blocking</b>                                    | <15 g               | ASTM D3354-96 |   |

[Exhibit C820.4.1]

### 3.5.2 Wrap Direction and Seam Placement

Wrap direction, seam direction, and seam placement must follow these standards:

- a. Wrap direction and seam direction:
  1. For an AFSM 100 mailpiece, the wrap direction must be around the longer axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the longer edge (the length) of the mailpiece.
  2. For a UFSM 1000 mailpiece, the wrap direction may be around either the longer axis or the shorter axis of the mailpiece, with the seam parallel to that axis. The longer axis is always parallel to the longer edge (the length) of the mailpiece, and the shorter axis is always parallel to the shorter edge (the height) of the mailpiece.
- b. For either an AFSM 100 or a UFSM 1000 mailpiece, the preferred seam placement is on the nonaddressed side of the mailpiece. If the seam is placed on the addressed side, the seam must not cover any part of the delivery address and barcode, postage area, or any required markings or



### 301.3.5.3

endorsements. Regardless of seam placement, the polywrap over the address area must be a smooth surface to avoid interference with address and barcode readability. [C820.4.2]

#### **3.5.3 Overhang**

For purposes only of the polywrap standards for overhang (selvage) in 3.5, the edge of the mailpiece designated as top must be one of the two physically longer edges of the piece, regardless of address orientation and whether bound or unbound. Any polywrap overhang (selvage) around the four edges of the mailpiece (top, bottom, and left and right sides) must meet these standards:

- a. For an AFSM 100 mailpiece:
    1. When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 0.5 inch at the top of the mailpiece.
    2. When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 1.5 inches on the opposite side.
    3. The polywrap covering must not be so tight that it bends the mailpiece.
  - b. For a UFSM 1000 mailpiece:
    1. When the mailpiece contents are totally positioned at the bottom of the polywrap, the overhang must not be more than 1.5 inches at the top of the mailpiece.
    2. When the mailpiece contents are totally positioned to the left or to the right side of the polywrap, the overhang must not be more than 1.5 inches on the opposite side.
    3. The polywrap covering must not be so tight that it bends the mailpiece.
- [C820.4.3]

#### **3.5.4 Mailpiece Identification**

Polywrapped flat-size mailpieces claimed at automation rates must be endorsed to show that the polywrap meets USPS approval as automation-compatible. This requirement is met by printing “USPS AFSM 100 Approved Polywrap” or “USPS 100 Approved Poly” or “USPS UFSM 1000 Approved Polywrap” or “USPS 1000 Approved Poly,” as applicable, directly on the address side of the pieces, preferably below the postage area or in another visible location. Alternatively, the polywrap marking may be printed directly onto the polywrap material. The polywrap marking must not interfere with delivery address or barcode recognition. [C820.4.4]

#### **3.5.5 Polywrap Certification**

The USPS polywrap certification program requires plastic manufacturers to provide to a producer of polywrapped flat-size mailpieces a certificate of conformance from the manufacturer stating that the polywrap physical properties meet or exceed the minimum requirements specified in Exhibit 3.5.1. The certification program applies only to polywrap used for AFSM 100 mailpieces. A list of USPS-approved polywrap products is maintained on the USPS Web site <http://ribbs.usps.gov>. The first time





that a specific polywrap product is to be used for an automation rate mailing of flat-size mailpieces and that product is not listed on the USPS Web site, these steps must occur:

- a. The producer of the polywrapped pieces provides a USPS mailpiece design analyst (MDA) with the manufacturer's certificate of conformance verifying that the polywrap film meets the specifications in [Exhibit 3.5.1](#) for AFSM 100 mailpieces.
- b. The MDA reviews the manufacturer's certificate of conformance to confirm that the requirements listed on the certificate for the polywrap film meet the eight properties in [Exhibit 3.5.1](#) for AFSM 100 mailpieces. The reviewing MDA provides written confirmation to the producer of the polywrapped pieces and sends a copy to the appropriate business mail entry unit or detached mail unit and a copy to Mailing Standards (see [608.8.1, \*Postal Service\*](#), for address).  
[C820.4.5]

### 3.6 Prohibitions

#### 3.6.1 Protrusions

Clasps, strings, buttons, or like materials, or other protrusions that impede or damage mail processing equipment are prohibited. [C820.5.1]

#### 3.6.2 Staples

Staples must not be substituted for tabs or wafer seals on pieces in automation rate mailings. As a binding method, staples may be placed in the fold or spine of a magazine or booklet-type or similar mailpiece if parallel with the bound edge, tightly and securely inserted, and not protruding to damage or interfere with mail processing equipment. [C820.5.2]

### 3.7 Tabs, Wafer Seals, Tape, and Glue

#### 3.7.1 General

Although not required, mailpieces may be prepared with tabs, wafer seals, cellophane tape, or permanent glue (continuous or spot) if these sealing devices do not interfere with the recognition of the barcode, rate marking, postage information, and delivery and return addresses. Cellophane tape may not be placed over the barcode or where any part of the barcode will be printed. Tabs or seals placed in the area on which any part of the barcode is printed must contain a paper face meeting the standards for background reflectance. Tabs, wafer seals, and tape must have a peel adhesion (shear strength) value of at least 15 ounces/inch at a speed of 12 inches/minute after application to a stainless steel plate; the test is to be conducted 10 minutes after the material is applied to the plate. [C820.6.1]

#### 3.7.2 Short Covers

Flats may be prepared with a cover page or protective cover that is more than 3/4 inch from each edge if the cover page is secured with at least two tabs, wafer seals, or glue spots placed within 1 inch of the top and bottom edges of the cover page or protective cover. [C820.6.2]



### **3.8 Uniformity and Exterior Format**

#### **3.8.1 General Requirements**

A flat-size mailpiece prepared and claimed at automation rates must be uniformly thick. Each flat-size mailpiece must have a smooth and regular shape and be free of creases, folds, tears, or other irregularities not compatible with automation equipment. The exterior surface must not have protuberances caused by prohibited closures; attachments (except as provided below); irregularly shaped or distributed contents; or untrimmed excess material from the envelope, wrapper, or sleeve.

[C820.7.1]

#### **3.8.2 Outside Attachment**

An attachment to a flat-size mailpiece must be a single sheet, the same size as the cover. The attachment must be permanently, securely, and uniformly affixed to the front or back cover along a bound, folded, or otherwise closed edge. Pieces claimed at a Periodicals rate may bear attachments only if permitted by the applicable standards. [C820.7.2]

#### **3.8.3 Contents**

The contents of a flat-size mailpiece must remain uniformly thick so that the dimensions of the envelope, wrapper, or sleeve remain constant. If the contents are of irregular thickness or significantly smaller than the envelope, wrapper, or sleeve, those contents must be secured in place to prevent shifting within the wrapping during processing and surrounded with loose packing material or padding to ensure that the mailpiece remains uniformly thick. [C820.7.3]

#### **3.8.4 Booklet-Type Piece or Magazine**

The contents of flat-size mailpieces prepared in sleeves or other wrappers must be sufficiently secure in the sleeve or wrapper to stay in place during processing. If material bearing the delivery address or barcode for the mailpiece is enclosed in a partial wrapper, that wrapper must be sufficiently secure to prevent the contents from shifting and obscuring the delivery address or barcode. [C820.7.4]

### **3.9 Outside Labels and Stickers**

#### **3.9.1 Use**

Permanent labels and stickers (i.e., those designed not to be removed or relocated) must be affixed directly to the outside of the mailpiece with permanent adhesive. A mailer may provide recipients with relocatable labels to place on the outside of response pieces sent back to the mailer. On pieces mailed at Periodicals rates, labels and stickers may be used only if permitted by the applicable standards.

[C820.8.1]

#### **3.9.2 Pressure-Sensitive Label**

Any pressure-sensitive label or sticker affixed directly to a mailpiece before mailing must have a minimum peel adhesion to stainless steel of 8 ounces/inch. This standard does not apply to pressure-sensitive labels provided by the USPS to label bundles to sortation levels. [C820.8.2]



**3.9.3 “Sandwich” Label**

A face stock/liner label (“sandwich” label) is a two-part unit with a face stock (top label) attached to a liner (bottom label) affixed to the mailpiece. The face stock must have a peel adhesion value of at least 2 ounces/inch with respect to the liner label and at least 8 ounces/inch when reapplied to stainless steel. [C820.8.3]





## 302 Elements on the Face of a Mailpiece

### Overview

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

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements. [A010.1.5]

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [602](#) for additional information regarding addressing.) [A010.1.1]

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail. [P011.1.1]

### 2.0 Placement and Content of Mail Markings

#### 2.1 First-Class Mail and Standard Mail Markings

##### 2.1.1 Placement

Mailpieces must be marked under the corresponding standards to show the class of service and/or rate paid:

- a. Basic Marking. The basic required marking that indicates the class or subclass—“First-Class,” “Presorted Standard” or “PRSRT STD,” or “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”)—must be printed or produced as part of, or directly below or to the left of, the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp.
- b. Other Markings. The rate-specific markings “AUTO,” “AUTOOCR,” “Presorted” (or “PRSRT”); “Single-Piece” (or “SNGLP”) (First-Class Mail only); and “ECRLOT,” “ECRWSH,” “ECRWSS,” and “Customized MarketMail” (or “CUST MKTMAIL” or “CMM”) (Standard Mail only) may be placed as follows:
  1. In the location specified in [2.1.1a](#).
  2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).



### 302.2.1.2

3. If preceded by two asterisks (\*\*), the “AUTO,” “AUTOOCR,” “PRESORTED” (or “PRSRT”), “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”), or “Single-Piece” (or “SNGLP”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line.
- c. Additional Requirements for Carrier Route. “AUTOOCR,” “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address. Pieces not mailed at ECR rates must not bear these markings. [M012.2.1]

#### 2.1.2 Exceptions to Markings

Exceptions are as follows:

- a. Automation Flats: First-Class Mail and Standard Mail flats do not require an “AUTO” marking. First-Class Mail flats not marked “AUTO” must bear both the “Presorted” or “PRSRT” and “First-Class” markings. Standard Mail flats not marked “AUTO” must bear the appropriate basic marking in [2.1.1a](#).
- b. Manifest Mailings. The basic marking must appear in the postage area on each piece. The two-letter rate category code required in the keyline on manifest mailing pieces prepared under [705.2.0](#) meets the requirement for other rate markings (e.g., on a First-Class piece mailed at automation carrier route rates, the “AC” code may replace the “AUTOOCR” marking).
- c. MLOCR Prepared Automation Mailings. The basic marking must appear in the postage area on each piece. The other “AUTO” marking must be replaced by the appropriate identifier/rate code marking described in [705.5.3.2, Rate and Postage Marking](#), on those pieces that have the marking applied by an MLOCR. This seven-character marking provides a description of the Product Month Designator, MASS/FASTforward System Identifier, postage payment method, and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. [M012.2.2]

## 2.2 Bound Printed Matter, Media Mail, and Library Mail Markings

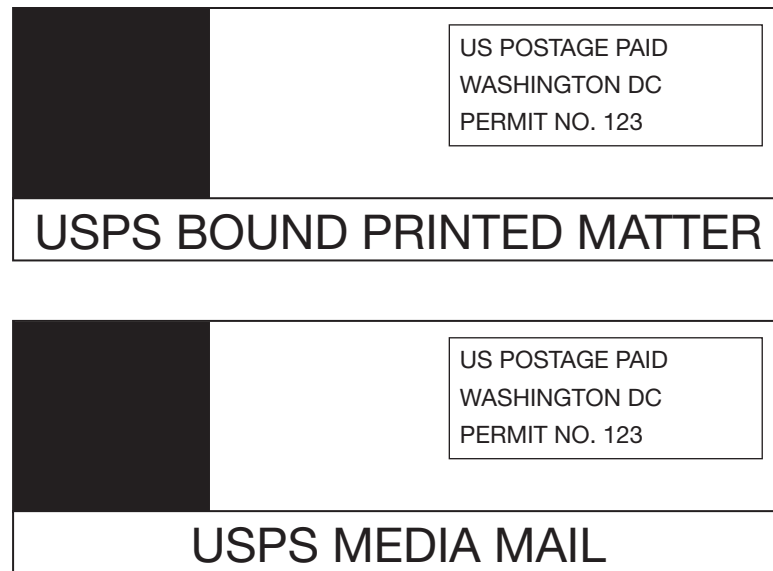
### 2.2.1 Basic Markings

The basic required Package Services subclass marking—“Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail”—must be printed on each piece claimed at the respective rate. The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 2.2.1, Package Services Indicators](#)):

- a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.

- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., “MEDIA MAIL”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text. [M012.3.1]

#### Exhibit 2.2.1 Package Services Indicators



[Exhibit M012.3.1]

#### 2.2.2 Bound Printed Matter Markings

In addition to the basic marking “Bound Printed Matter” or “BPM,” each piece of Bound Printed Matter mailed at a presorted or carrier route rate must bear additional rate markings. The additional markings may be placed in the postage area as specified in [2.2.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#) or postal carrier route bundle information under [708.6.0](#). The additional rate markings are:

- a. For Presorted rate mail, the additional required marking is “Presorted” (or “PRSRT”). For presorted flats claiming the barcoded discount prepared under [365.7.0](#), the optional marking “AUTO” may be used in place of “Presorted” (or “PRSRT”). If the “AUTO” marking is not used, the automation rate flats must bear the “Presorted” (or “PRSRT”) rate marking.
- b. For carrier route rate mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”). [M012.3.3]



#### **2.2.3 Media Mail Markings**

Each piece of Media Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail.” This additional marking may be placed in the postage area as specified in [2.2.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#). [M012.3.4]

#### **2.2.4 Library Mail Markings**

Each piece of Library Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Library Mail.” This additional marking may be placed in the postage area as specified in [2.2.1, Basic Markings](#). Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under [708.7.0](#). [M012.3.5]

### **2.3 Enclosures**

Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in [703.9.0, Mixed Classes](#), and [705.16.0, Express Mail and Priority Mail Drop Shipment](#). [M012.1.2]

### **2.4 Printing and Designs**

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement. [M012.1.3]

### **2.5 Marking Hazardous Materials**

All mailable hazardous materials must be labeled and/or marked as required in [601.10.0, Hazardous Materials](#). [M012.1.1g]

## **3.0 Endorsement Placement**

### **3.1 Endorsements for Delivery Instructions and Ancillary Services**

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4](#), or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0](#)), subject to the corresponding standards for use and availability. [M012.4.1]

### **3.2 Return Address**

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number). [M012.4.2]

### **3.3 Placement of Endorsements**

Placement of the endorsement on the mailpiece is determined as follows:



- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
  1. Directly below the return address.
  2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
  3. Directly to the left of the postage area and below or to the left of any rate marking.
  4. Directly below the postage area and below any rate marking. [M012.4.3]

### 3.4 Physical Standards for Endorsements

The endorsement, or, if combined, endorsements, must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. This 1/4-inch clear space is not required for an endorsement that is applied with a multiline optical character reader (MLOCR) inkjet and placed in the location directly below the postage area and any rate marking if the endorsement is clear and legible. [M012.4.4]

## 4.0 Barcode Placement

### 4.1 General Barcode Placement for Flats

On any flat-size piece claimed at automation rates, the piece may bear one POSTNET barcode under 4.2 or may bear two POSTNET barcodes under 4.3. Other mailer-applied non-POSTNET barcodes may appear on the address side of the piece if the barcode format is not detectable or confusing to automated postal equipment. [C840.3.1]



### 4.2 Applying One Barcode

On any flat-size mailpiece claimed at an automation rate, the barcode may be anywhere on the address side as long as it is at least 1/8 inch from any edge of the piece. For UFSM 1000 mailpieces, the preferred location of the barcode is at least 2 inches from the edge of the dimension that is the length for that type of automation piece (the longest edge or, for pieces with a folded or bound edge, the folded or bound edge). The portion of the surface of the piece on which the barcode is printed must meet the barcode dimensions and spacing requirements in 708.4.2, and the reflectance standards in 708.4.3. Address block barcodes are subject to the standards in 4.6a. through 4.6e. [C840.3.2]

### 4.3 Applying Second Barcode

At the mailer's option, a second POSTNET barcode may be applied to the piece only if the first POSTNET barcode on the piece is an address block barcode prepared under 4.2, that is not CASS-certified. In addition, the second barcode must meet the following requirements:

- a. It must be must be a delivery point barcode (DPBC).
- b. The preferred placement is the lower right corner of the mailpiece parallel to and in the same direction as the delivery address.
- c. It must be placed at least 1 inch below the return address.
- d. The space between the two POSTNET barcodes must be greater than 1 inch. [C840.3.3]

### 4.4 5-Digit and ZIP+4 Barcode Permissibility

The ZIP+4 barcode may appear in the address block when printed on an insert that appears through a window or on an address label affixed directly to the piece; or it may appear in the lower right corner either printed directly on the mailpiece or on an insert that appears through a window. An automation rate flat-size piece must not bear a 5-digit barcode. [C840.8.1]

### 4.5 DPBC Numeric Equivalent

In delivery point barcoded automation rate mailings only, the numbers corresponding to the POSTNET bars in a correct delivery point barcode (DPBC) may appear in the delivery address. If read from left to right, a correct DPBC numeric equivalent consists of five digits, a hyphen, and seven digits. [C840.9.0]

### 4.6 Barcode in Address Block

When the barcode is included as part of the address block:

- a. The barcode must be placed in one of these positions:
  1. Above the address line containing the recipient's name.
  2. Below the city, state, and ZIP Code line.
  3. Above or below the keyline information.
  4. Above or below the optional endorsement line.
- b. The printing of the barcode is prohibited anywhere between the address line containing the recipient's name and the city, state, and ZIP Code line.



- c. The minimum clearance between the barcode and any information line above or below it within the address block must be at least 1/25 inch, and the separation between the barcode and top line or bottom line of the address block must not exceed 5/8 inch. The clearance between the leftmost and rightmost bars and any adjacent printing must be at least 1/8 inch.
- d. If a window envelope is used, the clearance between the leftmost and rightmost bars and any printing or window edge must be at least 1/8 inch, and the clearance between the barcode and the top and bottom window edges must be at least 1/25 inch. These clearances must be maintained during the insert's range of movement in the envelope. Covers for address block windows are subject to 4.7.
- e. If an address label is used, a clear space of at least 1/8 inch must be left between the barcode and the left and right edges of the address label, and the clearance between the barcode and the top and bottom edges of the address label must be at least 1/25 inch.
- f. The rightmost bar must be at least 1/2 inch from the right edge of the mailpiece, and the leftmost bar must be less than 10-1/2 inches from the right edge of the mailpiece and at least 1/2 inch from the left edge of the mailpiece; the top of each bar must be less than 4 inches from the bottom edge of the mailpiece; and the bottom line of the address block, including the barcode, must be at least 5/8 inch from the bottom of the mailpiece. [C840.2.5]

#### 4.7 Window Cover

The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in 708.4.3. The edges of the window cover must be securely glued to the envelope. [C840.7.3]



## **330 Discount Flats First-Class Mail**

333 Rates and Eligibility

334 Postage Payment and Documentation

335 Mail Preparation

336 Enter and Deposit



## 333 Rates and Eligibility

### Overview

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

### 1.0 Rates and Fees for First-Class Mail

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Rate Computation for First-Class Flats

First-Class rates are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. [P013.2.3]

#### 1.3 Nonautomation Presorted Rates

A nonmachinable surcharge applies to flat-size pieces 1 ounce or less.

| WEIGHT INCREMENT                         | RATE    |
|--|---------|
| First ounce or fraction of an ounce      |         |
| (For pieces weighing 2 ounces or less)   | \$0.352 |
| (For pieces weighing more than 2 ounces) | 0.311   |
| Each additional ounce or fraction        | 0.225   |

[R100.2.2]

#### 1.4 Automation Mixed ADC Rates

A nonmachinable surcharge might apply to pieces 1 ounce or less.

| WEIGHT INCREMENT                         | RATE    |
|--|---------|
| First ounce or fraction of an ounce      |         |
| (For pieces weighing 2 ounces or less)   | \$0.341 |
| (For pieces weighing more than 2 ounces) | 0.300   |
| Each additional ounce or fraction        | 0.225   |

[R100.4.3]



333.1.5

### 1.5 Automation ADC Rates

A nonmachinable surcharge might apply to pieces 1 ounce or less:

| <b>WEIGHT INCREMENT</b>                  | <b>RATE</b> |
|--|-------------|
| First ounce or fraction of an ounce      |             |
| (For pieces weighing 2 ounces or less)   | \$0.333     |
| (For pieces weighing more than 2 ounces) | 0.292       |
| Each additional ounce or fraction        | 0.225       |

[R100.5.3]

### 1.6 Automation 3-Digit Rates

A nonmachinable surcharge might apply to pieces 1 ounce or less:

| <b>WEIGHT INCREMENT</b>                  | <b>RATE</b> |
|--|-------------|
| First ounce or fraction of an ounce      |             |
| (For pieces weighing 2 ounces or less)   | \$0.322     |
| (For pieces weighing more than 2 ounces) | 0.281       |
| Each additional ounce or fraction        | 0.225       |

[R100.6.3]

### 1.7 Automation 5-Digit Rates

A nonmachinable surcharge might apply to pieces 1 ounce or less:

| <b>WEIGHT INCREMENT</b>                  | <b>RATE</b> |
|--|-------------|
| First ounce or fraction of an ounce      |             |
| (For pieces weighing 2 ounces or less)   | \$0.302     |
| (For pieces weighing more than 2 ounces) | 0.261       |
| Each additional ounce or fraction        | 0.225       |

[R100.7.3]



**1.8 Summary Presorted and Automation Rates for Flats**

| Weight Not Over (ounces) <sup>1</sup> | Nonautomation | Automation |         |         |         |
|---------------------------------------|---------------|------------|---------|---------|---------|
|                                       | Presorted     | Mixed ADC  | ADC     | 3-Digit | 5-Digit |
| 1 <sup>2</sup>                        | \$0.352       | \$0.341    | \$0.333 | \$0.322 | \$0.302 |
| 2                                     | 0.577         | 0.566      | 0.558   | 0.547   | 0.527   |
| 3                                     | 0.761         | 0.750      | 0.742   | 0.731   | 0.711   |
| 4                                     | 0.986         | 0.975      | 0.967   | 0.956   | 0.936   |
| 5                                     | 1.211         | 1.200      | 1.192   | 1.181   | 1.161   |
| 6                                     | 1.436         | 1.425      | 1.417   | 1.406   | 1.386   |
| 7                                     | 1.661         | 1.650      | 1.642   | 1.631   | 1.611   |
| 8                                     | 1.886         | 1.875      | 1.867   | 1.856   | 1.836   |
| 9                                     | 2.111         | 2.100      | 2.092   | 2.081   | 2.061   |
| 10                                    | 2.336         | 2.325      | 2.317   | 2.306   | 2.286   |
| 11                                    | 2.561         | 2.550      | 2.542   | 2.531   | 2.511   |
| 12                                    | 2.786         | 2.775      | 2.767   | 2.756   | 2.736   |
| 13                                    | 3.011         | 3.000      | 2.992   | 2.981   | 2.961   |

1. For each additional ounce, computed postage includes \$0.225 for presorted and automation rates. The rates include a \$0.041 discount for presorted and automation rate flats weighing more than 2 ounces.

2. Flats weighing 1 oz. or less may be subject to a nonmachinable surcharge of \$0.055 per piece.

[R100.9.1 and R100.9.2]

**1.9 Nonmachinable Surcharge**

Surcharge per piece (see [4.3, Nonmachinable Surcharge for Flat-Size Pieces](#)) for Presorted and automation rate: \$0.055. [R100.12.0]

**1.10 Presort Mailing Fee**

Presort mailing fee, per 12-month period, per office of mailing: \$150.00. [R100.13.1]

**1.11 Computing Postage for First-Class Mail**

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in [1.12](#) and [1.2, Rate Computation for First-Class Flats](#). For First-Class Mail, affix postage to each piece under [334.2.2, Affixed Postage for Presorted First-Class Mail](#), or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment (and in each rate category, if applicable) by the corresponding postage rate, add the *unrounded* products, and round off the total postage to the nearest whole cent. [P013.6.0]

**1.12 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]



333.2.1

## 2.0 Content Standards for First-Class Mail Flats

### 2.1 **General**

All mailable matter may be sent as First-Class Mail, except Customized MarketMail under [705.1.0](#) or other matter prohibited by the respective standards. [E110.1.1]

### 2.2 **Written or Typewritten Matter**

Matter wholly or partially in handwriting or typewriting must be mailed as First-Class Mail or Express Mail, except authorized additions to Periodicals, Standard Mail, and Package Services and written or typewritten matter in Library Mail and Media Mail, as permitted by the corresponding standards. [E110.1.2]

### 2.3 **Correspondence**

Matter that has the character of actual and personal correspondence must be mailed as First-Class Mail or Express Mail. [E110.1.4]

### 2.4 **Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail or Express Mail according to these definitions:

- a. A *bill* is a request for payment of a definite sum of money claimed to be owing by the addressee to the sender or a third party. The mere assertion of a debt in a definite sum combined with a demand for payment is sufficient to make the message a bill.
- b. A *statement of account* is the assertion of a debt in a definite amount owed by the addressee to the sender or a third party but does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or on demand or billing at a later date.
- c. A bill or statement of account must present enough details of a debt to inform the debtor of the amount the debtor must pay to acquit himself or herself of the debt. Neither a bill nor a statement of account need state the precise amount if the bill or statement contains enough information to enable the debtor to determine the exact amount of the claim asserted.
- d. A bill or statement of account does not lose that character just because the amount claimed is not, in fact, owing or may not be legally collectible. [E110.1.5]

### 2.5 **Examples of First-Class Mail**

These are examples of material that must be mailed at First-Class Mail or Express Mail rates:

- a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of this matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to First-Class postage if it has the character of actual and personal correspondence.
- b. Autograph albums containing writing.
- c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.

- d. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.
- e. Printed price lists containing written figures changing individual items.
- f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.
- g. Any matter marked "Postcard" or "Double Postcard." [E110.1.6]

## 2.6 Postal Inspection

Matter closed against postal inspection includes First-Class Mail and Express Mail. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate. [E110.1.3]

## 2.7 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#). [E110.2.0]

# 3.0 Eligibility Standards for First-Class Mail Flats

## 3.1 Basic Standards for First-Class Mail

All pieces of First-Class Mail must:

- a. Meet the basic standards for First-Class Mail in [2.0, Content Standards for First-Class Mail Flats](#).
- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [333, Rates and Eligibility](#), [334, Postage Payment and Documentation](#), and [604.8.0, Computing Postage](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Meet the applicable physical standards in [301.2.0](#).
- f. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  - 1. The Move Update standard in [3.3](#).
  - 2. The ZIP Code accuracy standard in [3.4](#).
  - 3. If an alternative addressing format is used, the additional standards in [602.3.0](#). [E130.1.1 and E130.3.1]

## 3.2 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail rates. Payment of one fee allows a mailer to enter mail at all those rates. Persons or organizations paying this fee may enter mail of their



clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [E110.4.1]

### 3.3 Move Update Standards

#### 3.3.1 Basic Standards

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

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in 3.3.2.
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard. [A030.1.1]
- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the Move Update standard. [A030.1.2]

#### 3.3.2 USPS-Approved Methods

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

- a. Address Change Service (ACS).
- b. [02-03-05] National Change of Address Linkage System (NCOA<sup>Link</sup>).
- c. *FASTforward* Mailing List Correction (MLC).
- d. *FASTforward* MLOCR processes (letter-size and flat-size mail only) if used each time before mail entry. If a mailpiece that initially uses *FASTforward* MLOCR processing is rejected and then entered into a Direct View Encoding Desk (DVED) operation (or similar system), the piece does not meet the Move Update standard. The name and address information on the piece must then be processed through a *FASTforward* RVE system to meet the Move Update standard. *FASTforward* RVE processes also meet the Move Update standard if used each time before mail entry.
- e. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see 608.8.1 through 608.8.3 in *USPS Contact Information* for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- f. Ancillary service endorsements under 507.1.5.1, *First-Class Mail and Priority Mail*, except "Forwarding Service Requested." [A030.1.4]

### 3.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS. [A030.1.5]

## 3.4 ZIP Code Accuracy

### 3.4.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.4.1d3, Basic Standards](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.4.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard. [A030.2.2 and A030.2.3]

### 3.4.2 USPS-Approved Methods

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  1. Current USPS Publication 65, National Five-Digit ZIP Code and Post Office Directory.
  2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
  3. Any mailing list service in [507.6.0, Mailing List Services](#).
  4. An authorized service provider.
  5. CASS-certified matching software.
  6. USPS Web site [www.usps.com](http://www.usps.com). [A030.2.4]



#### **3.4.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.2.5]

## 4.0 Additional Eligibility Standards for Nonautomation First-Class Mail Flats

### **4.1 Basic Standards for Nonautomation First-Class Mail**

In addition to the standards in [3.0, \*Eligibility Standards for First-Class Mail Flats\*](#), all pieces in a First-Class Mail Presorted rate mailing must be marked, sorted, and documented as specified in [334.4.0, \*Mailing Documentation\*](#), and [335.5.0, \*Preparation of Nonautomation Flats\*](#), or, alternatively under [705.9.0, \*Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats\*](#). [E130.3.1]

### **4.2 Barcodes on Nonautomation First-Class Mail**

Any POSTNET barcode on a mailpiece in a nonautomation First-Class mailing must be correct for the delivery address and meet the standards in [708.3.0, \*Coding Accuracy Support System \(CASS\)\*](#), and [708.4.0, \*Barcoding Standards for Letters and Flats\*](#). [E130.1.2]

### **4.3 Nonmachinable Surcharge for Flat-Size Pieces**

Flats that weigh 1 ounce or less are subject to the nonmachinable surcharge in [1.9](#) if any one of the following applies (see [301.1.2, \*Length and Height of Flats\*](#), for how to determine the length and height of a mailpiece):

- a. The piece is greater than 1/4-inch thick.
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.
- c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5.

[E130.3.4]

## 5.0 Additional Eligibility Standards for Automation Rate First-Class Mail Flats

### **5.1 Basic Standards for Automation First-Class Mail**

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

- a. Meet the basic standards for First-Class Mail in [3.0](#).
- b. Be part of a single mailing of at least 500 pieces of automation rate First-Class Mail.
- c. Meet the physical standards in [301.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:

1. The address matching and coding standards in [5.5, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear an accurate barcode meeting the standards in [708.4.0](#), a ZIP+4 barcode or DPBC, either on the piece or on an insert showing through a barcode window.
- f. Be marked, sorted, and documented as specified in [335.6.0, Preparation of Automation Rate Flats](#), or [705.9.0, Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats](#). [E140.1.1]

## 5.2 Nonmachinable Surcharge for Flat-Size Pieces

Flats that weigh 1 ounce or less are subject to the nonmachinable surcharge in [1.9](#) if any one of the following applies (see [301.1.2, Length and Height of Flats](#), for how to determine the length and height of a mailpiece):

- a. The piece is greater than 1/4-inch thick.
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches.
- c. The aspect ratio (length divided by height) is less than 1.3 or more than 2.5. [E130.3.4]

## 5.3 Rate Application—Bundle-Based Flats

Automation rates apply to each piece that is sorted under [335.6.0](#) or [705, Advanced Preparation and Special Postage Payment Systems](#):

- a. Pieces in 5-digit bundles of 10 or more pieces qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit destinations.
- b. Pieces in 3-digit bundles of 10 or more pieces qualify for the 3-digit rate.
- c. Pieces in ADC bundles of 10 or more pieces qualify for the ADC rate.
- d. Pieces in mixed ADC bundles qualify for the mixed ADC rate. [E140.3.1]

## 5.4 Rate Application—Tray-Based Flats

Automation rates apply to each piece that is sorted under [335.6.6, First-Class Mail Optional Tray-Based Preparation](#), into the corresponding qualifying groups:

- a. Groups of 90 or more pieces in 5-digit trays qualify for the 5-digit rate. Preparation to qualify for the 5-digit rate is optional and need not be done for all 5-digit destinations.
- b. Groups of 90 or more pieces in 3-digit trays qualify for the 3-digit rate.
- c. Groups of fewer than 90 pieces in origin 3-digit trays and all pieces in ADC trays qualify for the ADC rate.
- d. All pieces in mixed ADC trays qualify for the mixed ADC rate. [E140.3.2]



### 5.5 Address Standards for Barcoded Pieces

#### 5.5.1 Basic Address Standards for Barcodes

To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece. [A800.1.1]

#### 5.5.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits. [A800.1.2]

#### 5.5.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.1.4, Delivery Point Barcode](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code. [A800.1.3]

#### 5.5.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product. [A800.2.2]

#### 5.5.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used. [A800.2.1]

#### 5.5.6 Secondary Designator

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used. [A800.2.3]

#### 5.5.7 Rural and Highway Contract Routes

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest



level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line. [A800.2.4]

**5.5.8 Post Office Box**

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect. [A800.2.5]

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

All letter-size reply cards and envelopes provided as enclosures in automation First-Class Mail and addressed for return to a domestic delivery address must meet the standards in [201.3.0, Physical Standards for Automation Letters and Cards](#), for enclosed reply cards and envelopes. The mailer must certify that this standard has been met when the corresponding mail is presented to the USPS. [E140.1.4]



## 334 Postage Payment and Documentation

### Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Postage Payment for Presorted Flats
- 3.0 Postage Payment for Automation Flats
- 4.0 Mailing Documentation

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

Postage for discount (presorted or automation) rate First-Class Mail must be paid with affixed postage (604.1.0 for stamps, 604.3.0 for precanceled stamps, or 604.4.0 for metered postage) or permit imprint (604.6.0) as specified in 2.0, *Postage Payment for Presorted Flats*, and 3.0, *Postage Payment for Automation Flats*. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. [P100.1.1]

### 2.0 Postage Payment for Presorted Flats

#### 2.1 Payment Methods for Presorted Rates

Presorted First-Class Mail rate postage must be paid with meter stamps under 604.4.0, permit imprints under 604.6.0, or precanceled postage under 604.3.0, subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. [P100.4.1]

#### 2.2 Affixed Postage for Presorted First-Class Mail

Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. The full postage at the First-Class Mail rate for which it qualifies (no postage documentation is required).
- b. A precanceled stamp or the full postage at the lowest First-Class first-ounce rate applicable to the mailing job, and full postage on metered pieces for any additional ounce(s) or nonmachinable surcharge; postage documentation may be required by standard.
- c. Postage in an amount not less than the lowest available First-Class first-ounce letter or card rate (as applicable) in the mailing job if authorized by Business Mailer Support, plus full postage on metered pieces for any extra ounce(s); postage documentation may be required by standard. [P100.4.2]



334.2.3

### 2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS must be paid before acceptance either using an advance deposit account or with a meter stamp affixed to the postage statement accompanying the mail. When the amount of postage affixed is subject to Business Mailer Support authorization under [2.2c, Affixed Postage for Presorted First-Class Mail](#), credit is not given for postage affixed in excess of the authorized amount. [P100.4.3]

## 3.0 Postage Payment for Automation Flats

### 3.1 Payment Methods

First-Class Mail automation rate postage must be paid with meter stamps, permit imprints, or precanceled stamps. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. Permit imprints may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support. [P100.5.1]

### 3.2 Affixing Postage for Automation Rate First-Class Mail

Unless permitted by other standards or Business Mailer Support authorization, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. Each metered piece weighing more than 1 ounce must bear the correct additional postage to pay for the additional ounce(s).
- b. Flat-size pieces must bear enough postage to include the nonmachinable surcharge if applicable.
- c. Each piece must bear a precanceled stamp or meter postage in the exact amount or at the lowest rate applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing with an advance deposit account or with a meter stamp affixed to the required postage statement.
- d. Documentation meeting the standards in [4.0](#) must be presented with the postage statement to show the number of pieces at each rate and the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies). [P100.5.2]

### 3.3 Nondenominated Precanceled Stamps

A mailer may use available nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.

- c. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each rate and the computation of the additional postage due at the applicable rate (i.e., the difference between the value of the nondenominated stamp affixed and the correct postage at the rate for which each piece qualifies). [P100.5.3]

### 3.4 Lower Denomination Precanceled Stamps

A mailer may use precanceled stamps of a denomination less than the postage for the first ounce at the lowest rate in the mailing if:

- a. The stamps do not bear an improper rate marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. Additional postage is paid at the time of mailing either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement.
- d. Documentation is presented with the postage statement showing, by 5-digit and 3-digit ZIP Code, the number of pieces at each rate and the computation of the additional postage due at the applicable rate (i.e., the difference between the value of the stamps affixed and the correct postage at the rate for which each piece qualifies). [P100.5.4]

### 3.5 Postage Affixed at Lowest Rate to All Pieces

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage rate to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest rate affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest rate affixed to any piece in the mailing and the rate for each rate level in the mailing. This computation must be documented to meet the basic standards in [4.0, Mailing Documentation](#). No refund is paid for any piece where postage is affixed at a rate higher than the lowest rate claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement. [P100.5.5]

## 4.0 Mailing Documentation

### 4.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

### 4.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the



preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

#### **4.3 Documentation Standards for Automation Mailings**

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. [M820.1.3]

#### **4.4 Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

#### **4.5 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

#### **4.6 Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

#### **4.7 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0, Rulings on Mailing Standards](#). [P012.1.5]

#### **4.8 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

**4.9 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]





## 335 Mail Preparation

### Overview

- [1.0 General Definition of Terms](#)
- [2.0 Bundles](#)
- [3.0 Flat Trays](#)
- [4.0 Tray Labels](#)
- [5.0 Preparation of Nonautomation Flats](#)
- [6.0 Preparation of Automation Rate Flats](#)

### 1.0 General Definition of Terms

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation and nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. The types of First-Class Mail listed below must not be part of the same mailing despite being in the same processing category (see [705.9.0, Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats](#), and [705.10.0, Preparation for Merged Containerization of Bundles of Flats Using City State Product](#), for advanced preparation options for flat-size mail):
  1. Automation rate and any other type of mail.
  2. Presorted rate and any other type of mail.
  3. Single-piece rate and any other type of mail.
  4. Machinable and nonmachinable pieces. [M011.1.4]

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

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



- c. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- d. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC. [M011.1.2]

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full flat tray* is one that is physically full. Although a specific minimum volume is required (at least a single stack of mail lying flat on the bottom of the tray and filling the tray to the bottom of the handholds) before a tray may or must be prepared to the corresponding presort destination, trays must be filled with additional available pieces (up to the reasonable capacity of the tray) when standards require preparation of *full* trays.
- c. A *less-than-full flat tray* is one that contains First-Class Mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full flat trays may be prepared only if permitted by the standards for the rate claimed.
- d. An *overflow flat tray* is a less-than-full First-Class Mail tray that contains all pieces remaining after preparation of one or more full trays for the same destination. Overflow flat trays may be prepared only if permitted by the standards for the rate claimed.
- e. A *5-digit scheme sort for AFSM 100-compatible flats* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). Presorting must be performed using [L007](#). Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in [301.3.3, Criteria for AFSM 100 Flats](#). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is optional. Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#). Bundles are placed in appropriate containers using the OEL "label to" 5-digit ZIP Code.
- f. An *origin 3-digit (or origin 3-digit scheme)* tray contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray must be prepared for each.

- g. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- h. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- i. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry SCF”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- j. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- k. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0, Bundles](#).
- l. A “*logical presort destination*” represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a First-Class Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles.
- m. *Cobundling* is an alternate preparation method available under [705.11.0](#) for First-Class Mail that allows the combining of flat-size automation rate and Presorted rate pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).  
[M011.1.3]



## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).

- d. Bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

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

In bundle-based mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mail need not be prepared in 5-digit bundles if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of bundles when it will be placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if, when correctly sorted, it would have all been prepared in ADC bundles to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit bundles.

[M020.1.9]

### 2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder).

[M020.2.3]

### 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

### 2.8 Labeling Bundles

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. On flat-size mail, the label may be placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.



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- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

### 2.9 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under [708.7.0](#). [M013.1.1]

## 3.0 Flat Trays

### 3.1 Presort

Presort, presort levels, and standard preparation terms are defined in [1.0, General Definition of Terms](#). [M033.1.4]

### 3.2 Standard Containers

Mailings must be prepared in flat trays with green lids. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing. [M033.1.2]

### 3.3 Tray Sizes

These approximate measurements define the flat tray sizes that apply to all mail preparation standards:

- a. Inside bottom dimensions: 14-3/4 inches long by 10-3/4 inches wide.
- b. Height: 8 inches to bottom of handhold, 11-1/4 inches to top of tray. [M033.1.3]

### 3.4 Tray Preparation

All flat tray preparation is subject to these standards:

- a. Addresses on all pieces must face upward in the same direction.
- b. Pieces must be placed in trays to maintain their orientation. Once the required minimum volume is reached to allow or require preparation of a tray, additional pieces must be placed in the same tray up to its capacity to minimize the number of trays used. When possible, pieces must be placed in two or more stacks to optimize tray use, but mail must not overflow the tray to inhibit adequate closure or covering of the content.
- c. The weight of a tray and its content must not exceed 70 pounds.
- d. Each tray must bear the correct tray label.
- e. Each tray must be covered (with the green side of the lid facing up) and strapped under [3.4i, Tray Preparation](#).
- f. For automation rate mailings prepared under the optional tray-based preparation rules in [6.0](#), one less-than-full overflow tray may be prepared for a presort destination when the total number of pieces for that destination meets the minimum for preparation of the tray level, and when one or more full trays for that destination are also prepared.

- g. For automation rate mailings prepared under the optional tray-based preparation rules, if the total number of pieces for a presort destination meets or exceeds the minimum number of pieces required to prepare a tray for that destination, but the total volume does not physically fill a single tray, then the mail for that presort destination may be prepared in a less-than-full tray.
- h. Pieces prepared as automation flats under the tray-based preparation option do not have to be grouped by 3-digit ZIP Code prefix in ADC trays or by ADC in mixed ADC trays if the mailing is prepared using an MLOCR/barcode sorter and standardized documentation is submitted. [M033.2.3]
- i. Each flat tray must be covered with a lid. Each covered flat tray must then be secured with two straps placed tightly around the width of the tray (i.e., the shorter dimension). [M033.1.5]

### 3.5 Origin/Entry 3-Digit/Scheme Trays

After all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the post office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified). In all cases, only one less-than-full tray may be prepared for each 3-digit (or 3-digit scheme) area. [M033.1.7]

## 4.0 Tray Labels

### 4.1 Basic Standards

Only tray labels may be used for trays; only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Container labels for automation rate mailings are subject to 4.9 and 708.6.0, [Barcoding Standards for Container Labels](#). [M031.1.1]

### 4.2 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum. [M031.3.2]



### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of tray labels.

| CONTENT TYPE             | CODE   |
|--------------------------|--------|
| Barcoded                 | BC     |
| Barcoded and Nonbarcoded | BC/NBC |
| Digit                    | D      |
| First-Class Mail         | FCM    |
| Flats                    | FLTS   |
| General Delivery Unit    | G      |
| Highway Contract Route   | H      |
| Mixed                    | MXD    |
| Nonbarcoded              | NON BC |
| Post Office Box Section  | B      |
| Rural Route              | R      |
| Working                  | WKG    |

[M031.5.0]



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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

**4.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

**4.7 Placement of Extraneous Information**

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

[M031.1.5]

**4.8 Placement of a Tray Label**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down. [M031.3.1]

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

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

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- c. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing.



- d. Mailer-produced barcoded labels must meet the standards in [708.6.0](#), [Barcoding Standards for Container Labels](#). [M032.1.1]

### Exhibit 4.9.1 Required Barcoded Container Labels

| RATE OR TYPE  | PROCESSING CATEGORY |
|---|---------------------|
| <b>First-Class Mail</b>   |                     |
| Automation rate   | Flat-size           |
| Cobundled and cotrayed under <a href="#">705.9.0</a> through <a href="#">705.13.0</a> | Flat-size           |

[Exhibit M032.1.1]

### 4.9.2 Physical Characteristics of Barcoded Tray Labels

A barcoded tray label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.2.4i](#), [Barcode](#).
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum. [M032.2.1]

## 5.0 Preparation of Nonautomation Flats

### 5.1 Basic Standards

Each Presorted First-Class mailing must be prepared under [5.0](#) and [333.3.0](#), [Eligibility Standards for First-Class Mail Flats](#). All pieces must be in the flat-size processing category. Flat-size pieces must be prepared in flat trays. All pieces must be marked “Presorted” and “First-Class.” [M130.1.1]

### 5.2 Single-Piece Rate Pieces Presented With Presort Mailings

Regardless of the method of postage payment, pieces of single-piece rate First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort rates if the single-piece rate pieces are physically separated from other pieces; bear no rate marking, or are marked only “First-Class,” or (if not affixed with full single-piece rate postage) are marked “Single-Piece” or “SNGLP” under [202.3.0](#), [Placement and Content of Mail Markings](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective rate marking) have all additional postage paid at the time of mailing. [P100.2.5]

### 5.3 Nonautomation Pieces

Nonautomation flats must use the preparation sequence and tray labeling in [5.4](#) and [5.5](#). [M130.1.5]

#### 5.4 Bundling and Labeling

Except under [2.7b](#), bundling is required before traying. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [[M130.4.1](#)]

#### 5.5 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (required); full trays (no overflow); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3c](#) for overseas military mail).
  2. Line 2: "FCM FLTS 5D NON BC."
- b. 3-digit (required); full trays (no overflow), except for one less-than-full tray for each origin 3-digit(s); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "FCM FLTS 3D NON BC."
- c. ADC (required); full trays (no overflow); labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: "FCM FLTS ADC NON BC."
- d. Mixed ADC (required); no minimum; labeling:
  1. Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C.
  2. Line 2: "FCM FLTS NON BC WKG." [[M130.4.2](#)]

#### 5.6 Cotraying and Cobundling With Automation Rate Mail

Except for automation rate mailings prepared under the tray-based preparation option in [6.6](#), if a single mailing job contains an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be presorted under the cotraying standards in [705.9.0](#). Flat-size Presorted rate pieces may be cobundled with flat-size automation rate pieces under the standards in [705.11.0](#). [[M130.1.7](#)]



## 6.0 Preparation of Automation Rate Flats

### 6.1 Basic Standards

Automation rate First-Class Mail must be prepared under [6.0](#) and meet the eligibility standards for the rate claimed; trays must bear the appropriate barcoded container labels under [708.6.0, \*Barcoding Standards for Container Labels\*](#). Flat-size pieces must be prepared in flat trays. [M820.1.1]

### 6.2 Mailings

#### 6.2.1 Automation Rate Pieces

All pieces in a mailing must be sorted together to the finest extent required. First-Class Mail mailings may include pieces prepared at automation 5-digit, 3-digit, ADC, and mixed ADC rates. The definitions of a mailing and permissible combinations are in [1.2](#). [M820.1.2]

#### 6.2.2 Single-Piece Rate Pieces

Regardless of the method of postage payment, pieces of single-piece rate First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at automation or presort rates if the single-piece rate pieces are physically separated from other pieces; bear no rate marking, or are marked only "First-Class," or (if not affixed with full single-piece rate postage) are marked "Single-Piece" or "SNGLP" under [202.3.0, \*Placement and Content of Mail Markings\*](#), in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective rate marking) have all additional postage paid at the time of mailing. [P100.2.5]

### 6.3 Marking

All automation rate pieces must be marked under [302](#). Pieces claimed at an automation rate must bear the appropriate class marking. Pieces not claimed at an automation rate must not bear "AUTO" unless single-piece rate postage is affixed or a corrective single-piece rate marking ("single-piece" or "SNGLP") is applied. [M820.1.4]

### 6.4 General Preparation

Except for First-Class Mail prepared under [6.6, \*First-Class Mail Optional Tray-Based Preparation\*](#), all pieces must be prepared in bundles and meet the following requirements:

- a. Pieces that meet both the size dimensions and the turning ability and deflection standards under [301.3.3, \*Criteria for AFSM 100 Flats\*](#), must be prepared in separate bundles from pieces that do not meet all AFSM 100 dimensions and the turning ability and deflection standards (but that do meet the dimensions and other criteria for UFSM 1000 processing under [301.3.4](#)).
- b. Each AFSM 100 bundle and each UFSM 1000 bundle must separately meet the bundle size minimum number of pieces in [6.5.1, \*Bundling and Labeling\*](#). When the total number of AFSM 100 or UFSM 1000 pieces for a specific presort destination (e.g., the 5-digit ZIP Code 12345) meets or exceeds the applicable minimum bundle size, the pieces for that presort destination must be prepared into a bundle or bundles labeled to that presort destination under the standards for the rate claimed.

- c. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Rate eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons, provided the total number of AFSM 100 pieces physically bundled for that presort destination or the total number of UFSM 1000 pieces physically bundled for that presort destination meets or exceeds the rate eligibility bundle minimum under [333.5.0, Additional Eligibility Standards for Automation Rate First-Class Mail Flats](#). [M820.1.5]

## 6.5 First-Class Mail Required Bundle-Based Preparation

### 6.5.1 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M820.2.1]

### 6.5.2 Combining Bundles into the Same Tray

Mailers may combine AFSM 100 bundles and UFSM 1000 bundles in the same tray. [M820.1.7]

### 6.5.3 Traying and Labeling

Preparation sequence, tray size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); full trays (no overflow); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [708.6.0, Barcoding Standards for Container Labels](#), for overseas military mail).
  - 2. Line 2: "FCM FLTS 5D BC."
- b. 3-digit (required); full trays (no overflow); labeling:
  - 1. Line 1: L002, Column A.
  - 2. Line 2: "FCM FLTS 3D BC."
- c. Origin 3-digit(s) (required); no minimum; labeling:
  - 1. Line 1: L002, Column A.
  - 2. Line 2: "FCM FLTS 3D BC."
- d. ADC (required); full trays (no overflow); labeling:
  - 1. Line 1: L004, Column B.
  - 2. Line 2: "FCM FLTS ADC BC."



- e. Mixed ADC (required); no minimum; labeling:
  - 1. Line 1: "MXD" followed by city, state, and ZIP of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C.
  - 2. Line 2: "FCM FLTS BC WKG." [M820.2.2]

### 6.6 First-Class Mail Optional Tray-Based Preparation

Tray size, preparation sequence, and Line 1 labeling:

- a. Mailers may not combine AFSM 100 and UFSM 1000 pieces in the same mailing. [M820.1.12]
- b. 5-digit: optional, but 5-digit trays required for rate eligibility (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use city, state, and 5-digit ZIP Code destination of pieces (for military mail see [4.3c](#)). (Preparation to qualify for 5-digit rate is optional and need not be done for all 5-digit destinations.)
- c. 3-digit: required (90-piece minimum); one less-than-full or overflow tray allowed; for Line 1, use [L002](#), Column A for 3-digit destinations.
- d. Origin 3-digit: required for each 3-digit ZIP Code served by the SCF of the origin (verification) office; no minimum; for Line 1, use [L002](#), Column A for 3-digit destinations.
- e. ADC: required (90-piece minimum); one less-than-full or overflow tray allowed; group pieces by 3-digit ZIP Code prefix; for Line 1, use [L004](#) (ZIP Code prefixes in Column A must be combined and labeled to the corresponding ADC destination shown in Column B). As an exception, pieces do *not* have to be grouped by 3-digit ZIP Code prefix in ADC trays if the mailing is prepared using a MLOCR/barcode sorter and standardized documentation is submitted.
- f. Mixed ADC: required (no minimum for rate eligibility); group pieces by ADC; for Line 1, use "MXD" followed by the city, state, and ZIP of the facility serving the 3-digit ZIP Code of the entry post office, as shown in [L002](#), Column C. As an exception, pieces do *not* have to be grouped by ADCs in mixed ADC trays if the mailing is prepared using a MLOCR/barcode sorter and standardized documentation is submitted. [M820.3.0]

### 6.7 5-Digit Scheme Bundle Preparation

Pieces meeting the AFSM 100 compatibility criteria in [301.3.3, Criteria for AFSM 100 Flats](#), may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in [L007](#). These bundles must meet the additional standards in [1.4e, Preparation Definitions and Instructions](#). [M820.1.6]

### 6.8 Cotraying and Cobundling With Presorted Rate Mail

Except for mailings prepared under the tray-based preparation option in [6.6](#), if the mailing job contains an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the cotraying standards in [705.9.0](#). Automation rate pieces may be cobundled with Presorted rate pieces under the standards in [705.11.0](#). [M820.1.10]

## 336 Enter and Deposit

### Overview

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

## 1.0 Deposit

### 1.1 Service Objectives

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information. [D100.1.1]

### 1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted rate or at any automation rate must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing post office except as permitted in [604.4.10](#). Permit imprint mail must be deposited under [604.6.0](#) and [705, Advanced Preparation and Special Postage Payment Systems](#). [D100.2.2]

### 1.3 Approved Collections

The USPS may collect Presorted First-Class Mail and automation rate First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- a. Acceptance and verification are done at the customer's facility; or
- b. Postage is paid with permit imprint under an optional procedure; or
- c. Postage is paid with meter or precanceled stamps. [D100.2.5]

### 1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures. [D100.2.4]

## 2.0 Verification

### 2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class rate or an automation First-Class rate, the mailer must either take corrective action or pay the full single-piece rate. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility. [D100.3.1]

### 2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



336.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date. [D100.3.2]

### **2.3 Payment at Single-Piece Rate Rather than Correcting Errors**

A mailer who pays the single-piece First-Class rate rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher rate. [D100.3.3]



## **340 Discount Flats Standard Mail**

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



## 343 Rates and Eligibility

### Overview

- 1.0 Rates and Fees for Standard Mail
- 2.0 Content Standards for Standard Mail Flats
- 3.0 Basic Standards for Standard Mail Flats
- 4.0 Rate Eligibility for Standard Mail
- 5.0 Additional Eligibility Standards for Presorted Standard Mail Flats
- 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats
- 7.0 Additional Eligibility Standards for Automation Rate Standard Mail Flats

### 1.0 Rates and Fees for Standard Mail

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Standard Mail Rate Application

Standard Mail rates are based on the weight of the pieces and are applied differently to pieces weighing less than or equal to 3.3 ounces (0.2063 pound) and those weighing more, as follows:

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

[P013.4.0]



# 343

## Discount Flats: Standard Mail Rates and Eligibility

343.1.3

### 1.3 Regular Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates

| Entry Discount                                   |      | Presorted |         | Enhanced Carrier Route |              |            | Automation |         |
|--|------|-----------|---------|------------------------|--------------|------------|------------|---------|
|  |      | Basic     | 3/5     | Basic                  | High Density | Saturation | Basic      | 3/5     |
| Flats weighing 3.3 oz. or less<br>per piece rate | None | \$0.344   | \$0.288 | \$0.194                | \$0.169      | \$0.160    | \$0.300    | \$0.261 |
|  | DBMC | 0.323     | 0.267   | 0.173                  | 0.148        | 0.139      | 0.279      | 0.240   |
|  | DSCF | 0.318     | 0.262   | 0.168                  | 0.143        | 0.134      | 0.274      | 0.235   |
|  | DDU  | ---       | ---     | 0.162                  | 0.137        | 0.128      | ---        | ---     |
| more than 3.3 oz <sup>1</sup><br>per pound rate  | None | \$0.708   | \$0.708 | \$0.610                | \$0.610      | \$0.610    | \$0.708    | \$0.708 |
|  | DBMC | 0.608     | 0.608   | 0.510                  | 0.510        | 0.510      | 0.608      | 0.608   |
|  | DSCF | 0.583     | 0.583   | 0.485                  | 0.485        | 0.485      | 0.583      | 0.583   |
|  | DDU  | ---       | ---     | 0.453                  | 0.453        | 0.453      | ---        | ---     |
| +<br>per piece rate                              |      | +         | +       | +                      | +            | +          | +          | +       |
|  |      | 0.198     | 0.142   | 0.068                  | 0.043        | 0.034      | 0.154      | 0.115   |

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

[R600.1.2, R600.1.3, R600.2.2, R600.2.3]

### 1.4 Nonprofit Standard Mail—Presorted, Enhanced Carrier Route, and Automation Rates

| Entry Discount                                   |      | Presorted |         | Enhanced Carrier Route |              |            | Automation |         |
|--|------|-----------|---------|------------------------|--------------|------------|------------|---------|
|  |      | Basic     | 3/5     | Basic                  | High Density | Saturation | Basic      | 3/5     |
| Flats weighing 3.3 oz. or less<br>per piece rate | None | \$0.230   | \$0.183 | \$0.126                | \$0.110      | \$0.104    | \$0.189    | \$0.166 |
|  | DBMC | 0.209     | 0.162   | 0.105                  | 0.089        | 0.083      | 0.168      | 0.145   |
|  | DSCF | 0.204     | 0.157   | 0.100                  | 0.084        | 0.078      | 0.163      | 0.140   |
|  | DDU  | ---       | ---     | 0.094                  | 0.078        | 0.072      | ---        | ---     |
| more than 3.3 oz <sup>1</sup><br>per pound rate  | None | \$0.584   | \$0.584 | \$0.370                | \$0.370      | \$0.370    | \$0.584    | \$0.584 |
|  | DBMC | 0.484     | 0.484   | 0.270                  | 0.270        | 0.270      | 0.484      | 0.484   |
|  | DSCF | 0.459     | 0.459   | 0.245                  | 0.245        | 0.245      | 0.459      | 0.459   |
|  | DDU  | ---       | ---     | 0.213                  | 0.213        | 0.213      | ---        | ---     |
| +<br>per piece rate                              |      | +         | +       | +                      | +            | +          | +          | +       |
|  |      | 0.110     | 0.063   | 0.050                  | 0.034        | 0.028      | 0.069      | 0.046   |

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

[R600.3.2, R600.3.3, R600.4.2, R600.4.3]

### 1.5 Fees

#### 1.5.1 Presort Mailing Fee

Mailing fee, per 12-month period: \$150.00. [R600.8.1]

**1.5.2 Weighted Fee**

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

| <b>WEIGHTED FEE</b>                          |   |
|--|---|
| <b>Single Piece Weight Not Over</b> (ounces) | <b>Weighted Fee per Piece<sup>1</sup></b> |
| 1  | 0.92                                      |
| 2  | 1.49                                      |
| 3  | 2.06                                      |
| 4  | 2.63                                      |
| 5  | 3.19                                      |
| 6  | 3.76                                      |
| 7  | 4.33                                      |
| 8  | 4.90                                      |
| 9  | 5.47                                      |
| 10   | 6.04                                      |
| 11   | 6.61                                      |
| 12   | 7.17                                      |
| 13   | 7.74                                      |
| Over 13 but under 16                         | 9.52                                      |

1. Weighted fee equals single-piece First-Class Mail or Priority Mail rate multiplied by 2.472. Nonmachinable surcharge may apply.

[R600.8.2]

**1.6 Computing Postage—Standard Mail****1.6.1 Weight**

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

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result. [P013.8.1]

**1.6.2 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]



#### **1.6.3 Net Postage**

Postage is computed at the applicable rates on the entire mailing to be mailed at one time. The net postage rate that must be paid is either the applicable minimum per piece rate or the piece/pound rate, as reduced by any discounts for which the piece is eligible, and/or as increased by any surcharge to which the piece is subject. The net postage rate is commonly designated by the name of the primary rate category or discount (e.g., Enhanced Carrier Route rate, automation letter rate, automation flat rate, Presorted rate). [E610.5.6]

#### **1.6.4 Per Piece and Per Pound Charges**

The per piece charge is computed based on the total number of addressed pieces for each rate category claimed. The minimum rate may apply to each piece as detailed in [1.2, Standard Mail Rate Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each rate category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable rate per pound, based on the rate claimed, plus one unit of the applicable per piece charge for each addressed piece. [P013.8.2]

#### **1.6.5 Computing Affixed Postage**

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable rate per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage. [P013.8.3]

#### **1.6.6 Permit Imprint**

In any permit imprint mailing:

- a. For each rate or rate category, multiply the number of addressed pieces by the corresponding rate per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding rate per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent. [P013.8.5]

## 2.0 Content Standards for Standard Mail Flats

### **2.1 Definition and Weight**

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces. Standard Mail includes matter formerly classified as Standard Mail (A) and third-class mail. [E610.1.1]

**2.2 Postal Inspection**

Standard Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates constitutes consent by the mailer to postal inspection of the contents. [E610.1.2]

**2.3 Circulars**

Circulars, including printed letters that, according to their contents, are sent in identical terms to more than one person are Standard Mail. A circular does not lose its character as such if a date and the individual names of the addressee and sender are written (handwritten or typewritten) on the circular or written corrections of typographical errors are made on the circular. [E610.2.1]

**2.4 Printed Matter**

Printed matter may be sent as Standard Mail. For this standard, *printed matter* means paper on which words, letters, characters, figures, or images (or any combination of them), not having the character of a bill or statement of account or of actual and personal correspondence, are reproduced by any process other than handwriting or typewriting. [E610.2.2]

**2.5 Computer-Prepared Material**

Computer-prepared material is considered printed matter. Such material is not considered to have the character of actual and personal correspondence merely because it contains:

- a. Specific information about a product (e.g., size, color, price) or a service being offered for sale or lease (e.g., the name, address, and telephone number of a company representative).
- b. Information relating the addressee directly to an advertised product or service being offered for sale or lease.
- c. Information such as the amount paid for a previous purchase, pledge, or donation, when associated with a sales promotion or solicitation for donations. [E610.2.3]

**2.6 Attachments and Enclosures****2.6.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E610.4.1]

**2.6.2 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class postage. Incidental First-Class matter may not be enclosed



### 343.2.6.3

in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E610.4.2]

#### **2.6.3 Nonincidental First-Class Enclosures**

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail rates, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement “First-Class Mail Enclosed” must be placed on the piece, below the postage and above the address. [E610.4.3]

#### **2.6.4 Nonincidental First-Class Attachments**

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class rate must be paid for and affixed to the First-Class attachment, unless other payment methods are permitted by standard. [E610.4.4]

#### **2.6.5 Attachment of Other Standard Mail Matter**

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

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the rate markings and endorsements permitted for the rate claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3](#), *Physical Standards*.





- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling. [E610.4.5]

## 2.7 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E610.3.0]

## 3.0 Basic Standards for Standard Mail Flats

### 3.1 Basic Standards

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category.
- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.4, Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.



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- c. All pieces in an automation mailing must be eligible for an automation rate. Separate automation and Presorted rate mailings of flats that are reported on the same postage statement must be cosacked under [705.9.0, \*Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats\*](#). Separate automation, Presorted, and Enhanced Carrier Route mailings of flats may be co-containerized under [705](#).
- d. All pieces in a mailing must be sorted together and marked under the standards for the rate claimed.
- e. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative addressing format is used subject to [602.3.0, \*Use of Alternative Addressing\*](#). Detached address labels may be used subject to [602.4.0, \*Detached Address Labels \(DAL\)\*](#).
- f. Postage must be paid under [344.1.0](#) through [344.3.0 in \*Postage Payment and Documentation\*](#) with precanceled stamps, meter stamps, or permit imprint.
- g. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [344.4.2](#) and the standards for the rate claimed.
- h. Each piece must meet the standards for any other rate or discount claimed.
- i. Any POSTNET barcode on a mailpiece must be correct for the delivery address and meet the standards in [302.4.0, \*Barcode Placement\*](#), [708.4.0, \*Barcoding Standards for Letters and Flats\*](#), and [708.3.0, \*Coding Accuracy Support System \(CASS\)\*](#).
- j. Mailings must be deposited at a business mail entry unit of the post office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard. [E610.8.0]

### 3.2 Presort Mailing Fees

An annual mailing fee must be paid once each 12-month period at each post office of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [E610.6.1]

### 3.3 Merging Similar Standard Mailings

Mailings are subject to the general definitions and conditions in [345.1.0, \*General Information for Mail Preparation\*](#). Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS. [E610.7.0]

### 3.4 Residual Volume Requirement

Pieces in an Enhanced Carrier Route rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the Enhanced Carrier Route rate mailing and the Presorted rate mailing are part of the same mailing job. Likewise, pieces in an automation rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the automation rate mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail rates must not be counted toward the minimum volume requirements for an Enhanced Carrier Route rate or an automation rate mailing. [E620.1.2]

### 3.5 Residual Mail Subject to First-Class or Priority Mail Rates

Pieces prepared as Standard Mail (i.e., that bear Standard Mail rate markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail rates are subject to the single-piece First-Class or Priority Mail rates as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates and any pieces that do not qualify for Standard Mail rates for which First-Class or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail rate markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail rates but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [344.1.0, Basic Standards for Postage Payment](#), are met. [E620.1.3]

### 3.6 ZIP Code Accuracy

#### 3.6.1 Basic Standards

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

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2, USPS-Approved Methods](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]



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- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard. [A030.2.2 and A030.2.3]

#### **3.6.2 USPS-Approved Methods**

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
  2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
  3. Any mailing list service in [507.6.0](#).
  4. An authorized service provider.
  5. CASS-certified matching software.
  6. USPS Web site [www.usps.com](http://www.usps.com). [A030.2.4]

#### **3.6.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.2.5]

## 4.0 Rate Eligibility for Standard Mail

### **4.1 General Information**

All Standard Mail rates are presorted rates (including all nonprofit rates). These rates apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for Presorted rates under [3.0](#) and [5.0](#), Enhanced Carrier Route rates under [6.0](#), automation rates under [7.0](#), or Customized MarketMail rates under [705.1.0](#). Except for Customized MarketMail pieces, destination entry discount rates are available under [346.2.0](#) through [346.5.0](#). Nonprofit rates may be used only by organizations authorized by the USPS. Not all processing categories qualify for every rate. Pieces are subject to either a single minimum per piece rate or a combined piece/pound rate, depending on the weight of the individual pieces in the mailing. [E610.5.1]

### **4.2 Minimum Per Piece Rates**

The minimum per piece rates (i.e., the minimum postage that must be paid for each piece) apply as follows:

- a. **Basic Requirement.** Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route rates are subject to minimum per piece rates when they weigh no more than 3.3 ounces (0.2063 pound).



- b. In applying the minimum per piece rates, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in [201.1.0](#), without regard to placement of the address on the piece, except under these conditions:
  1. If the piece meets both the definition of a letter in [201.1.0](#), *Physical Standards for Machinable Letters and Cards*, and the definition of an automation flat in [301.3.0](#), the piece may be prepared and entered at an automation flat (nonletter) rate.
  2. If the piece is mailed as a Customized MarketMail piece under [705.1.0](#), *Customized MarketMail*, the piece is always subject to the applicable Regular or Nonprofit Standard Mail basic nonletter per piece rate and must not exceed the maximum weight for those rates.
- c. Individual Rates. There are separate minimum per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. Except for Customized MarketMail pieces, discounted per piece rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [346](#). DDU rates are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route rates. See [1.0](#) for individual per piece rates. [E610.5.2]

#### **4.3 Piece/Pound Rates**

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound rate that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. There are separate per pound rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route). Discounted per pound rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [346](#). [E610.5.3]

#### **4.4 Residual Shape Surcharge**

Any piece that is prepared as Customized MarketMail under [705.1.0](#) is subject to the residual shape surcharge. [E610.5.5]

### **5.0 Additional Eligibility Standards for Presorted Standard Mail Flats**

#### **5.1 Basic Standards**

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



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- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#) in *Rates and Eligibility*.
- b. Except as provided in [3.4](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.6](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Be marked, sorted, and documented as specified in [345](#), *Mail Preparation*, or [705](#), *Advanced Preparation and Special Postage Payment Systems*. [E620.1.1]

### 5.2 Rate Application

Presorted rates for Regular and Nonprofit Standard Mail apply to flats that meet the eligibility standards in [2.0](#) through [4.0](#) and the preparation standards in [705](#), *Advanced Preparation and Special Postage Payment Systems*. [E620.2.1]

### 5.3 Basic Rate

The basic rate applies to pieces that do not meet the standards for 3/5 rates described in [5.4](#). [E620.2.2]

### 5.4 3/5 Rate

The 3/5 rate applies to qualifying flat-size pieces if they are presented:

- a. In a 5-digit scheme (under [705.11.0](#)) and 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; in a 3-digit scheme (under [705.11.0](#)) or 3-digit bundle of 10 or more pieces; placed in a 5-digit scheme (under [705.10.0](#)), 5-digit, or 3-digit sack containing at least 125 pieces or 15 pounds of pieces.
- b. In a 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable, that is part of a group of bundles sorted to a merged 5-digit or merged 5-digit scheme (under [705.10.0](#)) sack that contains either at least one qualifying carrier route bundle of 10 or more pieces, or contains at least 125 pieces or 15 pounds of pieces prepared in 5-digit bundles (both automation and Presorted rate 5-digit bundles count toward the 125-piece or 15-pound sack minimum).
- c. When palletized under [705.8.0](#) and [705.10.0](#) through [705.13.0](#), in a 5-digit scheme (under [705.11.0](#)) and 5-digit bundle of 10 or more pieces, or 15 or more pieces, as applicable; or in a 3-digit scheme (under [705.11.0](#)) and 3-digit bundle of 10 or more pieces. [E620.2.3]

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats

### 6.1 General Enhanced Carrier Route Standards

#### 6.1.1 Optional Preparation

Preparation to qualify for any Enhanced Carrier Route rate is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation Enhanced Carrier Route rates. [E630.1.3]

#### 6.1.2 Basic Eligibility Standards

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

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Rates and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Automation basic carrier route rate pieces are subject to a separate 200-piece or 50-pound minimum volume standard and may not be included in the same mailing as other Enhanced Carrier Route mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [705.8.0, Preparation for Pallets, 345.6.0](#), or [705, Advanced Preparation and Special Postage Payment Systems](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The carrier route accuracy standard in [6.2](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  3. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5 in Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Flats](#) and in [345.6.9, Delivery Sequence Standards](#), and [345.6.10, Delivery Sequence Documentation](#). [E630.1.1]
- f. Meet the applicable documentation and postage payment standards in [344, Postage Payment and Documentation](#), and [1.6, Computing Postage—Standard Mail](#). [E640.2.1]
- g. Enhanced Carrier Route rate mail may not be more than 11-3/4 inches high, 14 inches long, or 3/4-inch thick. *Exception:* Merchandise samples with detached address labels (DALs) may exceed these dimensions if the labels meet the standards in [602.4.0](#). [E630.1.2]



## 6.2 Carrier Route Code Accuracy

### 6.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming certain rates under [6.2.1d](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [6.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate. [A030.3.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail Enhanced Carrier Route rates, regardless of any required surcharge, must meet the carrier route accuracy standard.

[A030.3.2 and A030.3.3]

### 6.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#). Printed Carrier Route Files (schemes) may be used for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation rates. [A030.3.4]

### 6.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.3.5]

## 6.3 Basic Rate Enhanced Carrier Route Standards

### 6.3.1 Sequencing

All pieces mailed at basic rates must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [345.6.9, Delivery Sequence Standards](#), and [345.6.10, Delivery Sequence Documentation](#)). [E630.2.1]



### 6.3.2 Basic Rate Eligibility

Basic rates apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparation for Pallets](#), [705.10.0, Preparation for Merged Containerization of Bundles of Flats Using City State Product](#), [705.12.0, Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold](#), or [705.13.0, Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack. [E630.2.3]

## 6.4 High Density Enhanced Carrier Route Standards

### 6.4.1 Basic Eligibility Standards for High Density Rates

All pieces mailed at high density rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- b. Meet the density requirement of at least 125 pieces for each carrier route. Multiple pieces per delivery address can count toward this density standard. Fewer pieces may be prepared for routes with fewer than 125 possible deliveries if a piece is addressed to every possible delivery on the route. [E630.3.1]

### 6.4.2 High Density Rates for Flats

High density rates apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparation for Pallets](#), [705.10.0, Preparation for Merged Containerization of Bundles of Flats Using City State Product](#), [705.12.0, Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold](#), or [705.13.0, Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack. [E630.3.4]

## 6.5 Saturation Enhanced Carrier Route Standards

### 6.5.1 Basic Eligibility Standards for Saturation Rates

All pieces mailed at saturation rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [345.6.9](#)).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified



343.6.5.2

address must meet the coverage standards in [602.3.0, Use of Alternative Addressing](#). Multiple pieces per delivery address do not count toward this density standard. [E630.4.1]

### 6.5.2 Saturation Rates for Flats

Saturation rates apply to each piece in a carrier route bundle of 10 or more pieces that is:

- a. Palletized under [705.8.0, Preparation for Pallets](#), [705.10.0, Preparation for Merged Containerization of Bundles of Flats Using City State Product](#), [705.12.0, Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold](#), or [705.13.0, Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold](#).
- b. Placed in a carrier route sack containing at least 125 pieces or 15 pounds of pieces.
- c. Placed in a merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sack. [E630.4.4]

## 7.0 Additional Eligibility Standards for Automation Rate Standard Mail Flats

### 7.1 Basic Eligibility Standards for Automation Standard Mail

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

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0 in Rates and Eligibility](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of automation rate Standard Mail (Regular and Nonprofit mailings must meet separate minimum volumes).
- c. Be in the same processing category and meet the physical standards in [301.3.0](#).
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The address matching and coding standards in [7.3, Address Standards for Barcoded Pieces](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.6](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).

- f. Be marked, sorted and documented as specified in [345.7.0](#), and [705.8.0](#) through [705.13.0](#).
- g. Meet the applicable documentation and postage payment standards in [344](#).  
[E640.1.1]

## 7.2 Rate Application

Automation rates apply to each piece that is sorted properly into the corresponding qualifying groups:

- a. Pieces in 5-digit scheme and 5-digit bundles of 10 or more pieces, or 15 or more pieces, as applicable, or in 3-digit scheme and 3-digit bundles of 10 or more pieces qualify for the 3/5 automation rate.
- b. Pieces in ADC or mixed ADC bundles qualify for the basic automation rate.  
[E640.1.5]

## 7.3 Address Standards for Barcoded Pieces

### 7.3.1 Basic Address Standards for Barcodes

To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece.  
[A800.1.1]

### 7.3.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits.  
[A800.1.2]

### 7.3.3 Numeric Delivery Point Barcode (DPBC)

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.1](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code. [A800.1.3]

### 7.3.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product. [A800.2.2]

### 7.3.5 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used. [A800.2.1]



#### **7.3.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used. [A800.2.3]

#### **7.3.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line. [A800.2.4]

#### **7.3.8 Post Office Box**

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect. [A800.2.5]

### **7.4 Enclosed Reply Cards and Envelopes**

All letter-size reply cards and envelopes (business reply, courtesy reply, and meter reply mail) provided as enclosures in automation Regular or Nonprofit Standard Mail, and addressed for return to a domestic delivery address, must meet the standards in [201.3.0, \*Physical Standards for Automation Letters and Cards\*](#), for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. [E640.1.2]



## 344 Postage Payment and Documentation

### Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats
- 3.0 Postage Payment for Automation Flats
- 4.0 Mailing Documentation
- 5.0 Residual Pieces

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.6.0), or precanceled stamps (604.3.0). Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

[P600.1.1]

### 2.0 Postage Payment for Presorted and Enhanced Carrier Route Flats

#### 2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact rate for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest rate applicable to pieces in the mailing or mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in 4.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance. [P600.2.1]

#### 2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces subject to the minimum per piece rates may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound rates may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece rate to each piece and pay the pound rate for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Rate Pd via Permit," in the postage meter indicium or ad plate or other



344.2.3

means that ensures a legible endorsement. For mailings of nonidentical-weight pieces, “nonidentical” must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed. [P600.2.2]

### 2.3 Combined Rate

Meter postage may be used for combined rate mailings containing both pieces subject to pound rates and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support. [P600.2.3]

## 3.0 Postage Payment for Automation Flats

### 3.1 All Pieces

Unless authorized by the USPS under [705.2.0](#) through [705.5.0](#) in *Advanced Preparation and Special Postage Payment Systems* and [705.15.0](#), *Plant-Verified Drop Shipment (PVDS)*, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing, and each piece must bear the correct postage at the rate claimed based on its eligibility. For mailings of nonidentical-weight pieces subject to the piece/pound rates, the mailer may affix the applicable per piece rate to each piece and pay the pound rate for the mailing by a permit imprint advance deposit account. All pieces prepared this way in the same mailing must be subject to the same pound rate. A postage statement must be submitted for each payment method and each piece must be marked “Pound Rate Pd via Permit” in the postage meter indicium or ad plate or other means that ensures a legible endorsement. “Nonidentical” must be shown as the weight of a single piece on the postage statement. [P600.3.1]

### 3.2 Adding Additional Postage

In a metered or precanceled stamp mailing:

- a. Each piece must bear a precanceled stamp or meter postage in the exact postage or at the lowest rate applicable to pieces in the mailing job. If exact postage is not affixed, all additional postage must be paid at the time of mailing through an advance deposit account or with a meter stamp affixed to the required postage statement.
- b. Documentation presented with the postage statement must show the computation of the additional postage due for pieces not bearing full postage at the applicable rate (i.e., the difference between what the pieces bear and the correct postage at the rate for which each qualifies). [P600.3.2]

### 3.3 Nondenominated Precanceled Stamps

A mailer may use nondenominated precanceled stamps if:

- a. Stamps are affixed to every piece in the mailing.
- b. Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- c. Documentation is presented with the postage statement as described in [3.2b](#). [P600.3.3]

**3.4 Precanceled Stamps at Lower Denominations**

A mailer may use precanceled stamps of a denomination less than the postage for the lowest rate in the mailing if:

- a. The stamps do not bear an improper rate marking.
- b. The same denomination of stamp is affixed to every piece in the mailing.
- c. Additional postage is paid at the time of mailing by advance deposit account or meter stamp affixed to the back of the accompanying postage statement.
- d. Documentation is presented with the postage statement as described in [3.2b](#).

[P600.3.4]

**3.5 Mixed Rate Mailing Documentation**

Where it is not practicable for the mailer to affix the exact postage to each piece or to affix the lowest postage rate to all pieces in the mailing, the mailer may compute postage for the mailing as if the lowest rate affixed to any piece in the mailing were affixed to all pieces. Additional postage is computed based on the difference between the lowest rate affixed to any piece in the mailing and the rate for each rate level in the mailing. This computation must be documented to meet the basic standards in [4.0](#). No refund is paid for any piece where postage is affixed at a rate higher than the lowest rate claimed for or affixed to any piece. The total additional postage must be paid either by advance deposit account or by a meter stamp affixed to the back of the accompanying postage statement. [P600.3.5]

**4.0 Mailing Documentation****4.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

**4.2 Basic Documentation Standards**

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

**4.3 Documentation Standards for Automation Mailings**

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or MAC-certified) software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Documentation of



postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. [M820.1.3]

#### **4.4 Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

#### **4.5 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

#### **4.6 Standard Format for Documentation**

Standard Mail documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in 708.1.0, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

#### **4.7 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under 607.2.0. [P012.1.5]

#### **4.8 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

#### **4.9 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. For example: Part A, lines A5, A6, and



total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-RS, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

## 5.0 Residual Pieces

### 5.1 Residual Standard Mail Subject to First-Class Rates

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail rates and the single-piece First-Class Mail rates by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-P. These pieces are reported in Part C on the reverse side of Form 3600-P under the heading “From Standard Mail.”
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class rates by completing Form 3600-R. These pieces are reported in Part C on the reverse side of Form 3600-R under the heading “From Standard Mail.” For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job. [P100.2.6]

### 5.2 Residual Standard Mail Subject to Priority Mail Rates

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.



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## Discount Flats: Standard Mail Postage Payment and Documentation

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- b. The appropriate Priority Mail rates must be paid by completing Form 3600-PM. The pieces must be recorded on this postage statement on the line titled "Pieces From Standard Mail" in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job.  
[P100.3.2]

# 345 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks and Trays](#)
- [4.0 Sack and Tray Labels](#)
- [5.0 Preparation for Presorted Flats](#)
- [6.0 Preparation for Enhanced Carrier Route Flats](#)
- [7.0 Preparation for Automation Rate Flats](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for bundle reallocation for Standard Mail flats on pallets (see [705.8.0](#)), mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations. [M011.1.1]

### 1.2 Definition of Mailings

Mailings are defined as:

- a. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Except as provided in [343.3.4, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
  1. Automation Enhanced Carrier Route and any other type of mail.
  2. Automation rate and any other type of mail.
  3. Enhanced Carrier Route and any other type of mail.
  4. Enhanced Carrier Route letter rate pieces and Enhanced Carrier Route nonletter rate pieces.
  5. Presorted rate mail and any other type of mail.
  6. Machinable and nonmachinable pieces.



7. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
8. Customized MarketMail and any other type of mail. [M011.1.4]

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for AFSM 100-compatible flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in [L007](#).
- d. *5-digit scheme carrier routes (pallets and sacks) for Standard Mail flats*: the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *Merged 5-digit sacks*: the carrier route bundles and/or automation rate 5-digit bundles and/or Presorted rate 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route rate bundles with automation rate 5-digit bundles and Presorted rate 5-digit bundles in the same 5-digit container.
- f. *Merged 5-digit pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles).
- g. *Merged 5-digit scheme sack*: the 5-digit ZIP Codes on pieces in carrier route bundles and/or automation rate 5-digit bundles and/or Presorted rate 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#), and the automation rate 5-digit bundles and/or the Presorted rate 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles with automation rate 5-digit bundles and Presorted rate 5-digit bundles in the same 5-digit container.
- h. *Merged 5-digit scheme pallet*: contains carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#).
- i. *5-digit metro pallets for Standard Mail flats*: the 5-digit ZIP Codes on pieces in carrier route, automation rate, and presorted rate bundles are all destined for the same mail processing facility listed in [L006](#).
- j. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).

- k. *3-digit scheme bundles, for AFSM 100-compatible flats*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- l. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- m. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- n. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- o. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- p. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- q. *Mixed ADC*: the pieces are for delivery in the service area of more than one ADC.
- r. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [[M011.1.2](#)]

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 75% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the rate claimed.



### 345.1.4

- e. A *full sack* is defined in the standards for the class and rate claimed.
- f. A *5-digit scheme sort for AFSM 100-compatible flats* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). Presorting must be performed using [L007](#). Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in [301.3.3](#). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is optional, except under [705.12.0, Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold](#), and [705.13.0, Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold](#). Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#). Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code.
- g. A *5-digit scheme carrier routes sort for Enhanced Carrier Route rate Standard Mail flats prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route bundles of Enhanced Carrier Route Standard Mail flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
- h. A *5-digit scheme sort for Standard Mail flats prepared as bundles on pallets* yields 5-digit scheme pallets containing automation rate and Presorted rate 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and yields 5-digit pallets containing automation rate and Presorted rate 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Standard Mail flats. The 5-digit scheme sort may not be used for other mail prepared on pallets, except for 5-digit bundles of Standard Mail irregular parcels that are part of a mailing job that is prepared in part as palletized flats at automation rates. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.
- i. A *merged 5-digit sort for Standard Mail flats prepared in sacks* yields merged 5-digit sacks that contain carrier route bundles and/or automation rate 5-digit bundles, and/or Presorted rate 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation rate



5-digit bundles, and Presorted rate 5-digit bundles in the same 5-digit sack or pallet. The merged 5-digit sort is optional for Standard Mail flats prepared in sacks. Sacks prepared for a merged 5-digit destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only Presorted rate 5-digit bundle(s)) or that contain only two rate levels of bundle(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles in the same 5-digit container.

- j. *A merged 5-digit sort for Standard Mail flats prepared as bundles on pallets yields merged 5-digit pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or Presorted rate 5-digit bundles). The merged 5-digit sort is optional for Standard Mail flats prepared in sacks under [705.10.0](#). Sacks or pallets prepared for a merged 5-digit destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only Presorted rate 5-digit bundle(s)) or only two rate levels of bundle(s) are still considered to be merged 5-digit sorted and must be labeled accordingly.*
- k. *A merged 5-digit scheme sort for Standard Mail flats prepared in sacks under [705.10.0](#) yields merged 5-digit scheme sacks that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or Presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Sacks prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in [L001](#).*
- l. *A merged 5-digit scheme sort for Standard Mail flats prepared as bundles on pallets under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#) yields merged 5-digit scheme pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Pallets prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only Presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in [L001](#).*
- m. *A 5-digit metro sort for Standard Mail flats prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation rate and/or presorted bundles) for the 5-digit*



ZIP Codes listed in [L006](#). The ZIP Codes in [L006](#) are treated as a single presort destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in [L006](#).

- n. A 3-digit scheme sort for AFSM 100-compatible flats yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Presorting may be performed using [L008](#) starting January 6, 2005. The 3-digit scheme sort is optional, except under [705.12.0](#) and [705.13.0](#). For [705.12.0](#) and [705.13.0](#), presorting must be performed using [L008](#) by April 18, 2005. Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in [301.3.3](#). The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#). Three-digit scheme bundles are placed in 3-digit through Mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code. Periodicals firm bundles must not be physically combined within 3-digit scheme bundles, but can contribute toward the six-piece minimum for rate eligibility.
- o. An *origin 3-digit* (or *origin 3-digit scheme*) sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate sack must be prepared for each.
- p. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- q. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- r. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry



determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.

- s. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0, Bundles](#).
- t. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- u. *Cobundling* is an alternate preparation method available under [705.11.0](#) for Standard Mail that allows the combining of flat-size automation rate and Presorted rate pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

[M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.3](#), all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece.

[M020.1.1]



### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under [705.8.5.11, Bundles on Pallets](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]



## 2.5 Preparing Bundles in Sacks

Standard Mail prepared in sacks must be secured in bundles as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Bundles up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth (narrow dimension), or with shrinkwrap. Bundles over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, or twine/string), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
- c. Bundles should be measured at the lowest (thinnest) point to determine the bundle height.
- d. A bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (e.g., if a glossy piece is 0.625 (5/8) of an inch thick, five pieces may be secured in a bundle 3.125 inches high; if a piece with uncoated cover stock is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high).
- e. Bundles of pieces with covers of coated stock that are not individually enclosed in a mailing wrapper (e.g., magazines or catalogs with glossy covers not individually enclosed in an envelope, uncoated paper wrapper, or plastic wrapper (polybag)) are subject to these conditions:
  1. Except as noted in [2.5e2](#), bundles must not exceed 3 inches in height (thickness).
  2. Bundles of such pieces secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height (thickness).
- f. Bundles containing pieces with outer surfaces of uncoated stock are subject to these conditions:
  1. “Uncoated stock” also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock such as an envelope, sleeve, protective cover, partial wrapper, or polybag and pieces with outer surfaces composed of material other than paper (e.g., plastic, cloth, fiberboard, or metal).
  2. Bundles must not exceed 8 inches in height (thickness); however, it is recommended that such bundles not exceed 6 inches in height (thickness). [M020.1.8]

## 2.6 Exception to Bundle Preparation—Full Single-Sort-Level Trays

In bundle-based mailings, mail need not be prepared in 5-digit bundles if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of bundles when it will be placed in a full tray to the corresponding tray level, and none of the mail in that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if, when correctly sorted, it would have all been prepared in ADC bundles to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit bundles.

[M020.1.9]



### 2.7 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and specific weight and height limits in [2.5](#) if placed in sacks. [M020.2.3]

### 2.8 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

### 2.9 Labeling Bundles

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

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

### 2.10 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles under [708.7.0](#). [M013.1.1]

### 2.11 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]

**2.12 Facing Slips—All Carrier Route Mail**

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “STD FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office. [M020.3.0]

**3.0 Sacks and Trays****3.1 Standard Containers**

Mailings must be prepared in sacks except when permitted to be prepared in letter trays, as shown in [Exhibit 3.1](#) and under other applicable standards in this section. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing. [M033.1.2]

**Exhibit 3.1 Standard Containers**

| PROCESSING CATEGORY                     | USPS CONTAINER            |
|---|---------------------------|
| <b>Standard Mail</b>                    |                           |
| Flat-size under <a href="#">345.3.2</a> | Sack (white)              |
| Flat-size under <a href="#">345.3.4</a> | Letter tray (with sleeve) |

[Exhibit M033.1.2]

**3.2 Sack Preparation**

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds. [M033.2.4]

**3.3 Tray Sizes**

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

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. [M033.1.3]



### 3.4 Preparation for Flats in Letter Trays

Standard Mail flat-size pieces may be prepared in letter trays instead of sacks only if the following standards are met:

- a. At least 90% of the mailing job must be claimed at automation rates or Enhanced Carrier Route rates. No more than 10% of the mailing job may be claimed at Presorted rates. The following minimum volumes for Standard Mail must be met:
  1. For the portion claimed at automation nonletter rates, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted rates, no separate minimum is required.
  2. For any portion claimed at Enhanced Carrier Route nonletter rates, a separate 200-piece minimum must be met.
- b. Automation rate pieces must meet the applicable flat-size dimensions in [301.3.0](#). Presorted and Enhanced Carrier Route pieces must meet the flat-size dimensions in [301.1.0](#).
- c. The pieces must fit completely within the dimensions for height and the bottom (floor) dimensions for length and width specified in [3.3, Tray Sizes](#), for a managed mail (MM) letter tray or an extended managed mail (EMM) letter tray. If a single row of pieces is placed in a tray, all pieces must be upright, faced toward the end of the tray (the short dimension), and perpendicular to the length of the tray. If two rows of pieces are placed in a tray, the rows must be parallel to each other and to the length of the tray and all pieces must be upright, faced toward the end of the tray, and perpendicular to the length of the tray. Other applicable standards in [245.3.3, Letter Tray Preparation](#), must also be met.
- d. Trays must bear tray-size labels that meet all applicable physical and barcode standards under [4.9](#), with Line 1 and Line 2 information as required for flat-size mail in sacks. Each label must contain a barcode as specified in [708.6.2.4](#) and the content identifier number required in [Exhibit 708.6.1](#) for the same type of flat-size mail prepared in sacks.
- e. All mail prepared under [5.0, Preparation for Presorted Flats](#), [6.0, Preparation for Enhanced Carrier Route Flats](#), or [7.0, Preparation for Automation Rate Flats](#), must be bundled except for full 5-digit trays and full carrier route trays. The exception to bundling in [2.6, Exception to Bundle Preparation—Full Single-Sort-Level Trays](#), may be used for other sort levels. All mail prepared under [705.9.0, Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats](#), must be bundled.
- f. All mail in the mailing job must be trayed. Sacking is not permitted except when the required minimum pallet load in [705.8.5.3](#) cannot be met.
- g. All trays must be palletized under [705.8.10.2](#), except for mail prepared in trays for Priority Mail or Express Mail drop shipment or for mail prepared and claimed at Enhanced Carrier Route destination delivery unit rates. Trays of letter-size pieces must not be placed onto pallets with trays of flat-size pieces. Pallet labels must identify the mail as flat-size pieces.

- h. All other applicable standards in [5.0, Preparation for Presorted Flats](#), [6.0, Preparation for Enhanced Carrier Route Flats](#), [7.0, Preparation for Automation Rate Flats](#), or [705.9.0](#) must be met, including required preparation sequence and use of sack minimums as tray minimums. [M033.2.2]

### 3.5 Tray Sleevling and Strapping

Each letter tray must be sleeved using USPS-provided sleeves. Except under [3.6](#), each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve. [M033.1.5]

### 3.6 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any mixed ADC letter tray or for any letter tray that originates and destines in the same SCF (mail processing plant) service area. [M033.1.6]

### 3.7 Origin/Entry 3-Digit Sacks

After all finer sort levels are prepared, an origin/entry 3-digit sacks must be prepared to contain any remaining mail for each 3-digit area serviced by the SCF serving the post office where the mail is verified (origin), and may be prepared for each 3-digit area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each 3-digit area. [M033.1.7]

## 4.0 Sack and Tray Labels

### 4.1 Basic Standards

Only sack labels may be used for sacks; only tray labels may be used for trays. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Container labels for automation rate mailings are subject to [4.9, Barcoded Sack and Tray Labels](#) and [708.6.0](#). [M031.1.1]

### 4.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes



within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 4.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack and tray labels.

| CONTENT TYPE             | CODE   |
|--------------------------|--|
| Barcoded                 | BC   |
| Barcoded and Nonbarcoded | BC/NBC   |
| Carrier Route            | C (type of route)  |
| Carrier Routes           | CR-RT or CR-RTS  |
| Digit                    | D  |
| Flats                    | FLTS   |
| General Delivery Unit    | G  |
| Highway Contract Route   | H  |
| Mixed                    | MXD  |
| Nonbarcoded              | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0) |
| Post Office Box Section  | B  |
| Rural Route              | R  |
| Scheme                   | SCH  |
| Standard Mail            | STD  |
| Working                  | WKG  |

[M031.5.0]

### 4.4 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry post office.

[M031.1.4]

### 4.5 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]



#### 4.6 Placement of Extraneous Information

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

[M031.1.5]

#### 4.7 Sack Label

##### 4.7.1 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- d. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum.

[M031.2.1]

##### 4.7.2 Additional Standards for Automation-Compatible Flats

For sack labels used on mailings of automation-compatible flats only.

- a. The human-readable content of sack labels must be machine-printed at five lines per inch. If the information cannot be shortened by postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, if at least 22 human-readable characters fit on the label without interfering with the “quiet zone.”
- b. The minimum acceptable height for the destinating ZIP Code is 0.111 inch (8-point type).
- c. The minimum acceptable character height for all other information on Lines 1, 2, and 3 is 0.083 inch (6-point type). [M031.2.2]

#### 4.8 Tray Labels

##### 4.8.1 Physical Characteristics of a Tray Label

A tray label must meet these specifications:

- a. Color: white or manila.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).



### 345.4.8.2

- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum. [M031.3.2]

#### 4.8.2 Placement of a Tray Label

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down. [M031.3.1]

### 4.9 Barcoded Sack and Tray Labels

#### 4.9.1 Basic Standards for Barcoded Sack and Tray Labels

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

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

#### Exhibit 4.9.1 Required Barcoded Container Labels

| RATE OR TYPE   | PROCESSING CATEGORY |
|--|---------------------|
| <b>Standard Mail</b>   |                     |
| Automation rate  | Flat-size           |
| Cobundled and cosacked under <a href="#">705.9.0</a> through <a href="#">705.13.0</a>                                | Flat-size           |
| Automation, Presorted, and Enhanced Carrier Route in letter trays under <a href="#">345.3.0</a>                      | Flat-size           |
| Automation and Presorted in letter trays cotrayed under <a href="#">705.9.0</a> using <a href="#">345.3.0</a> option | Flat-size           |

[Exhibit M032.1.1]

#### 4.9.2 Additional Physical Standards for Barcoded Sack Labels

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i.](#), *Barcode*.
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

### 4.9.3 Additional Physical Standards for Barcoded Tray Labels

A barcoded tray label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#), *Barcode*.
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum. [M032.2.1]

## 5.0 Preparation for Presorted Flats

### 5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in [5.2](#) through [5.9](#) and to these general standards (automation rate mailings must be prepared under [7.0](#)):

- a. All pieces must meet the standards for basic eligibility in [2.0](#) through [4.0](#) in *Mail Preparation* and specific eligibility in [5.0](#), *Preparation for Presorted Flats*. Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#) in *Mail Preparation* and the following:
  1. Subject to the marking standards in [302.2.0](#) and [302.3.0](#), regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD") and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). Regular and Nonprofit Standard Mail pieces must not be marked "ECRL0T," "ECRWSH," "ECRWSS," "AUTO," "AUTOOCR," or "Single-Piece" (or "SNGLP").
  2. Unless excepted by standard, all pieces must be in the flat-size processing category and must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under [3.0](#), *Sacks and Trays*.
- c. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0](#) in *Advanced Preparation and Special Postage Payment Systems*.
- d. Sortation determines rate eligibility as specified in [343.5.0](#). [M610.1.1]



### 5.2 Required Bundling

Except as provided in 5.4, *Loose Packing*, bundling is required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the required minimum bundle size in 5.3, *Bundling and Labeling*. Smaller volumes are not permitted except for mixed ADC bundles.

[M610.4.1]

### 5.3 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (required):
  1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; red Label 5 or optional endorsement line (OEL).
  2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; red Label 5 or OEL.
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M610.4.2]

### 5.4 Loose Packing

District managers may authorize loose packing of unbundled pieces to fill Number 3 sacks if no pieces in a sack would be more finely sorted if bundled. Pieces must be faced and packed to remain oriented in transit. The total weight of sacks containing such pieces may not exceed 70 pounds. Requests for loose packing must be made in advance through the post office of mailing. [M610.4.3]

### 5.5 Required Sacking or Traying

Except as provided in 5.6, a sack, or a letter tray under 3.0, must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, mailers must apply these methods:
  1. Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
  2. Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must apply either one of these methods:
  1. The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
  2. The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.

- c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied. [M610.4.4]

### 5.6 Drop Shipment

A mailer using Priority Mail or Express Mail to drop ship Standard Mail flat-size pieces may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail. [M610.4.5]

### 5.7 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit (required); 125-piece or 15-pound minimum; labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.2 for overseas military mail).
  - 2. Line 2: "STD FLTS 5D NON BC."
- b. 3-digit (required); 125-piece or 15-pound minimum; labeling:
  - 1. Line 1: L002, Column A.
  - 2. Line 2: "STD FLTS 3D NON BC."
- c. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin or entry); labeling:
  - 1. Line 1: L002, Column A.
  - 2. Line 2: "STD FLTS 3D NON BC."
- d. ADC (required); 125-piece or 15-pound minimum; labeling:
  - 1. Line 1: L004, Column B.
  - 2. Line 2: "STD FLTS ADC NON BC."
- e. Mixed ADC (required); no minimum; labeling:
  - 1. [3-17-05] [02-03-05] Line 1: Use L009, effective May 15, 2005. Until then, use "MXD" followed by city, state, and ZIP Code of ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in L004, Column B, or use L009, Column B.
  - 2. Line 2: "STD FLTS NON BC WKG." [M610.4.6]

### 5.8 Cotraying and Cobundling Flats With Automation Rate Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under 6.0 and the automation rate and Presorted rate mailings must be prepared under 705.9.0, *Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats*; or 2) all three mailings in the mailing job must be prepared under 705.10.0, *Preparation for Merged Containerization of Bundles of Flats Using City State Product*.
- b. If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the cosacking standards in 705.9.0.



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- c. If the mailing job contains a carrier route mailing and a Presorted rate mailing, then it must be separately sacked under [5.0](#) and [6.0](#) or prepared using the merged sacking option in [705.10.0](#).
- d. If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under [6.0](#) and [7.0](#) or prepared using the merged sacking option in [705.10.0](#).
- e. Presorted rate pieces may be cobundled with automation rate pieces under the standards in [705.11.0](#). [M610.1.2]

### 5.9 **Merged Containerization of Carrier Route, Automation, and Presorted Flats**

Under the optional preparation in [705.10.0](#), Presorted rate 5-digit bundles prepared under [5.2](#) through [5.8](#) are cosacked with carrier route rate bundles prepared under [6.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), Presorted rate 5-digit bundles are copalletized with carrier route rate bundles prepared under [6.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. See [5.8a](#) for information on when preparation under [705.10.0](#) may be required. [M610.1.7]

## 6.0 Preparation for Enhanced Carrier Route Flats

### 6.1 **Basic Standards**

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in [6.2](#) through [6.7](#) and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [343.2.0](#) through [343.4.0](#) and specific eligibility in [343.6.0](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces must be in the flat-size processing category.
- c. All pieces must meet the applicable general preparation standards in [2.0](#) through [4.0](#) and [302](#), and the following:
  - 1. Subject to the marking standards in [302](#)., Enhanced Carrier Route Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). All pieces must also be marked “ECRLOT” for basic rate, “ECRWSH” for high density rate, or “ECRWSS” for saturation rate.
  - 2. Unless excepted by standard, flat-size pieces must be prepared in sacks or on pallets. Certain flat-size pieces may be prepared in letter trays under [3.0](#).
  - 3. Pieces must be sequenced according to [6.9](#).

4. Pieces with a simplified address format must meet the standards in [602.3.0, Use of Alternative Addressing](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#). Flat-size pieces may be prepared under [705.9.0](#) through [705.13.0 in Advanced Preparation and Special Postage Payment Systems](#).
- e. Sortation determines rate eligibility as specified in [343.5.0](#). [M620.1.1]

## 6.2 Residual Pieces

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted rates or at single-piece First-Class Mail or Priority Mail rates. [M620.1.5]

## 6.3 General Carrier Route Bundle Preparation

Only carrier route bundles are prepared. Bundles are not required in full carrier route trays. [M620.2.1]

## 6.4 Bundle Preparation

Bundle size: carrier route; required (10-piece minimum). Carrier route bundle labels are based on the sack or tray level in which placed:

- a. No label is required if the bundle is placed in a correctly labeled carrier route tray or sack.
- b. Bundles in 5-digit carrier routes trays and sacks must have a facing slip unless the pieces in the bundle show a carrier route information line or an optional endorsement line. [M620.2.2]

## 6.5 Bundles With Fewer Than the Minimum Number of Pieces Required

As a general exception to [6.2](#) through [6.7](#), a bundle with fewer than 10 pieces and either a less-than-full tray or a sack with fewer than 125 pieces *and* less than 15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met. [M620.1.3]

## 6.6 Required Sack Minimums

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.



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- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold or the method in [6.6b, Required Sack Minimums](#) (“BOTH”).
- d. Sacks with fewer than 125 pieces or less than 15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met. [M620.4.1]

### 6.7 Sack Preparation

Preparation sequence, sack size, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
  - 2. Line 2: “STD FLTS ECRWSS” or “STD FLTS ECRWSH” or “STD FLTS ECRLOT” as applicable, followed by the route type and number.
- b. 5-digit scheme carrier routes: required (no minimum).
  - 1. Line 1: use [L001](#), column B.
  - 2. Line 2: “STD FLTS CR-RTS SCH.”
- c. 5-digit carrier routes: required (no minimum).
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
  - 2. Line 2: “STD FLTS CR-RTS.” [M620.4.2]

### 6.8 Merged Containerization of Carrier Route, Automation, and Presorted Rate Flats

Under the optional preparation in [705.10.0](#), carrier route rate bundles are cosacked with Presorted rate 5-digit bundles prepared under [5.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) in merged 5-digit scheme sacks and merged 5-digit sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), carrier route rate bundles prepared under [6.3](#) and [6.4](#) are copalletized with Presorted rate 5-digit bundles prepared under [5.0](#) and with automation rate 5-digit bundles prepared under [7.0](#) on merged 5-digit scheme pallets and merged 5-digit pallets. Presorted rate pieces may be cobundled with automation rate pieces under [705.11.0](#). [M620.1.4]

### 6.9 Delivery Sequence Standards

#### 6.9.1 Basic Standards

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under [6.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards. [M050.1.1]

#### 6.9.2 Missing Addresses

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:



- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.  
[M050.1.2]

### 6.9.3 Updating Walk Sequence Information—General

Walk-sequence rate pieces prepared with other than a simplified address format under 6.9.4 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer. [M050.2.2]

### 6.9.4 Updating Walk Sequence Information for Simplified Addressing

Walk-sequence rate pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

[M050.2.1]

### 6.9.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates. [M050.2.3]

### 6.9.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic rates. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing. [M050.2.4]

## 6.10 Delivery Sequence Documentation

### 6.10.1 Basic Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer



must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software. [M050.3.1]

#### **6.10.2 High Density**

For each carrier route to which high density rate mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route. [M050.3.2]

#### **6.10.3 Saturation Density—Simplified Address Mail**

For each carrier route to which mail with a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.3]

#### **6.10.4 Saturation Density—Other Mail**

For each carrier route to which mail without a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.4]

#### **6.10.5 Both Rates**

If a mailing contains pieces qualifying for both walk-sequence rates, the documentation required by [6.10.2, High Density](#), and either [6.10.3, Saturation Density—Simplified Address Mail](#), or [6.10.4, Saturation Density—Other Mail](#), may be combined. Entries for pieces at the high density rate must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing. [M050.3.5]

### 6.10.6 Carrier Route Rate

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by 6.10.2 through 6.10.5 in *Delivery Sequence Documentation*, the documentation for the basic carrier route rate mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each rate for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route rate must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route rate.

[M050.3.6]

## 7.0 Preparation for Automation Rate Flats

### 7.1 Basic Standards

Flat-size automation rate Standard Mail must be prepared under 7.0 and the eligibility standards for the rate claimed. Trays and sacks must bear the appropriate barcoded container labels under 4.9. [M820.1.1]

### 7.2 Mailings

All pieces in a mailing must meet the standards in 301.3.0, *Physical Standards for Automation Flats*, and be sorted together to the finest extent required. Standard Mail mailings may include pieces prepared at automation 3/5 and basic rates. The definitions of a mailing and permissible combinations are in 1.2. [M820.1.2]

### 7.3 Marking

All Standard Mail automation rate pieces must be marked under 302. Pieces claimed at an automation rate must bear the appropriate class marking and, except as provided in 302.2.0, "AUTO." Pieces not claimed at an automation rate must not bear "AUTO" unless single-piece rate postage is affixed or the corrective single-piece rate marking "Single-Piece" or "SNGLP" is applied. [M820.1.4]

### 7.4 General Preparation

All pieces must be prepared in bundles and meet the following requirements:

- a. Pieces that meet both the size dimensions and the turning ability and deflection standards under 301.3.3, *Criteria for AFSM 100 Flats*, must be prepared in separate bundles from pieces that do not meet all AFSM 100 dimensions and the turning ability and deflection standards (but that do meet the dimensions and other criteria for UFSM 1000 processing under 301.3.4).
- b. Each AFSM 100 bundle and each UFSM 1000 bundle must separately meet the bundle size minimum number of pieces in 7.5.1. When the total number of AFSM 100 or UFSM 1000 pieces for a specific presort destination (e.g., the 5-digit ZIP Code 12345) meets or exceeds the applicable minimum bundle size, the pieces for that presort destination must be prepared into a bundle or bundles labeled to that presort destination under the standards for the rate claimed.



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- c. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Rate eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons, provided the total number of AFSM 100 pieces physically bundled for that presort destination or the total number of UFSM 1000 pieces physically bundled for that presort destination meets or exceeds the rate eligibility bundle minimum under [343.7.0](#). [M820.1.5]

## 7.5 Standard Mail Bundle Preparation

### 7.5.1 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional):
  1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; optional endorsement line (OEL) required.
  2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; OEL required.
- b. 5-digit (required):
  1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
  2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.
- c. 3-digit scheme (optional); 10-piece minimum; OEL required.
- d. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- e. ADC (required); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL. [M820.5.1]

### 7.5.2 AFSM 100 and UFSM 1000 Bundling

Mailers may combine AFSM 100 bundles and UFSM 1000 bundles in the same sack. [M820.1.7]

### 7.5.3 Required Sacking

A sack, or a letter tray under [3.0](#), must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.

- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold or the method in [7.5.3b](#) (“BOTH”). [M820.5.2]

#### 7.5.4 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (required containing 5-digit scheme bundles only); 125-piece/15-pound minimum, labeling:
  1. Line 1: [L007](#), Column B.
  2. Line 2: “STD FLTS 5D SCH BC.”
- b. 5-digit (required); 125-piece/15-pound minimum; labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.2](#) for overseas military mail).
  2. Line 2: “STD FLTS 5D BC.”
- c. 3-digit (required); 125-piece/15-pound minimum; labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: “STD FLTS 3D BC.”
- d. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin and entry); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: “STD FLTS 3D BC.”
- e. ADC (required); 125-piece/15-pound minimum; labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: “STD FLTS ADC BC.”
- f. Mixed ADC (required); no minimum; labeling:
  1. [\[03-17-05\]](#) [\[02-03-05\]](#) Line 1: Use [L009](#), Column B, effective May 15, 2005. Until then, use either [L009](#), Column B, or [L011](#), Column B or [L010](#), Column B, as applicable.
  2. Line 2: “STD FLTS BC WKG.” [M820.5.3]

#### 7.6 Scheme Bundle Preparation

Pieces meeting the AFSSM 100 compatibility criteria in [301.3.3](#) may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Code combinations identified in [L008](#). These bundles must meet the additional standards in [1.4f](#). [M820.1.6]



### 7.7 Cotraying, Cosacking, and Cobundling With Presorted Rate Mail

The following standards apply to Standard Mail (except as provided in [7.9](#), *Exception—Automation and Nonautomation Pieces on Pallets*):

- a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options: 1) the carrier route mailing must be prepared under [6.0](#), *Preparation for Enhanced Carrier Route Flats*, and the automation rate and Presorted rate mailings must be prepared under [705.9.0](#); or 2) all three mailings in the mailing job must be prepared under [705.10.0](#), *Preparation for Merged Containerization of Bundles of Flats Using City State Product*.
- b. If the mailing job contains only an automation rate mailing and a Presorted rate mailing and both mailings are reported on the same postage statement, then the mailing job must be prepared under the cosacking standards in [705.9.0](#), *Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats*. Automation rate pieces may be cobundled with Presorted rate pieces under the standards in [705.11.0](#), *Preparation of Cobundled Automation Rate and Presorted Rate Flats*.
- c. If the mailing job contains only a carrier route mailing and an automation rate mailing, then it must be separately sacked under [6.0](#), *Preparation for Enhanced Carrier Route Flats*, and [7.0](#), *Preparation for Automation Rate Flats*, or prepared using the merged sack option under [705.10.0](#), *Preparation for Merged Containerization of Bundles of Flats Using City State Product*.

[M820.1.10]

### 7.8 Merged Containerization With Presorted and Carrier Route Flats

When the conditions and preparation standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of Presorted, automation, and carrier route rate mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Automation rate pieces may be cobundled with Presorted rate pieces under [705.11.0](#). [M820.1.11]

### 7.9 Exception—Automation and Nonautomation Pieces on Pallets

When the physical dimensions of mailpieces in a Standard Mail mailing meet the definition of both a letter-size piece under [201.1.1.1](#) and an automation flat-size piece under [301.3.0](#), the entire job may be prepared, merged, and palletized under [705.9.0](#) through [705.11.0](#), [705.12.0](#), and [705.13.0](#) if the applicable standards are met. The nonautomation portion is all paid at nonautomation nonletter rates for Standard Mail. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under [705.11.0](#). As an alternative to [705.9.0](#) through [705.11.0](#), [705.12.0](#), and [705.13.0](#), if a portion of the job is prepared as palletized automation flats, the nonautomation portion may be prepared as palletized flats at Presorted nonletter rates and at Enhanced Carrier Route nonletter rates. The nonautomation rate pieces that cannot be placed on BMC or finer level pallets may be prepared as flats in sacks and paid at the appropriate nonautomation nonletter rates. As provided in [343.5.0](#), the following minimum volumes for Standard Mail must be met for this alternative to [705.9.0](#) through [705.11.0](#), [705.12.0](#), and [705.13.0](#):

- a. For the portion claimed at automation nonletter rates, a separate 200-piece minimum must be met. For any portion of the job claimed at Presorted rates, no separate minimum is required.
- b. For any portion claimed at Enhanced Carrier Route nonletter rates, a separate 200-piece minimum must be met. [M820.1.8]





# 346 Enter and Deposit

## Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

## 1.0 Presenting a Mailing

### 1.1 Basic Standards for Standard Mail Deposit

Standard Mail must be presented at the post office where the permit or license is held and the presort mailing fee is paid. Mailings must be presented at the locations and times specified by the postmaster. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#).

Plant-loaded mailings must be presented, verified, accepted, and entered as specified by the plant load agreement and applicable standards. Metered Standard Mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). Nonprofit Standard Mail must be presented only at post offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)). [D600.2.1]

### 1.2 Separation of Mailing

Pieces at different rates (e.g., 3/5 and basic) may be combined in the same mailing as provided in [345.1.0](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same flat-size processing category, are part of the same mailing job, and are presented for verification at the same time. [D600.2.2]

## 2.0 Destination Entry

### 2.1 General

Except for Customized MarketMail pieces as defined in [705.1.0](#), Regular, Nonprofit, Enhanced Carrier Route, and Nonprofit Enhanced Carrier Route Standard Mail pieces meeting the basic standards in [343.2.0](#) through [343.4.0](#) may qualify for the destination BMC, SCF, or DDU entry rates, as applicable, if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#). Only one destination reduction may be claimed for each piece. An individual pallet may contain mail claimed at different destination entry rates. [E650.1.1]

### 2.2 Minimum Volume

A destination entry rate Standard Mail mailing is subject to these minimum volume requirements:



### 346.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3602 postage statement.
- c. Separate Standard Mail mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office but claimed at different destination entry rates may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry post office is the proper facility for claiming each of the destination entry discounts.
- e. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the 200-piece or 50-pound minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry post office if there is a total of at least 200 pieces or 50 pounds of Presorted rate mail, 200 pieces or 50 pounds of automation rate mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file listed on Form 3602 and Form 3602-C (or a postage statement register). [E650.1.3]

#### **2.3 Postage Payment**

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. Postage and fees are paid to the post office that verifies the mailings. The correct mailing fee(s) must be paid for the current 12-month period at the postal facility where postage is paid for the mailing. [E650.1.4]

#### **2.4 Office of Mailing**

Unless the mailing is paid and deposited as a metered mail drop shipment (see [705.17.0](#)) or a plant-verified drop shipment (see [705.15.0](#)), mail paid with meter postage, precanceled stamps, or permit imprint must be deposited at the post office that issued the corresponding license or permit, or at the destination bulk mail center serving that post office. Under the latter alternative, only the DBMC rate is available. [E650.1.5]

#### **2.5 Documentation**

No documentation for destination entry discounts is required, although the mailing must be accompanied by the appropriate postage statement. Documentation may be required by other rates or discounts claimed for the same mailing. [E650.1.6]

**2.6 Plant Loads**

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts. [E650.1.7]

**2.7 Verification****2.7.1 Place**

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

- a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.
- b. At the destination post office or business mail entry unit. [E650.2.1]

**2.7.2 Mail Separation and Presentation**

Destination entry rate mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings. [E650.2.2]

**2.7.3 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office. [E650.2.3]

**2.7.4 At BMC**

For a mailing to be verified at a BMC, the post office where the mailer's account or license is held must be within the service area of that BMC. The post office must authorize the BMC to act as its agent by sending Form 4410 to the BMC. [E650.2.4]

**2.7.5 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility. [E650.2.5]



346.2.7.6

### 2.7.6 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed. [E650.2.6]

### 2.7.7 Volume Standards

Except as permitted for a local mailer under 2.8.13, destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination rate is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments. [E650.2.7]

## 2.8 Deposit

### 2.8.1 Time and Location of Deposit

Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS. [E650.3.1]

### 2.8.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility. [E650.3.2]

### 2.8.3 Appointments

Appointments must be made for destination entry rate mail as follows:

- a. Except for a local mailer under 2.8.13 and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.

- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with Standard Mail or Package Services as a mixed load (707.28.0, [Destination Entry Rate Eligibility](#)), an appointment must be obtained for deposit at a destination entry facility.  
[E650.3.3]

#### 2.8.4 Advance Scheduling

Except under 2.8.13, a mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type. [E650.3.4]

#### 2.8.5 Adherence to Schedule

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units. [E650.3.5]

#### 2.8.6 Redirection by USPS

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints. [E650.3.6]

#### 2.8.7 Redirection at Mailer's Request

For service reasons, a mailer may ask to transport destination SCF rate mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF rate in this



situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF.

[E650.3.7]

#### **2.8.8 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule. [E650.3.8]

#### **2.8.9 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area. [E650.3.9]

**2.8.10 Drop and Pick**

Drop and pick service is not available for destination entry Standard Mail.

[E650.3.10]

**2.8.11 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry rate mailings. [E650.3.11]

**2.8.12 Appeals**

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility. [E650.3.12]

**2.8.13 Exception for Local Mailer**

The restrictions in [2.7.7, Volume Standards](#), and [2.8.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#). [E650.4.0]

## 3.0 Destination Bulk Mail Center (DBMC) Entry

### 3.1 Definition

For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1](#). [E650.5.1]



### Exhibit 3.1 BMC/ASF—DMBC Rate Eligibility

| ELIGIBLE DESTINATION ZIP CODES  | ENTRY FACILITY                    |
|---|-----------------------------------|
| 005, 068-079, 085-098, 100-119, 124-127   | BMC New Jersey NJ 00102           |
| 010-067, 120-123, 128,129   | BMC Springfield MA 05500          |
| 130-136, 140-149  | ASF Buffalo NY 140                |
| 150-168, 260-266, 439-447   | BMC Pittsburgh PA 15195           |
| 080-084, 137-139, 169-199   | BMC Philadelphia PA 19205         |
| 200-212, 214-239, 244, 254, 267, 268  | BMC Washington DC 20499           |
| 240-243, 245-249, 270-297, 376  | BMC Greensboro NC 27075           |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399              | BMC Atlanta GA 31195              |
| 299, 313-316, 320-342, 344, 346, 347, 349.  | BMC Jacksonville FL 32099         |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   | BMC Memphis TN 38999              |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 | BMC Cincinnati OH 45900           |
| 434-436, 465-468, 480-497   | BMC Detroit MI 48399              |
| 500-516, 520-528, 612, 680, 681, 683-689  | BMC Des Moines IA 50999           |
| 498, 499, 540-551, 553-564, 566   | BMC Minneapolis/St. Paul MN 55202 |
| 570-577   | ASF Sioux Falls SD 570            |
| 565, 567, 580-588   | ASF Fargo ND 580                  |
| 590-599, 821  | ASF Billings MT 590               |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613                                | BMC Chicago IL 60808              |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639                                 | BMC St. Louis MO 63299            |
| 640, 641, 644-658, 660-662, 664-679, 739  | BMC Kansas City KS 64399          |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749                                    | ASF Oklahoma City OK 730          |
| 706, 710-712, 718, 733, 747, 750-799, 885   | BMC Dallas TX 75199               |
| 690-693, 800-816, 820, 822-831, 856-857   | BMC Denver CO 80088               |
| 832-834, 836, 837, 840-847, 898, 979  | ASF Salt Lake City UT 840         |
| 850, 852, 853, 855, 859, 860, 863, 864  | ASF Phoenix AZ 852                |
| 865, 870-875, 877-884   | ASF Albuquerque NM 870            |
| 889-891, 893, 900-908, 910-928, 930-935   | BMC Los Angeles CA 90901          |
| 894, 895, 897, 936-966  | BMC San Francisco CA 94850        |
| 835, 838, 970-978, 980-986, 988-994   | BMC Seattle WA 98000              |

[Exhibit E751.1.3]

### 3.2 Eligibility

Pieces in a mailing that meet the standards in 2.0 and 3.0 are eligible for the DBMC rate when they meet all of the following conditions: 1) are deposited at a BMC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the





BMC or ASF where deposited that are listed in [Exhibit 3.1](#); and 3) are placed in a tray, sack, or pallet (subject to the standards for the rate claimed) that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see [Exhibit 3.1](#)). If bundles of flats on pallets are reallocated from an ASF pallet to a BMC pallet under [705.8.13](#), mail for the ASF ZIP Codes placed on the BMC pallet is not eligible for the DBMC rates. DBMC rate mail also must be eligible for Presorted, automation, or Enhanced Carrier Route rates, subject to the corresponding standards for those rates. [E650.5.2]

### 3.3 Eligibility for ADC Mailpieces

All pieces in an ADC sack or tray are eligible for the DBMC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the sack or tray is deposited as shown in [Exhibit 3.1](#). All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the “Label To” ZIP Code in Column B of [L004](#)) is within the service area of the BMC or ASF at which it is deposited as shown in [Exhibit 3.1](#). [E650.5.3]

### 3.4 Eligibility for Mixed ADC Bundles, Sacks or Trays

Mailpieces either in a mixed ADC bundle, sack, or tray can qualify for the DBMC rates if the following standards are met:

- a. All pieces in the bundle, sack, or tray must destinate within the ASF or BMC service area shown in [Exhibit 3.1](#).
- b. ~~[03-17-05]~~ ~~[02-03-05]~~ Use labeling list [L009](#) when labeling bundles, sacks, or trays containing such pieces, effective May 15, 2005. Until then, use either [L010](#) or [L009](#) for labeling.
- c. Pieces claiming DBMC rates and any mixed ADC pieces not claiming DBMC rates must be prepared in separate mixed ADC bundles, sacks, or trays.
- d. Otherwise applicable restrictions (e.g., minimum volume, number of less-than-full trays) are excepted when necessary to meet the standards in [3.4](#). [E650.5.4]

### 3.5 Vehicles

Mailings deposited at a DBMC must be presented in vehicles compatible with BMC dock and yard operations. [E650.5.6]

### 3.6 Form 4410

Mailings may be deposited at the DBMC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry post office (i.e., where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments. [E650.5.7]

## 4.0 Destination Sectional Center Facility (DSCF) Entry

### 4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C. [E650.6.1]



346.4.2

### 4.2 Eligibility

Pieces meeting the standards in [2.0, Destination Entry](#), and [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), are eligible for DSCF rates when deposited at an SCF (or USPS-designated facility); are addressed for delivery within that facility's service area, including when 3-digit scheme combination in [L008](#); and are placed in or on other than an ADC or mixed ADC sack, or BMC sack or pallet (as permitted by the standards for the rate claimed). Pieces prepared in 5-digit bundles and placed in or on a merged 5-digit scheme, merged 5-digit, or 5-digit scheme sack or pallet, that is deposited at the destination delivery unit as defined in [5.1](#) are eligible for the DSCF rate. [E650.6.2]

### 4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations. [E650.6.3]

## 5.0 Destination Delivery Unit (DDU) Entry

### 5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation rate Standard Mail) or the facility (post office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail). [E650.7.1]

### 5.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [5.0](#) are eligible for the DDU rate when deposited at a DDU, addressed for delivery within that facility's service area (carrier routes), and placed in properly prepared and labeled carrier route bundles sorted to carrier route sacks, 5-digit carrier routes sacks, 5-digit scheme carrier routes sacks under [345](#) or [705.10.0](#), merged 5-digit sacks, merged 5-digit scheme sacks under [705.10.0](#), or palletized under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#) and otherwise eligible for and claimed at a carrier route rate. Pieces for which the DDU discount is claimed must also be eligible for and claimed at either the carrier route or a walk-sequence rate. No other rates or discounts are available. A mailing that contains copies claimed at the DDU rates may include pieces claimed at other destination entry discounts and pieces for which no destination discount is claimed, subject to the standard for separation in [2.7.2](#). [E650.7.2]

## **360 Discount Flats Bound Printed Matter**

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## 363 Rates and Eligibility

### Overview

- 1.0 Rates and Fees for Bound Printed Matter
- 2.0 Content Standards for Bound Printed Matter Flats
- 3.0 Basic Standards for Bound Printed Matter Flats
- 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats
- 5.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

### 1.0 Rates and Fees for Bound Printed Matter

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Bound Printed Matter Rate Application

The presorted Bound Printed Matter rate has a per piece charge and a per pound charge. The minimum postage rate for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound. Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and, on the zone to which the piece is addressed. [P013.5.6]

#### 1.3 Bound Printed Matter Rates

##### 1.3.1 Bound Printed Matter Presorted and Carrier Route Rates

Each piece is subject to both a piece rate and a pound rate. For the barcoded discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcoded discount is not available for flats mailed at carrier route rates. [R700.2.3]

##### 1.3.2 Bound Printed Matter Destination Entry Rates

Each piece is subject to both a piece rate and a pound rate. For the barcoded discount on Presorted flats, deduct \$0.03 per piece (automatable flats only). The barcoded discount is not available for flats mailed at Presorted DDU rates or carrier route rates. Presorted DDU rates are not available for flats that weigh 1 pound or less. [R700.2.5]



### Exhibit 1.3 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Rates

| Each piece is subject to both a per piece rate and a pound rate. <sup>1</sup> |                          | Presorted <sup>2</sup> |   |                | Carrier Route  |   |                |
|---|--------------------------|------------------------|---|----------------|----------------|---|----------------|
|   |                          | Rate per piece         | + | Rate per pound | Rate per piece | + | Rate per pound |
| Zone  | Local, 1&2               | \$1.078                | + | \$0.090        | \$0.978        | + | \$0.090        |
|   | 3                        | 1.078                  | + | 0.112          | 0.978          | + | 0.112          |
|   | 4                        | 1.078                  | + | 0.149          | 0.978          | + | 0.149          |
|   | 5                        | 1.078                  | + | 0.198          | 0.978          | + | 0.198          |
|   | 6                        | 1.078                  | + | 0.248          | 0.978          | + | 0.248          |
|   | 7                        | 1.078                  | + | 0.308          | 0.978          | + | 0.308          |
|   | 8                        | 1.078                  | + | 0.419          | 0.978          | + | 0.419          |
|   | <b>Destination Entry</b> |                        |   |                |                |   |                |
| DBMC  | 1&2                      | 0.818                  | + | 0.073          | 0.718          | + | 0.073          |
|   | 3                        | 0.818                  | + | 0.102          | 0.718          | + | 0.102          |
|   | 4                        | 0.818                  | + | 0.139          | 0.718          | + | 0.139          |
|   | 5                        | 0.818                  | + | 0.187          | 0.718          | + | 0.187          |
| DSCF  |                          | 0.603                  | + | 0.060          | 0.503          | + | 0.060          |
| DDU   |                          | 0.532 <sup>3</sup>     | + | 0.030          | 0.432          | + | 0.030          |

1. Multiply the number of pounds in the mailing by rate per pound. Multiply the number of pieces in the mailing by rate per piece. Add both totals.

2. For barcoded discount, deduct \$0.03 per piece (automation compatible flats only).

3. Each flat must weigh more than 1 pound to be eligible for presorted DDU rate.

[R700.2.3 and R700.2.5]

#### 1.4 Destination Entry Mailing Fee

Destination entry mailing fees for Bound Printed Matter, per 12-month period: \$150.00. [R700.5.1]

#### 1.5 Computing Postage for Bound Printed Matter

##### 1.5.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

##### 1.5.2 Computing Postage for Affixed Postage

Presorted and Carrier Route Bound Printed Matter mailings with postage affixed are charged a per pound rate and a per piece rate as follows:

- a. For each addressed piece, calculate the per pound rate:
  1. If the piece weighs 1 pound or less, the per pound rate is the rate listed in 1.3.1 or 1.3.2 for the rate category and zone.
  2. If the piece weighs more than 1 pound, compute the per pound rate by multiplying the unrounded weight of the piece by the pound rate for the category and zone. Do not round this result.

- b. Postage per piece. Compute the postage for each piece by adding the calculated per pound rate to the per piece rate for the category and zone. Round this number up to the next tenth of a cent. Affix this amount of postage to the piece.
- c. Total Postage for Mailing. Add all of the affixed postage amounts for each piece in the mailing. [P013.9.4]

### 1.5.3 Computing Postage for Permit Imprint

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound rate and a per piece rate as follows:

- a. Per pound rate:
  1. *For pieces weighing 1 pound or less*, compute the per pound rate by multiplying the total number of addressed pieces by the 1-pound rate for the rate category and zone. Do not round this result.
  2. *For pieces weighing more than 1 pound*, compute the per pound rate by multiplying the unrounded total weight of the addressed pieces by the pound rate for the category and zone. Do not round this result.
- b. Per piece rate. Multiply the total number of addressed pieces by the applicable piece rate.
- c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent. [P013.9.3]

## 2.0 Content Standards for Bound Printed Matter Flats

### 2.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific rates.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.
- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.
- g. Not be stationery, such as pads of blank printed forms. [E712.1.1]



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- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail or Customized MarketMail under [705.1.0](#) nor entered as Periodicals (except as permitted under [2.2](#) or permitted or required under [707.7.9](#)). [E710.1.1]

### **2.2 Attachments or Enclosures of Periodicals Sample Copies**

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

### **2.3 Postal Inspection**

Bound Printed Matter is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Bound Printed Matter rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

### **2.4 Attachments and Enclosures**

#### **2.4.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

#### **2.4.2 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

#### **2.4.3 Additional Enclosures**

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.
- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a "low cost" item as defined in [703.1.6.11](#), *Products Mailable at Nonprofit Standard Mail*



*Rates.* In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in [703.1.6.11](#). [E712.1.2]

## 2.5 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender’s and the addressee’s names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

## 3.0 Basic Standards for Bound Printed Matter Flats

### 3.1 Rate Eligibility

BPM rates are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Rate categories are as follows:

- a. Presorted Rate. The Presorted rate applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in [705.8.0, Preparation for Pallets](#), or [365.5.0, Preparation for Presorted Flats](#).
- b. Carrier Route Rate. The Carrier Route rate applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in [705.8.0, Preparation for Pallets](#), or [365.6.0, Preparation for Carrier Route Flats](#).
- c. Barcoded Discount—Flats. The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0](#) for the ZIP+4 Code or numeric DPBC of the delivery



address. The pieces must be part of a single-piece rate mailing of 50 or more flat-size pieces or part of a presort rate mailing of at least 300 BPM flat-size pieces prepared under [705.8.0, Preparation for Pallets](#), and [365.7.0, Preparation for Barcoded Flats](#). The barcoded discount is not available for flat-size pieces mailed at Presorted DDU rates or carrier route rates. To qualify for the barcoded discount, the flat-size piece must meet the flat sorting machine requirements under [301.3.3, Criteria for AFSM 100 Flats](#). [E712.2.0]

### 3.2 Nonidentical Weight Pieces

Mailings may contain nonidentical-weight pieces only if the correct postage is affixed to each piece or if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under [705.2.0, Manifest Mailing System \(MMS\)](#), or [705.4.0, Alternate Mailing System \(AMS\)](#). [E712.1.3]

### 3.3 ZIP Code Accuracy

#### 3.3.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.3.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.3.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Presorted and Carrier Route rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard. [A030.2.2 and A030.2.3]

#### 3.3.2 USPS-Approved Methods

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
3. Any mailing list service in [507.6.0](#).
4. An authorized service provider.
5. CASS-certified matching software.
6. USPS Web site [www.usps.com](http://www.usps.com). [[A030.2.4](#)]

### 3.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [[A030.2.5](#)]

## 3.4 Delivery and Return Addresses

All Bound Printed Matter mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Except for unendorsed Bound Printed Matter, each piece must bear the sender's return address. [[E710.3.1](#)]

## 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Flats

### 4.1 Additional Standards for Presorted Bound Printed Matter

In addition to the basic standards in [2.0](#), [Content Standards for Bound Printed Matter Flats](#), and [3.2](#), [Nonidentical Weight Pieces](#), all pieces in a Bound Printed Matter Presorted rate mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.3](#).
  2. If the barcoded discount for flat-size pieces is claimed (see [3.1](#)), the additional address matching and coding standards in [5.3](#), [Address Standards for Barcode Discount](#), and [708.3.0](#), [Coding Accuracy Support System \(CASS\)](#).
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  4. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards under [705.8.0](#), [Preparation for Pallets](#), or [365.5.0](#), [Preparation for Presorted Flats](#), or, for flat-size mail claiming the barcoded discount, under [365.7.0](#), [Preparation for Barcoded Flats](#), or [705.8.0](#), [Preparation for Pallets](#). [[E712.3.1](#)]



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### 4.2 Additional Standards for Carrier Route Bound Printed Matter

In addition to the basic standards in [2.0, Content Standards for Bound Printed Matter Flats](#), and [3.2, Nonidentical Weight Pieces](#), all pieces in a Bound Printed Matter carrier route rate mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The carrier route accuracy standard in [4.3](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  3. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards in [365.6.0, Preparation for Carrier Route Flats](#), or [705.8.0, Preparation for Pallets](#). [E712.3.2]

### 4.3 Carrier Route Accuracy

#### 4.3.1 Basic Standards

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

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [4.3.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate. [A030.3.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Bound Printed Matter Carrier Route rates must meet the ZIP Code accuracy standards. [A030.3.3]

#### 4.3.2 USPS-Approved Methods

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

[A030.3.4]

### 4.3.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.3.5]

## 5.0 Additional Eligibility Standards for Barcoded Bound Printed Matter Flats

### 5.1 Basic Eligibility Standards for Barcoded Bound Printed Matter

The barcoded discount applies only to BPM flat-size pieces that bear a correct, readable ZIP+4 or delivery point barcode (DPBC) under [708.4.0, \*Barcoding Standards for Letters and Flats\*](#), for the ZIP+4 code or numeric DPBC of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more flat-size pieces or part of a presort rate mailing of at least 300 BPM flat-size pieces prepared under [705.8.0, \*Preparation for Pallets\*](#), and [365.7.0, \*Preparation for Barcoded Flats\*](#). The barcoded discount is not available for flat-size pieces mailed at Presorted DDU rates or carrier route rates. To qualify for the barcoded discount, the flat-size piece must meet the flat sorting machine requirements under [301.3.3, \*Criteria for AFSM 100 Flats\*](#). [E712.2.0e]

### 5.2 Weight Standard

Maximum weight limit for barcoded Bound Printed Matter is 20 ounces. [C820.2.4]

### 5.3 Address Standards for Barcode Discount

#### 5.3.1 Basic Address Standards

To qualify for barcode discounts, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.2.0](#) that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece. [A800.1.1]

#### 5.3.2 Numeric ZIP+4

A numeric ZIP+4 code must consist of five digits, a hyphen, and four digits. [A800.1.2]

#### 5.3.3 Numeric DPBC

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.0](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code. [A800.1.3]

#### 5.3.4 Address Elements

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product. [A800.2.2]



#### **5.3.5 Firm Name**

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used. [A800.2.1]

#### **5.3.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used. [A800.2.3]

#### **5.3.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line. [A800.2.4]

#### **5.3.8 Post Office Box**

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect. [A800.2.5]

## 364 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of rates (e.g., all are zone 4, Inter-BMC, with a BMC presort discount and a barcoded discount). Identical-weight permit imprint mail also may be mailed under [705.2.0, Manifest Mailing System \(MMS\)](#), [705.3.0, Optional Procedure \(OP\) Mailing System](#), or [705.4.0, Alternate Mailing System \(AMS\)](#). [P700.1.1]

### 2.0 Mailing Documentation

#### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

#### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

#### 2.3 Documentation for Mail Claiming the Barcode Discount

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified or MAC-certified software or standardized documentation. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Documentation of



postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. [M820.1.3]

#### **2.4 Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

#### **2.5 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

#### **2.6 Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

#### **2.7 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#). [P012.1.5]

#### **2.8 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

#### **2.9 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that



appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]



## 365 Mail Preparation

### Overview

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### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. [M011.1.1]

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Bound Printed Matter and any other type of mail may not be part of the same mailing even if in the same processing category. See [705.2.0, Manifest Mailing System \(MMS\)](#), and [705.11.0, Preparation of Cobundled Automation Rate and Presorted Rate Flats](#), for the advanced preparation options available for flat-size Bound Printed Matter. [M011.1.4]

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (bundles and sacks) for AFSM 100-compatible flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in [L007](#).



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- d. *5-digit scheme carrier routes (sacks only) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- e. *5-digit scheme (pallets) for Bound Printed Matter flats:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- f. *5-digit metro pallets for Bound Printed Matter flats:* the 5-digit ZIP Codes on pieces in carrier route, automation rate, and presorted rate bundles are all destined for the same mail processing facility listed in [L006](#).
- g. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- h. *3-digit scheme bundles, for AFSM 100-compatible flats:* the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- i. *Origin/optional entry 3-digit(s):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- j. *SCF:* the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- k. *Origin/optional entry SCF:* the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- l. *ADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- m. *ASF/BMC:* all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- n. *Mixed [BMC, ADC, etc.]:* the pieces are for delivery in the service area of more than one BMC, ADC, etc. [[M011.1.2](#)]

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full* sack is defined in the standards for the class and rate claimed.

- c. A 5-digit scheme sort for AFSM 100-compatible flats yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). Presorting must be performed using [L007](#). Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in [301.3.3, Criteria for AFSM 100 Flats](#). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is optional, except under [705.12.0, Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold](#), and [705.13.0, Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold](#). Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#). Bundles are placed in appropriate containers using the OEL "label to" 5-digit ZIP Code. Periodicals firm bundles must not be part of a 5-digit scheme bundles.
- d. A 5-digit scheme carrier routes sort for Carrier Route Bound Printed Matter flats prepared in sacks or as bundles on pallets yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for Carrier Route Bound Printed Matter flats. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
- e. A 5-digit scheme sort for Presorted Bound Printed Matter flats prepared as bundles on pallets yields 5-digit scheme pallets containing Presorted rate 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and yields 5-digit pallets containing Presorted rate 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for Presorted Bound Printed Matter flats. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.
- f. A 5-digit metro sort for Bound Printed Matter flats prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation rate and/or presorted bundles) for the 5-digit ZIP Codes listed in [L006](#). The ZIP Codes in [L006](#) are treated as a single presort destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in [L006](#).



- g. A 3-digit scheme sort for AFSM 100-compatible flats yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in [L008](#). Presorting may be performed using [L008](#) starting January 6, 2005. The 3-digit scheme sort is optional, except under [705.12.0](#) and [705.13.0](#). For [705.12.0](#) and [705.13.0](#), presorting must be performed using [L008](#) by April 18, 2005. Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in [301.3.3](#). The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#). Three-digit scheme bundles are placed in 3-digit through Mixed ADC containers, as applicable, using the OEL “label to” 3-digit ZIP Code. Periodicals firm bundles must not be physically combined within 3-digit scheme bundles, but can contribute toward the six-piece minimum for rate eligibility.
- h. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- i. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- j. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- k. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0](#).

- l. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- m. *Cobundling* is available for combining within the same bundle flat-size Bound Printed Matter Presorted rate pieces qualifying for and claiming the barcoded discount and Presorted rate pieces not qualifying for the barcoded discount. Pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#). [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.3, Preparing Bundles of Pieces of Nonuniform Thickness \(“Counterstacking”\)](#), all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.



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- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under [705.8.5.11, Bundles on Pallets](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### 2.5 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0](#).
- b. If placed in sacks, the specific weight limits in [5.0, Preparation for Presorted Flats](#), and [6.0, Preparation for Carrier Route Flats](#). [M020.2.2]

### 2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter must meet the applicable minimum and maximum bundle size standards in [705.8.0, Preparation for Pallets](#), [5.0, Preparation for Presorted Flats](#), or [7.0, Preparation for Barcoded Flats](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless



otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles prepared in sacks, each physical bundle of Bound Printed Matter must contain at least two pieces. For carrier route rate Bound Printed Matter prepared in sacks, the last physical bundle to an individual carrier route may consist of a single addressed piece, provided that all other bundles to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route (the logical bundle) meets the carrier route rate eligibility minimum in [363](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0, Preparation for Pallets](#), and each physical bundle, including carrier route rate mail, must always contain at least two pieces. [M020.1.6]

### **2.7 Pieces With Simplified Addresses**

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets and, for Bound Printed Matter in sacks, specific weight limits in [5.0, Preparation for Presorted Flats](#), and [6.0, Preparation for Carrier Route Flats](#). [M020.2.3]

### **2.8 Labeling Bundles**

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

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

### **2.9 Use of Optional Endorsement Lines (OEL)**

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under [708.7.0](#). [M013.1.1]

### **2.10 Use of Carrier Route Information Lines**

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.11](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]



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### 2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “BPM FLTS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office. [M020.3.0]

## 3.0 Sacks

### 3.1 Maximum Weight

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds. [M033.1.1]

## 4.0 Sack Labels

### 4.1 Basic Standards

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Sack labels for barcoded rate mailings are subject to [4.8](#) and [708.6.0](#). [M031.1.1]

### 4.2 Physical Standards of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- d. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes

within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

#### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE             | CODE   |
|--------------------------|--|
| Barcoded                 | BC   |
| Barcoded and Nonbarcoded | BC/NBC   |
| Carrier Route            | C (type of route)  |
| Carrier Routes           | CR-RT or CR-RTS  |
| Digit                    | D  |
| Flats                    | FLTS   |
| General Delivery Unit    | G  |
| Highway Contract Route   | H  |
| Mixed                    | MXD  |
| Nonbarcoded              | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0) |
| Package Services         | PSVC   |
| Post Office Box Section  | B  |
| Rural Route              | R  |
| Scheme                   | SCH  |
| Working                  | WKG  |

[M031.5.0]

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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry post office.

[M031.1.4]

#### 4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]



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### 4.7 Placement of Extraneous Information

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

[M031.1.5]

### 4.8 Barcoded Sack Labels

#### 4.8.1 Basic Standards for Barcoded Sack Labels

Barcoded tray labels must be used for barcoded flat-size mailings. Barcoded labels must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

#### 4.8.2 Physical Standards for Barcoded Sack Labels

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#), [Barcode](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation for Presorted Flats

### 5.1 Basic Standards

All mailings of Presorted Bound Printed Matter (BPM) are subject to the standards in [5.2, Bundling](#), and [5.3, Sacking](#), and to these general standards:

- a. Each mailing must meet the applicable standards in [302.2.0, Placement and Content of Mail Markings](#), [363, Rates and Eligibility](#), [365, Mail Preparation](#), and [366, Enter and Deposit](#).
- b. All pieces must be sorted to the finest extent possible under [5.2, Bundling](#), and [5.3, Sacking](#), or palletized under [705.8.0](#).
- c. Subject to [302.2.2](#), pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”). [M722.1.1]

### 5.2 Bundling

#### 5.2.1 Required Bundling

Bundling is required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted except for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds each. Each physical bundle must contain at least two addressed pieces (except mixed ADC bundles). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle, if documentation can be provided with the mailing that shows the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both. [M722.2.1]

#### 5.2.2 Bundling and Labeling

Preparation sequence and labeling:

- a. 5-digit (required); red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); green Label 3 or OEL.
- c. ADC (required); pink Label A or OEL.
- d. Mixed ADC (required); tan Label X or OEL. [M722.2.2]



### 5.3 Sacking

#### 5.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 20 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional SCF sacks may only be prepared when there are at least 20 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight. [M722.2.3]

#### 5.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together and the sacks do not have to be separated by zone for verification if any of the following apply:

- a. Full (exact) postage is affixed to each piece in the mailing.
- b. The mailing is prepared under [705.2.0, Manifest Mailing System \(MMS\)](#), [705.4.0, Alternate Mailing System \(AMS\)](#), or [5.3.3, Commingling Zones](#). [M722.1.3]

#### 5.3.3 Commingling Zones

Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented:

- a. Under [705.2.0, Manifest Mailing System \(MMS\)](#), or [705.4.0, Alternate Mailing System \(AMS\)](#); or
- b. Under all these conditions:
  1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
  2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a

unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage. [M722.1.4]

#### 5.3.4 Cosacking Presorted Mail With Barcoded Mail

The following standards apply:

- a. If the mailing job contains a carrier route mailing, a Presorted rate mailing qualifying for and claiming the barcoded discount under [363](#), and a Presorted rate mailing (not claiming the barcoded discount), then the carrier route mailing must be prepared under [6.0](#), and the Presorted rate mailing qualifying for and claiming the barcoded discount and the Presorted rate mailing (not claiming the barcoded discount) must be cosacked under [705.9.0](#). As an option, the Presorted rate pieces qualifying for and claiming the barcoded discount may be cobundled with Presorted rate pieces (not claiming the barcoded discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- b. If the mailing job contains only a Presorted rate mailing qualifying for and claiming the barcoded discount and a Presorted rate mailing (not claiming the barcoded discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted rate pieces qualifying for and claiming the barcoded discount may be cobundled with Presorted rate pieces (not claiming the barcoded discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#). [M722.1.5]

#### 5.3.5 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit (required); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.4](#) for overseas military mail).
  2. Line 2: "PSVC FLTS 5D NON BC."
- b. 3-digit (required); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "PSVC FLTS 3D NON BC."
- c. SCF (optional); labeling:
  1. Line 1: [L005](#), Column B.
  2. Line 2: "PSVC FLTS SCF NON BC."



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- d. ADC (required); labeling:
  - 1. Line 1: L004, Column B.
  - 2. Line 2: "PSVC FLTS ADC NON BC."
- e. Mixed ADC (required); labeling:
  - 1. [3-17-05] [02-03-05] Line 1: Use L009, effective May 15, 2005. Until then, use "MXD" followed by city, state, and ZIP Code of ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in L004, Column B, or use L009.
  - 2. Line 2: "PSVC FLTS NON BC WKG." [M722.2.4]

## 6.0 Preparation for Carrier Route Flats

### 6.1 Basic Standards

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 6.2 and 6.3 and to these general standards:

- a. Each mailing must meet the applicable standards in 363, *Rates and Eligibility*, 365, *Mail Preparation*, 366, *Enter and Deposit*. The mailer is responsible for proper payment of postage. (Information regarding postage payment methods is specified by standards according to each shape and class of mail, e.g. 364 for Bound Printed Matter Flats.
- b. All pieces must be sorted to the finest extent possible under 6.2 and 6.3, *Sacking*, or palletized under 705.8.0.
- c. Subject to 302.2.2, pieces must be marked "Bound Printed Matter" (or "BPM") and "Carrier Route Presort" (or "CAR-RT SORT"). [M723.1.1]

### 6.2 Required Bundling

A carrier route bundle (or bundles) must be prepared when there are 10 or more addressed pieces or 10 or more pounds, whichever occurs first, for an individual carrier route. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under 2.0. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (708.7.0) or an optional endorsement line (708.6.0). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle, if documentation can be provided with the mailing that shows the number of pieces and their total weight.



- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both. [M723.2.1]

## 6.3 Sacking

### 6.3.1 Required Sacking

A direct carrier route sack must be prepared when the quantity of mail for an individual carrier route reaches a minimum of 20 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Remaining bundles must be placed in a 5-digit scheme carrier routes sack and/or a 5-digit carrier routes sack, which have no minimum sack size. Carrier route sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 20-piece minimum; those that weigh more than 1 pound must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 20-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight. [M723.2.2]

### 6.3.2 Separation by Zone

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together and the sacks do not have to be separated for verification if any of the following apply:

- a. Full postage is affixed to each piece in the mailing.
- b. The mailing is prepared under [705.2.0, Manifest Mailing System \(MMS\)](#), [705.4.0, Alternate Mailing System \(AMS\)](#), or [6.3.3, Commingling Zones](#). [M723.1.3]

### 6.3.3 Commingling Zones

Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the manager, Business Mailer Support, USPS Headquarters. The mail must be prepared and documented under one of the following:

- a. Under [705.2.0, Manifest Mailing System \(MMS\)](#), or [705.4.0, Alternate Mailing System \(AMS\)](#).
- b. Under all these conditions:
  - 1. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).



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2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage. [M723.1.4]

### 6.3.4 Residual Pieces

Residual pieces not sorted under 6.0 may be prepared as a Presorted Bound Printed Matter mailing under 5.0 provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted rate do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. Presorted flats weighing 1 pound or less are not eligible for DDU rates. [M723.1.5]

### 6.3.5 Sack Preparation

Preparation sequence and Line 1 sack labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
- b. 5-digit scheme carrier routes: required (no minimum); for Line 1, use L001, Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (see 4.3 for overseas military mail). [M723.2.3]

### 6.3.6 Sack Label Line 2

Line 2 information:

- a. Carrier route: "PSVC FLTS CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC FLTS CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC FLTS CR-RTS." [M723.2.4]

### 6.3.7 Exception to Sacking

Sacking is not required for bundles that are prepared for and entered at DDU rates; such bundles may be bedloaded and may weigh up to 40 pounds each. [M723.2.5]

## 7.0 Preparation for Barcoded Flats

### 7.1 Basic Standards

Flat-size Bound Printed Matter pieces claiming the barcode discount must be prepared under 7.0 and the eligibility standards for the rate claimed. Bundle and sack preparation are subject to 365. Sacks must bear the appropriate barcoded container labels under 4.8. [M820.1.1]

### 7.2 Mailings

All pieces in a mailing must meet the standards in 7.0 and be sorted together to the finest extent required. Bound Printed Matter mailings may include presorted pieces claiming the barcode discount. [M820.1.2]

### 7.3 Bundling

#### 7.3.1 Bundle Standards

All pieces must be prepared in bundles and meet the following requirements:

- a. Meet both the size dimensions and the turning ability and deflection standards under 301.3.3, *Criteria for AFSM 100 Flats*.
- b. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Rate eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons. [M820.1.5]

#### 7.3.2 Bundle Preparation

Bundles must be prepared and labeled in the following sequence:

- a. 5-digit scheme: (optional); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; optional endorsement line (OEL) required.
- b. 5-digit: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); red Label 5 or OEL.
- c. 3-digit scheme (optional); minimum 10 pieces or 10 pounds, maximum weight 20 pounds; OEL required.
- d. 3-digit: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); green Label 3 or OEL.
- e. ADC: (minimum 10 pieces or 10 pounds, maximum weight 20 pounds); pink Label A or OEL.
- f. Mixed ADC: (no minimum, maximum weight 20 pounds); tan Label X or OEL. [M820.6.1]

#### 7.3.3 Scheme Bundle Preparation

Pieces meeting the AFSM 100 compatibility criteria in 301.3.3 may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in L007 and in 3-digit scheme bundles for those 3-digit ZIP Code combinations identified in L008. These bundles must meet the additional standards in 1.4d. [M820.1.6]



### 7.4 Sacking

#### 7.4.1 Sack Preparation and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional, containing 5-digit scheme bundles only); minimum 20 addressed pieces; labeling:
  1. Line 1: L007, Column B.
  2. Line 2: "PSVC FLTS 5D SCH BC."
- b. 5-digit (required); minimum 20 addressed pieces; labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.4 for overseas military mail).
  2. Line 2: "PSVC FLTS 5D BC."
- c. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002, when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:
  1. Line 1: L002, Column A.
  2. Line 2: "PSVC FLTS 3D BC."
- d. SCF (optional); minimum 20 addressed pieces; labeling:
  1. Line 1: L005, Column B.
  2. Line 2: "PSVC FLTS SCF BC."
- e. ADC (required); minimum 20 addressed pieces; labeling:
  1. Line 1: L004, Column B.
  2. Line 2: "PSVC FLTS ADC BC."
- f. Mixed ADC (required); no minimum; labeling:
  1. [02-03-05] Line 1: L009, Column B, effective May 15, 2005. Until then, use either L009, Column B, or L011, Column B or L010, Column B, as applicable.
  2. Line 2: "PSVC FLTS BC WKG." [M820.6.2]

### 7.5 Mixed Rate Preparation

#### 7.5.1 Cobundling and Cosacking Mixed Rate Mail

The following standards apply to Bound Printed Matter:

- a. If the mailing job contains a carrier route mailing, a Presorted rate mailing qualifying for and claiming the barcoded discount under 363.5.1, and a Presorted rate mailing (not claiming the barcoded discount), then the carrier route mailing must be prepared under 6.0, and the Presorted rate mailing qualifying for and claiming the barcoded discount and the Presorted rate mailing (not claiming the barcoded discount) must be cosacked under 705.9.0. As an option, the Presorted rate pieces qualifying for and claiming the

barcoded discount may be cobundled with Presorted rate pieces (not claiming the barcoded discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).

- b. If the mailing job contains only a Presorted rate mailing qualifying for and claiming the barcoded discount and a Presorted rate mailing (not claiming the barcoded discount), both mailings must be cosacked under [705.9.0](#). As an option, the Presorted rate pieces qualifying for and claiming the barcoded discount may be cobundled with Presorted rate pieces (not claiming the barcoded discount) under [705.11.0](#). Cobundled pieces must be cosacked under [705.9.0](#).
- c. If the mailing job contains only a carrier route mailing and a Presorted rate mailing qualifying for and claiming the barcoded discount, each mailing must be prepared separately under the applicable standards in [6.0](#) and [7.0](#). [M820.1.10]

### 7.5.2 Merged Containerization

When the conditions and preparation standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of Presorted (barcoded and nonbarcoded pieces) and carrier route rate mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Barcoded discount rate pieces may be cobundled with presorted rate pieces under [705.11.0](#) [M820.1.11]



# 366 Enter and Deposit

## Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

## 1.0 Presenting a Mailing

### 1.1 Verification and Entry

All presorted, carrier route, destination entry, and barcoded discount mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). [D700.2.2]

### 1.2 Office of Mailing

Bound Printed Matter must be mailed at the post office from which the zone rate postage was computed, except under [1.3, Redirected Mailings](#), and [1.4, BMC Acceptance](#). [E710.2.1]

### 1.3 Redirected Mailings

A mailer who presents large mailings of zoned Package Services mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage. [E710.2.2]

### 1.4 BMC Acceptance

A mailer may present Bound Printed Matter at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent post office.



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- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office. [E710.2.3]

### 1.5 Drop Shipment Information

Essential information for entering drop shipment Bound Printed Matter mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1, Postal Service](#)). There is a charge for the Drop Shipment Product. [D700.2.4]

## 2.0 Destination Entry

### 2.1 General

Destination entry rates apply to Presorted and carrier route Bound Printed Matter (BPM) that is deposited at a destination bulk mail center (DBMC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry rate is determined by the sort level, processing category of the mail, and the type of container the mail is in (i.e., sacked or palletized). Each piece can claim only one destination entry rate; an individual pallet may contain pieces claimed at different destination entry rates. [E752.1.1]

### 2.2 Minimum Volume

A destination entry rate BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 Presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate Presorted and Carrier Route mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office but claimed at different destination entry rates may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry post office is the proper facility for claiming each of the destination entry discounts.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a Presorted or Carrier Route mailing entered at a single destination entry post office if there is a total of at least 300 Presorted rate



pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register.

[E752.1.2]

### **2.3 Postage Payment**

Postage payment for destination entry mailings is subject to the same standards that apply generally to BPM. Postage and fees are paid to the post office that verifies the mailings. [E752.1.3]

### **2.4 Mailing Fee**

A destination entry mailing fee (363.1.3.2) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

[E752.1.4]

### **2.5 Documentation**

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry rates. [E752.1.5]

### **2.6 Plant Loads**

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts. [E752.1.6]

### **2.7 Bedloaded Mailings**

Bedloaded BPM bundles are permitted only when prepared for and entered at DDU rates. These bundles must be prepared under the applicable sortation standards for flat-size mail and are not eligible for the barcoded discount. [E752.1.7]

### **2.8 Verification**

#### **2.8.1 Place**

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

- a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.
- b. At the destination post office or business mail entry unit. [E752.5.1]

#### **2.8.2 Mail Separation and Presentation**

Destination entry rate mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination SCF, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.



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- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as BPM, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings. [E752.5.2]

#### **2.8.3 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office. [E752.5.3]

#### **2.8.4 At BMC**

For a mailing to be verified at a BMC, the post office where the mailer's account or license is held must be within the service area of that BMC. The post office must authorize the BMC to act as its agent by sending Form 4410 to the BMC. [E752.5.4]

#### **2.8.5 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility. [E752.5.5]

#### **2.8.6 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility. [E752.5.6]

#### **2.8.7 Volume Standards**

Except as permitted for a local mailer under 2.9.12, destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination rate is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, mailer is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments. [E752.5.7]

## **2.9 Deposit**

### **2.9.1 Time and Location of Deposit**

Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable. [E752.6.1]

### **2.9.2 Freight**

Drop shipments are freight until deposited and accepted as mail at the destination facility. [E752.6.2]

### 2.9.3 Appointments

Appointments must be made for destination entry rate mail as follows:

- a. Except for a local mailer under [2.9.12](#) and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancelations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with BPM as a mixed load ([707.28.0](#)), an appointment must be obtained for deposit at a destination entry facility. [E752.6.3]

### 2.9.4 Advance Scheduling

Except under [2.9.12](#), a mailer must schedule deposit of destination entry rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center or DSAS in [2.9.3](#). Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.



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- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type. [E752.6.4]

### **2.9.5 Adherence to Schedule**

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units. [E752.6.5]

### **2.9.6 Redirection by USPS**

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints. [E752.6.6]

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

For service reasons, a mailer may ask to transport destination SCF rate mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF rate in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF. [E752.6.7]

### **2.9.8 Recurring Appointments**

Recurring appointments refer to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule. [E752.6.8]

### 2.9.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail (including sacks on pallets) to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area. [E752.6.9]

### 2.9.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry rate mailings. [E752.6.10]

### 2.9.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility. [E752.6.11]

### 2.9.12 Exception for Local Mailer

The restrictions in [2.8.7, Volume Standards](#), and [2.9.3, Appointments](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), or [5.0, Destination Delivery Unit \(DDU\) Entry](#). [E752.7.0]

## 3.0 Destination Bulk Mail Center (DBMC) Entry

### 3.1 Eligibility

Pieces in a mailing meeting the standards in [2.0, Destination Entry](#), and [3.0](#) are eligible for the DBMC rate when they meet all of the following conditions:



### 366.3.1

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are deposited at a BMC or ASF.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in [Exhibit 3.1](#).
- d. Are placed in a sack or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within that BMC's or ASF's service area (see [Exhibit 3.1](#)). [E752.2.1]

**Exhibit 3.1 BMC/ASF – DBMC Rate Eligibility**

| <b>ELIGIBLE DESTINATION ZIP CODES</b>   | <b>ENTRY FACILITY</b>             |
|---|-----------------------------------|
| 005, 068-079, 085-098, 100-119, 124-127   | BMC New Jersey NJ 00102           |
| 010-067, 120-123, 128,129   | BMC Springfield MA 05500          |
| 130-136, 140-149  | ASF Buffalo NY 140                |
| 150-168, 260-266, 439-447   | BMC Pittsburgh PA 15195           |
| 080-084, 137-139, 169-199   | BMC Philadelphia PA 19205         |
| 200-212, 214-239, 244, 254, 267, 268  | BMC Washington DC 20499           |
| 240-243, 245-249, 270-297, 376  | BMC Greensboro NC 27075           |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399              | BMC Atlanta GA 31195              |
| 299, 313-316, 320-342, 344, 346, 347, 349.  | BMC Jacksonville FL 32099         |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   | BMC Memphis TN 38999              |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 | BMC Cincinnati OH 45900           |
| 434-436, 465-468, 480-497   | BMC Detroit MI 48399              |
| 500-516, 520-528, 612, 680, 681, 683-689  | BMC Des Moines IA 50999           |
| 498, 499, 540-551, 553-564, 566   | BMC Minneapolis/St. Paul MN 55202 |
| 570-577   | ASF Sioux Falls SD 570            |
| 565, 567, 580-588   | ASF Fargo ND 580                  |
| 590-599, 821  | ASF Billings MT 590               |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613                                | BMC Chicago IL 60808              |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639                                 | BMC St. Louis MO 63299            |
| 640, 641, 644-658, 660-662, 664-679, 739  | BMC Kansas City KS 64399          |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749                                    | ASF Oklahoma City OK 730          |
| 706, 710-712, 718, 733, 747, 750-799, 885   | BMC Dallas TX 75199               |
| 690-693, 800-816, 820, 822-831, 856-857   | BMC Denver CO 80088               |
| 832-834, 836, 837, 840-847, 898, 979  | ASF Salt Lake City UT 840         |
| 850, 852, 853, 855, 859, 860, 863, 864  | ASF Phoenix AZ 852                |
| 865, 870-875, 877-884   | ASF Albuquerque NM 870            |
| 889-891, 893, 900-908, 910-928, 930-935   | BMC Los Angeles CA 90901          |
| 894, 895, 897, 936-966  | BMC San Francisco CA 94850        |
| 835, 838, 970-978, 980-986, 988-994   | BMC Seattle WA 98000              |

[Exhibit E751.1.3]

**3.2 Presorted Flats**

Presorted flats in sacks or on pallets at all sort levels may claim DBMC rates. Separate mixed ADC sacks must be prepared for flats eligible for and claimed at the DBMC rate and for flats not claimed at the DBMC rate. Use the “label to” ZIP Code



of the ADC to assign ADC bundles to the respective mixed ADC sack. Use the address on the mailpieces to assign pieces to the respective mixed ADC bundle. All pieces in an ADC sack or in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC bundle as would be shown on an ADC sack label for that facility using L004, Column B) is within the service area of the BMC or ASF at which the sack is deposited. Mail must be entered at the appropriate facility under [3.1, Eligibility](#). [E752.2.2]

### 3.3 Carrier Route Flats

Carrier Route flats in sacks or on pallets at all sort levels may claim DBMC rates. Mail must be entered at the appropriate facility under [3.1, Eligibility](#). [E752.2.5]

## 4.0 Destination Sectional Center Facility (DSCF) Entry

### 4.1 Eligibility

Pieces in a mailing meeting the standards in [2.0, Destination Entry](#), and [4.0](#) are eligible for the DSCF rate when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are deposited at an SCF listed in [L005](#) or [L006](#), except that machinable parcels prepared on pallets for the 5-digit ZIP Codes listed in [Exhibit 4.1, BMC Deposit of DSCF Rate Pallets](#), must be entered at the corresponding BMC facility shown in that exhibit (not at the SCF) unless an exception is requested and granted. An exception to [Exhibit 4.1](#), must be requested at least 15 days in advance of the mailing in writing from the area manager, Operations Support, who has jurisdiction over the BMC and SCF. Exceptions, if granted, are for a limited time.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the facility, or are part of a 3-digit scheme combination in [L008](#).
- d. Are placed in a sack or pallet that is labeled to the facility where deposited or labeled to a postal facility within that facility's service area. [E752.3.1]



**Exhibit 4.1 BMC Deposit of DSCF Rate Pallets**

| <b>BMC</b>   | <b>DESTINATION ZIP CODE</b>   |
|--------------|---|
| Atlanta      | <b>300</b> 06-08, 30-37, 60-69, 71, 80-86, 88-90<br><b>303</b> 05-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 60, 62-63, 66, 76<br><b>311</b> 01<br><b>399</b> 01  |
| Chicago      | <b>531</b> 40-44<br><b>534</b> 01-08<br><b>600</b> 16-17, 19, 25, 53, 56, 68, 70, 76-77<br><b>601</b> 03, 05-07, 20-23, 31, 33, 60-65, 76<br><b>604</b> 09, 11-12, 15, 22, 25, 30-36, 38-41, 46, 53-59, 62-65, 67, 73, 77-78, 82, 90<br><b>605</b> 04-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98, 99<br><b>606</b> 01, 05, 08-60, 67, 81, 90, 93-94<br><b>607</b> 14<br><b>608</b> 03-05  |
| Cincinnati   | None  |
| Dallas       | None  |
| Denver       | <b>691</b> 90<br><b>800</b> 01-19, 32, 40-42, 44, 46-47<br><b>801</b> 10-15, 20-30, 50-56, 60-63, 65-67<br><b>802</b> 15, 21-22, 24-29, 31-33, 35-37, 41, 51<br><b>804</b> 01-19<br><b>805</b> 21-28, 53-54<br><b>806</b> 31-39   |
| Des Moines   | None  |
| Detroit      | <b>480</b> 07, 21, 25-26, 34, 37, 45, 46, 66-73, 75-76, 80-84, 86, 89, 91-93, 98-99<br><b>481</b> 03-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98<br><b>482</b> 04, 20-21, 27-28, 35<br><b>483</b> 10-18, 40, 42, 43, 97   |
| Greensboro   | <b>271</b> 01-02<br><b>274</b> 08-10<br><b>275</b> 14-16<br><b>277</b> 01   |
| Jacksonville | <b>315</b> 20-25, 27<br><b>320</b> 03, 65, 67, 73, 80, 84-86, 91-92, 95<br><b>321</b> 73-76<br><b>322</b> 05, 07, 10-11, 16, 20-21, 24-25, 30, 36, 38-39, 45, 47, 54, 77<br><b>329</b> 01-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78<br><b>334</b> 27-29, 31-34, 54, 60-67, 81, 86-88, 96-99<br><b>337</b> 55-67, 70-79<br><b>338</b> 80-85, 88<br><b>341</b> 01-06, 08-10, 12-14, 16-17, 19-20<br><b>344</b> 70-82<br><b>349</b> 45-51, 54, 79-82, 94-97 |
| Kansas City  | <b>640</b> 13-15, 50-51, 55-56, 58<br><b>641</b> 16-19, 51, 53-54, 57-61, 63-64, 67, 88, 90<br><b>660</b> 02, 44-49   |
| Los Angeles  | <b>902</b> 20-23, 40-42, 80   |



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| BMC                  | DESTINATION ZIP CODE   |
|----------------------|--|
| Memphis              | <b>380</b> 18, 88<br><b>381</b> 15, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 93, 95<br><b>386</b> 14<br><b>387</b> 32, 33  |
| Minneapolis/St. Paul | None   |
| New Jersey           | None   |
| Philadelphia         | <b>190</b> 01-99<br><b>191</b> 11, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60  |
| Pittsburgh           | None   |
| St. Louis            | <b>620</b> 02, 40<br><b>622</b> 20-23, 26<br><b>630</b> 05-06, 11, 17, 21-22, 24, 31-34, 42-45, 74<br><b>631</b> 04-41, 43-44, 46-47, 51, 57-58<br><b>633</b> 01-04  |
| San Francisco        | <b>939</b> 21-23<br><b>940</b> 02-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 85-89<br><b>944</b> 01-99<br><b>945</b> 03, 06, 13, 15-16, 18-24, 26-27, 29, 33, 35-45, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99<br><b>948</b> 01-04, 06-08, 20, 50 |
| Seattle              | <b>980</b> 02-04, 23, 31, 35, 63-64, 92-93   |
| Springfield          | None   |
| Washington           | None   |

[Exhibit E751.6.0]

### 4.2 Presorted Flats

Presorted flats and automation flats in sacks for the 5-digit, 3-digit, and SCF sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [4.1](#).  
[E752.3.2]

### 4.3 Carrier Route Flats

Carrier route flats in sacks at all sort levels or on pallets at the 5-digit scheme carrier routes, 5-digit carrier routes, 5-digit metro, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [4.1](#).  
[E752.3.5]

## 5.0 Destination Delivery Unit (DDU) Entry

### 5.1 Eligibility

Pieces in a mailing meeting the standards in [2.0](#), [Destination Entry](#), and [5.0](#) are eligible for the DDU rate when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.

- c. Are deposited:
1. For Carrier Route flats, at the DDU where the carrier cases the mail, as shown in the Drop Shipment Product.
  2. For Presorted flats, the Drop Shipment Product must be used to determine the correct destination entry facility for the 5-digit sorted flats entered at Presorted rates. If the Drop Shipment Product lists multiple facilities for a single 5-digit ZIP Code, then the mailer must inquire about the correct drop site when contacting the DDU to schedule an appointment. [E752.4.1]

**5.2 Presorted Flats**

Presorted flats that weigh more than 1 pound in 5-digit sacks, on 5-digit scheme or 5-digit pallets, or prepared as bedloaded 5-digit bundles may claim DDU rates. Mail must be entered at the appropriate facility under [5.1](#). Presorted flats weighing 1 pound or less are not eligible for DDU rates. [E752.4.2]

**5.3 Carrier Route Flats**

Carrier Route flats in sacks, on 5-digit carrier routes scheme and 5-digit carrier routes pallets, or prepared as bedloaded carrier route bundles may claim DDU rates. Mail must be entered at the appropriate facility under [5.1](#). [E752.4.5]



## **370 Discount Flats Media Mail**

373 Rates and Eligibility

374 Postage Payment and Documentation

375 Mail Preparation

376 Enter and Deposit



## 373 Rates and Eligibility

### Overview

- [1.0 Media Mail Rates and Fees](#)
- [2.0 Content Standards for Media Mail Flats](#)
- [3.0 Rate Eligibility for Media Mail Flats](#)

### 1.0 Media Mail Rates and Fees

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Media Mail Rate Application

The Media Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Rate application is identical for the single-piece and presort rates.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per piece is that for a piece weighing 1 pound. [P013.5.4]

#### 1.3 Media Mail Presorted Rates

| Weight Not Over (pounds) | Basic  | 5-Digit |
|--------------------------|--------|---------|
| 1                        | \$1.12 | \$0.80  |
| 2                        | 1.54   | 1.22    |
| 3                        | 1.96   | 1.64    |
| 4                        | 2.38   | 2.06    |
| 5                        | 2.80   | 2.48    |

[R700.3.0]

#### 1.4 Mailing Fee

A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Media Mail rates. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment. Presort mailing fees for Media Mail, per 12-month period: \$150.00.

[E713.3.2 and R700.5.3]

#### 1.5 Computing Postage for Media Mail

##### 1.5.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected



pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

#### **1.5.2 Computing Postage for Affixed Postage**

For each piece, affix the postage for the weight increment (including any surcharges or discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece. [P013.9.2]

#### **1.5.3 Computing Postage for Permit Imprint**

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent. [P013.9.1]

## 2.0 Content Standards for Media Mail Flats

### **2.1 General**

Mailable matter meeting one of the specific eligibility standards in 2.2, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail. [E710.1.1]

### **2.2 Content Standards**

Only these items may be mailed at the Media Mail rates:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail rate.
- c. Printed music, whether in bound or sheet form.
- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the





chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media. [E713.1.1]

### **2.3 Postal Inspection**

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

### **2.4 Attachments and Enclosures**

#### **2.4.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

#### **2.4.2 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Media Mail piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Media Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

#### **2.4.3 Loose Enclosures**

In addition to the enclosures and additions listed in [343.2.6, Attachments and Enclosures](#), any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates. [E713.1.2]



#### **2.4.4 Enclosures in Books**

Enclosures in books mailed at Media Mail rates are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.4.4b](#).
- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.4.4a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under [2.4.4a](#) or [2.4.4b](#). [E710.1.3]

#### **2.5 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

### 3.0 Rate Eligibility for Media Mail Flats

#### 3.1 Basic Weight Standards

There is no minimum weight for Media Mail. A single piece of Media Mail can weigh no more than 70 pounds. [E710.1.2]

#### 3.2 Rate Eligibility Standards

A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic rates. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort rate and those pieces that meet the basic presort requirements are eligible for the basic rates, subject to the preparation standards in [375.5.0, Preparation for Media Mail Flats](#), or [705.8.0, Preparation for Pallets](#). Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters. [E713.3.1]

#### 3.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

#### 3.4 Rate Categories for Media Mail

Media Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows: [E713.2.0]

- a. 5-Digit Presort Rate. To qualify for the 5-digit rate, a piece must be prepared and sorted to 5-digit sacks under [375.5.0, Preparation for Media Mail Flats](#), or 5-digit pallets under [705.8.0, Preparation for Pallets](#). All logical 5-digit bundles on pallets must contain at least 10 pieces. [E713.3.3]
- b. Basic Presort Rate. All pieces prepared and sorted under [375.5.0, Preparation for Media Mail Flats](#), or [705.8.0, Preparation for Pallets](#), that are not eligible for the 5-digit rate qualify for the basic rate. [E713.3.4]





## 374 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. [P700.1.1]

### 2.0 Mailing Documentation

#### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile (see [2.7, Facsimile Postage Statements](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

#### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

#### 2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

#### 2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]



### **2.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607, Mailer Compliance and Appeals of Classification Decisions](#). [P012.1.5]

### **2.6 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

### **2.7 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

# 375 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparation for Media Mail Flats](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

### 1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Media Mail and any other type of mail may not be part of the same mailing even if in the same processing category. [M011.1.4]

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- c. *Origin/optional entry 3-digit(s):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.



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- d. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- e. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- g. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- d. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- e. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#).





- f. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

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



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- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under [705.8.5.11, Bundles on Pallets](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

#### 2.5 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0, Preparation for Pallets](#).
- b. If placed in sacks, Media Mail must meet the specific weight limits in [5.2](#). [M020.2.2]

#### 2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Media Mail must meet the applicable minimum and maximum bundle size standards in [5.2](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#), and each physical bundle, including carrier route rate mail, must always contain at least two pieces. [M020.1.6]

#### 2.7 Other Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).

- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

## 2.8 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

## 2.9 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles under 708.7.0. [M013.1.1]

## 3.0 Sacks

### 3.1 Maximum Weight

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds. [M033.1.1]

## 4.0 Sack Labels

### 4.1 Basic Standards

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. [M031.1.1]

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- d. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]



### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE            | CODE           |
|-------------------------|----------------|
| Barcoded                | BC             |
| Digit                   | D              |
| Flats                   | FLTS           |
| General Delivery Unit   | G              |
| Highway Contract Route  | H              |
| Mixed                   | MXD            |
| Nonbarcoded             | NON BC (sacks) |
| Package Services        | PSVC           |
| Post Office Box Section | B              |
| Rural Route             | R              |
| Working                 | WKG            |

[M031.5.0]

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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

**4.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

**4.7 Placement of Extraneous Information**

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

[M031.1.5]

**4.8 Barcoded Sack Labels****4.8.1 Basic Standards for Barcoded Sack Labels**

Barcoded sack labels are not required on Presorted Media Mail mailings. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0, \*Barcoding Standards for Container Labels\*](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing. [M032.1.1]

**4.8.2 Physical Characteristics of Barcoded Sack Labels**

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i, \*Barcode\*](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).



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- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation for Media Mail Flats

### 5.1 Basic Standards

All mailings of Presorted Media Mail are subject to the standards in [5.2, Bundling](#), and [5.3, Sacking](#), and to these general requirements:

- a. Each mailing must meet the applicable standards in [5.0](#).
- b. All pieces must be sorted to the finest extent possible under [5.2, Bundling](#), or palletized under [705.8.0, Preparation for Pallets](#).
- c. Each piece claimed at Media Mail rates must be marked “Media Mail” under [302.2.0, Placement and Content of Mail Markings](#). Each piece claimed at Presorted Media Mail rates also must be marked “Presorted” or “PRSRT”. [M730.1.1]

### 5.2 Bundling

#### 5.2.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. [M730.2.1]

#### 5.2.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M730.2.2]

### 5.3 Sacking

#### 5.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in [5.3.2](#) or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks). [M730.2.3]

#### 5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit: optional, but required for 5-digit rate eligibility (10-piece minimum).
  - 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [4.3c](#) for overseas military mail).

2. Line 2: "PSVC FLTS 5D NON BC."
- b. 3-digit: required (20-piece minimum).
  1. Line 1: use [L002](#), Column A.
  2. Line 2: "PSVC FLTS 3D NON BC."
- c. ADC: required (20-piece minimum).
  1. Line 1: use [L004](#), Column B.
  2. Line 2: "PSVC FLTS ADC NON BC."
- d. Mixed ADC: required (no minimum).
  1. [\[3-17-05\]](#) [\[02-03-05\]](#) Line 1: Use [L009](#), effective May 15, 2005. Until then, use "MXD" followed by city, state, and ZIP Code of ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in [L004](#), or use [L009](#).
  2. Line 2: "PSVC FLTS NON BC WKG." [\[M730.2.4\]](#)





## 376 Enter and Deposit

### Overview

[1.0 Verification and Deposit](#)

### 1.0 Verification and Deposit

#### 1.1 Verification and Entry

All presorted mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#).  
[D700.2.2]



## **380 Discount Flats Library Mail**

383 Rates and Eligibility

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## 383 Rates and Eligibility

### Overview

- [1.0 Library Mail Rates and Fees](#)
- [2.0 Content Standards for Library Mail Flats](#)
- [3.0 Rate Eligibility for Library Mail Flats](#)

### 1.0 Library Mail Rates and Fees

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Library Mail Rate Application

The Library Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound. [P013.5.5]

#### 1.3 Library Mail Presorted Rates

| Weight Not Over (pounds) | Basic  | 5-Digit |
|--------------------------|--------|---------|
| 1                        | \$1.06 | \$0.76  |
| 2                        | 1.46   | 1.16    |
| 3                        | 1.86   | 1.56    |
| 4                        | 2.26   | 1.96    |
| 5                        | 2.66   | 2.36    |

[R700.4.0]

#### 1.4 Mailing Fee

A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Library Mail rates. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

Presort mailing fees for Library Mail, per 12-month period: \$150.00.

[E714.3.2 and R700.5.3]

#### 1.5 Computing Postage for Library Mail

##### 1.5.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected



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pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

### **1.5.2 Computing Postage for Affixed Postage**

For each piece, affix the postage for the weight increment (including any surcharges or discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece. [P013.9.2]

### **1.5.3 Computing Postage for Permit Imprint**

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent. [P013.9.1]

## **2.0 Content Standards for Library Mail Flats**

### **2.1 General**

Mailable matter meeting one of the specific eligibility standards in 2.3 or 2.4, as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail. [E710.1.1]

### **2.2 Sender and Recipient Qualifications**

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in 703.1.0. [E714.1.1]

### **2.3 Content Standards for Mailings Between Entities**

The items described in this section may be mailed at the Library Mail rate when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.



- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums. [E714.1.2]

## 2.4 Qualified Mailings “To” or “From”

The following specific items may be mailed at the Library Mail rate when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.
- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in 2.4a. through d. in [Content Standards for Library Mail Flats](#) and guides or scripts prepared solely for use with such materials. [E714.1.3]

## 2.5 Postal Inspection

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

## 2.6 Attachments and Enclosures

### 2.6.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Library Mail piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

### 2.6.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Library Mail piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for



past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Library Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

#### **2.6.3 Enclosures in Books and Sound Recordings**

Books and sound recordings mailed at the Library Mail rate may contain these enclosures as well as the additions and enclosures permitted under [2.6.1](#), [2.6.2](#) and [2.7](#):

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.6.3b](#).
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.6.3a](#).
- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form.
- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form. [E714.1.4]

#### **2.6.4 Other Enclosures**

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under [2.6.1](#), [2.6.2](#) and [2.7](#). [E714.1.5]

### **2.7 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.



- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

### 3.0 Rate Eligibility for Library Mail Flats

#### 3.1 Basic Weight Standards

There is no minimum weight for Library Mail. A single piece of Library Mail can weigh no more than 70 pounds. [E710.1.2]

#### 3.2 Rate Eligibility Standards

A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic rates. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort rate, and those pieces that meet the basic presort requirements are eligible for the basic rate, subject to the preparation standards in [385.5.0, Preparation of Library Mail Flats](#), or [705.8.0, Preparation for Pallets](#). Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters. [E714.3.1]

#### 3.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

#### 3.4 Rate Categories for Library Mail

Library Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows: [E714.2.0]

- a. 5-Digit Presort Rate. To qualify for the 5-digit rate, a piece must be prepared and sorted to 5-digit sacks under [385.5.0, Preparation of Library Mail Flats](#), or to 5-digit pallets under [705.8.0](#). All logical 5-digit bundles on pallets must contain at least 10 pieces. [E714.3.3]
- b. Basic Presort Rate. All pieces prepared and sorted under [385.5.0, Preparation of Library Mail Flats](#), or [705.8.0, Preparation for Pallets](#), that are not eligible for the 5-digit rate qualify for the basic rate. [E714.3.4]



# 384 Postage Payment and Documentation

## Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces. [P700.1.1]

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile (see [2.7, Facsimile Postage Statements](#)). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

### 2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]



#### **2.4 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

#### **2.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607, Mailer Compliance and Appeals of Classification Decisions](#). [P012.1.5]

#### **2.6 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

#### **2.7 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

# 385 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparation of Library Mail Flats](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

### 1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category. [M011.1.4]

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- c. **SCF:** the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- d. **ADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).



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- e. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- g. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- d. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- e. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry* facility. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- f. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0, Bundles](#).

- g. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

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



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- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under [705.8.5.11, Bundles on Pallets](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### 2.5 Preparing Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0, Preparation for Pallets](#).
- b. If placed in sacks, Library Mail must meet the specific weight limits in [5.2](#). [M020.2.2]

### 2.6 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Library Mail must meet the applicable minimum and maximum bundle size standards in [5.2](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route rate mail, must always contain at least two pieces. [M020.1.6]

### 2.7 Other Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).



- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

## 2.8 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

## 2.9 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles under 708.7.0. [M013.1.1]

## 3.0 Sacks

### 3.1 Maximum Weight

The maximum weight of any sack (mail plus sack tare) must not exceed 70 pounds. [M033.1.1]

## 4.0 Sack Labels

### 4.1 Basic Standards

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. [M031.1.1]

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]



### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE            | CODE           |
|-------------------------|----------------|
| Barcoded                | BC             |
| Digit                   | D              |
| Flats                   | FLTS           |
| General Delivery Unit   | G              |
| Highway Contract Route  | H              |
| Mixed                   | MXD            |
| Nonbarcoded             | NON BC (sacks) |
| Package Services        | PSVC           |
| Post Office Box Section | B              |
| Rural Route             | R              |
| Working                 | WKG            |

[M031.5.0]

**4.5 Line 3 (Office of mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

**4.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

**4.7 Placement of Extraneous Information**

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

[M031.1.5]

**4.8 Barcoded Sack Labels****4.8.1 Basic Standards for Barcoded Sack Labels**

Barcoded sack labels are not required on Presorted Library Mail mailings. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0, \*Barcoding Standards for Container Labels\*](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray to prevent their loss during transport and processing. [M032.1.1]

**4.8.2 Physical Characteristics of Barcoded Sack Labels**

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i, \*Barcode\*](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).



385.5.1

- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation of Library Mail Flats

### 5.1 Basic Standards

All mailings of Presorted Library Mail are subject to the standards in [5.2](#) and [5.3](#) and to these general standards:

- a. Each mailing must meet the applicable standards in [5.0](#).
- b. All pieces must be sorted to the finest extent possible under [5.2](#) and [5.3](#) or palletized under [705.8.0](#).
- c. Each piece claimed at Library Mail rates must be marked “Library Mail” under [302.2.0, Placement and Content of Mail Markings](#). Each piece claimed at Presorted Library Mail rates also must be marked “Presorted” or “PRSRT” under [302.2.0](#). [M740.1.1]

### 5.2 Bundling

#### 5.2.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles, placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. [M740.2.1]

#### 5.2.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M740.2.2]

### 5.3 Sacking

#### 5.3.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches the minimums specified in [5.3.2](#) or 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks). [M740.2.3]

#### 5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit: optional, but required for 5-digit rate eligibility (10-piece minimum).
  - 1. Line 1, use city, state, and 5-digit ZIP Code on mail (see [4.3c](#) for overseas military mail).

2. Line 2: "PSVC FLTS 5D NON BC."
- b. 3-digit: required (20-piece minimum).
  1. Line 1: use L002, Column A.
  2. Line 2: "PSVC FLTS 3D NON BC."
- c. ADC: required (20-piece minimum).
  1. Line 1: use L004, Column B.
  2. Line 2: "PSVC FLTS ADC NON BC."
- d. Mixed ADC: required (no minimum).
  1. [3-17-05] [02-03-05] Line 1: Use L009, effective May 15, 2005. Until then, use "MXD" followed by city, state, and ZIP Code of ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in L004, or use L009.
  2. Line 2: "PSVC FLTS NON BC WKG." [M740.2.4]



## 386 Enter and Deposit

### Overview

[1.0 Verification and Deposit](#)

### 1.0 Verification and Deposit

#### 1.1 Verification and Entry

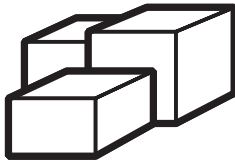
All presorted mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#).  
[D700.2.2]





# 400

## Discount Mail Parcels



### Design Standards

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

### 430 First-Class Mail

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

### 440 Standard Mail

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### 450 Parcel Post

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### 460 Bound Printed Matter

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- 465 Mail Preparation
- 466 Enter and Deposit

### 470 Media Mail

- 473 Rates and Eligibility
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# **Discount Parcels Design Standards**

401 Physical Standards

402 Elements on the Face of a Mailpiece





# 401 Physical Standards

## Overview

- [1.0 Physical Standards for Parcels](#)
- [2.0 Additional Physical Standards by Class of Mail](#)

## 1.0 Physical Standards for Parcels

### 1.1 Parcels

Each parcel is assigned to one of three mail processing categories: machinable, irregular, or outside parcel. These categories are based on the physical dimensions of the piece, regardless of the placement (orientation) of the delivery address on the piece. [C050.1.0]

### 1.2 Minimum Size

Pieces are subject to the minimum standards in [601.1.0, General Standards](#), and may be subject to other minimum dimensions, based on the standards for specific rates. [C100.1.2]

### 1.3 Maximum Weight and Size

No mailpiece may weigh more than 70 pounds. Lower weight limits apply to First-Class Mail, Standard Mail, and Bound Printed Matter. Pieces may not measure more than 108 inches in length and girth combined, except Parcel Post, which may not measure more than 130 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. Lower size or weight standards apply to mail addressed to some APOs and FPOs subject to [703.2.0](#) and [703.4.0](#) and for Department of State mail, subject to [703.3.0](#). [C010.1.2]

### 1.4 Two or More Packages

Two or more packages may be mailed as a single parcel, if they are about the same size or shape or if they are parts of one article, if they are securely wrapped or fastened together, and if they do not together exceed the weight or size limits. [C100.1.3]

### 1.5 Machinable Parcels

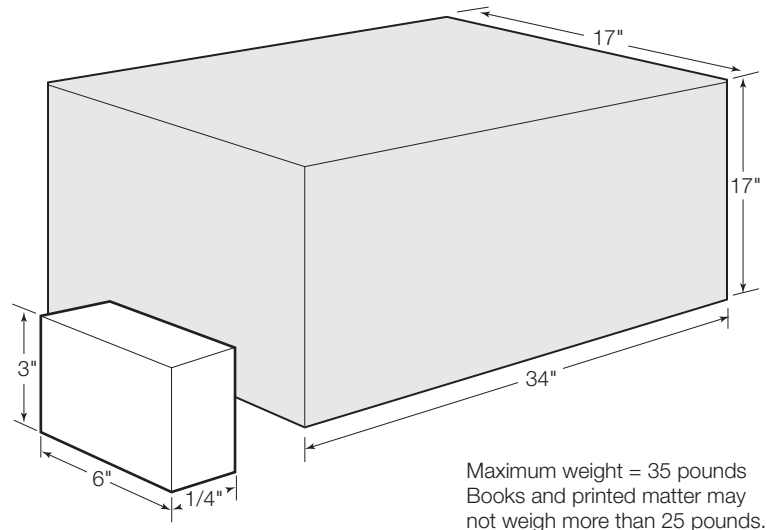
#### 1.5.1 Criteria

A machinable parcel is any piece that is (see [Exhibit 1.5.1, Machinable Parcel Dimensions](#)):

- a. Not less than 6 inches long, 3 inches high, 1/4 inch thick, and 6 ounces in weight. (A mailpiece exactly 1/4 inch thick is subject to the 3 1/2-inch height minimum under [601.1.0](#).)
- b. Not more than 34 inches long, or 17 inches high, or 17 inches thick, or 35 pounds in weight. For books or other printed matter, the maximum weight is 25 pounds. [C050.4.1]



### Exhibit 1.5.1 Machinable Parcel Dimensions



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

[Exhibit C050.1.0]

### 1.5.2 Soft Goods and Enveloped Printed Matter

Soft goods wrapped in paper or plastic bags and enveloped printed matter are machinable only if all packaging standards in [601.1.0, General Standards](#), are met. [C050.4.2]

### 1.5.3 Exception

Some parcels may be successfully processed on BMC parcel sorters even though they do not conform to the general machinability criteria in [1.5.1](#). The manager, BMC Operations, USPS Headquarters (see [608.8.1](#) for address) may authorize a mailer to enter such parcels as machinable parcels rather than irregular parcels if the parcels are tested on BMC parcel sorters and prove to be machinable. Mailers who wish to have parcels tested for machinability on USPS parcel sorting machines must:

- a. Submit a written request to BMC Operations. The request must list mailpiece characteristics for every shape, weight, construction, and size to be considered. If the letter requesting testing describes a mailpiece that falls within the specifications of pieces that were tested previously, the mailpiece will not be acknowledged for testing.
- b. Define estimated number of parcels to be mailed in the coming year, and preparation level (e.g., destination BMC pallets).



- c. Upon acknowledgement from the manager, BMC Operations, send 100 mailpiece samples to the designated test facility at least 6 weeks prior to the first mailing date. The manager, BMC Operations will recommend changes to ensure machinability of parcels that do not qualify. [C050.4.3]

#### 1.5.4 Exclusions

Items categorized as flats, irregular parcels, or outside parcels may not be prepared as machinable parcels. [C050.4.4]

### 1.6 Irregular Parcel

An irregular parcel is a parcel not meeting the dimensional criteria in 1.5.1. This processing category also includes parcels that cannot be processed by BMC parcel sorters, including rolls and tubes up to 26 inches long; merchandise samples that are not individually addressed and are not letter-size or flat-size; unwrapped, paper-wrapped, or sleeve-wrapped articles that are not letter-size or flat-size; and articles enclosed in envelopes that are not letter-size, flat-size, or machinable parcels. [C050.5.0]

### 1.7 Outside Parcel

An outside parcel is a parcel that exceeds the any of the maximum dimensions for a machinable parcel. This processing category also includes high-density parcels (other than books and printed matter) weighing more than 15 pounds and exerting more than 60 pounds per square foot (0.4167 pound per square inch) pressure on their smallest side; cartons containing more than 24 ounces of liquid in one or more glass containers; cartons containing 1 gallon or more of liquid in metal or plastic containers; cans, paints; rolls and tubes longer than 26 inches; metal-band strapped boxes, metal boxes, and wood boxes; articles not mailed in boxes or other containers; harmful matter; hazardous materials except ORM-D materials; and containers with all dimensions exceeding the minimum dimensions for a machinable (regular) parcel, if their coefficient of friction or ability to slide on a smooth, hard surface is not similar to that of a domestic-class fiberboard box of the same approximate size and weight. [C050.6.0]

## 2.0 Additional Physical Standards by Class of Mail

### 2.1 First-Class Mail Parcels

#### 2.1.1 Weight

Matter at First-Class Mail rates cannot exceed 13 ounces. First-Class Mail weighing more than 13 ounces is Priority Mail. [C100.1.1]

#### 2.1.2 Nonmachinable Surcharge

Parcels that weigh 1 ounce or less are subject to the nonmachinable surcharge if the piece is greater than 1/4-inch thick. [C100.4.0]

### 2.2 Standard Mail Parcels

#### 2.2.1 Basic Physical Standards

These standards apply to Standard Mail:

- a. Each piece must weigh less than 16 ounces.



### 401.2.2.2

- b. Presorted rate and Customized MarketMail pieces are subject to the basic mailability standards in [601](#).
- c. Except for automation basic carrier route rate pieces and merchandise samples mailed with detached address labels (DALs), the maximum size for Enhanced Carrier Route Standard Mail is 14 inches long, 11-3/4 inches high, and 3/4 inch thick. Merchandise samples whose dimensions exceed these maximums may be sent at the Enhanced Carrier Route rates if mailed using DALs, provided that the samples meet all other applicable standards and the DALs meet the standards in [602.4.0](#). [C600.1.1]

#### **2.2.2 Residual Shape Surcharge**

Mail that is prepared as a parcel or is not letter-size or flat-size is subject to a residual shape surcharge. Mail that is prepared as Customized MarketMail under [705.1.0](#) is subject also to the residual shape surcharge. There are different surcharges for Presorted rate pieces and Enhanced Carrier Route rate pieces. Only the surcharges for Presorted rate pieces apply to CMM pieces. [C600.3.0]

#### **2.2.3 Nonmachinable Surcharge**

The nonmachinable surcharge does not apply to Standard Mail pieces (including parcels) that are claimed at any nonletter rate. [C600.4.2]

### **2.3 Parcel Post**

#### **2.3.1 General Standards**

These standards apply to Parcel Post:

- a. Parcel Post pieces measuring over 108 inches in combined length and girth, but not more than 130 inches in combined length and girth, are mailable at the applicable oversized rate.
- b. Items weighing less than 15 pounds but measuring more than 84 inches in combined length and girth are charged the rate for a 15-pound parcel for the zone to which it is addressed (balloon rate). [E120.2.3 and C700.1.0]

#### **2.3.2 Nonmachinable Parcel Post**

Mailpieces described in this section that are mailed at the Inter-BMC/ASF Parcel Post, Intra-BMC/ASF Parcel Post, DSCF Parcel Select, or DBMC Parcel Select rates are subject to the applicable nonmachinable surcharge in [453.1.0](#) unless the applicable special handling fee is paid. An oversized parcel as described in [2.3.1a](#) is not subject to the nonmachinable surcharge. Mailpieces are nonmachinable if they meet any of the following criteria:

- a. A parcel more than 34 inches long, 17 inches wide, or 17 inches high.
- b. A parcel less than 6 inches long, 1/4 inch thick, or 3 inches high.
- c. A parcel that weighs less than 6 ounces or more than 35 pounds.
- d. A parcel containing more than 24 ounces of liquid in glass containers, or 1 gallon or more of liquid in metal or plastic containers.
- e. An insecurely wrapped or metal-banded parcel.
- f. A can, roll, or tube, or wooden or metal box.
- g. Books, printed matter, or business forms weighing more than 25 pounds.





- h. A high-density parcel weighing more than 15 pounds and exerting more than 60 pounds per-square-foot pressure on its smallest side.
- i. A film case weighing more than 5 pounds or with strap-type closures, except any film case the USPS authorizes to be entered as a machinable parcel under [1.0](#) and to be identified by the words “Machinable in United States Postal Service Equipment” permanently attached as a nontransferable decal in the lower right corner of the case.
- j. Parcels with characteristics (such as inadequate packaging) that could result in damage to the contents of the mailpiece, other parcels, or postal machinery if mechanical sortation is used. [C700.2.0]

## **2.4 Bound Printed Matter Parcels**

### **2.4.1 General Standards**

Pieces mailed at Bound Printed Matter rates may not weigh more than 15 pounds. [C700.1.0]



## 402 Elements on the Face of a Mailpiece

### Overview

- [1.0 All Mailpieces](#)
- [2.0 Placement and Content of Markings](#)
- [3.0 Endorsement Placement](#)
- [4.0 General Barcode Placement for Parcels](#)

### 1.0 All Mailpieces

#### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements. [A010.1.5]

#### 1.2 Delivery and Return Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under [602.4.0](#), the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. (See [602](#) for additional information regarding addressing.) [A010.1.1]

#### 1.3 Postage Payment

The mailer is responsible for proper payment of postage. Standards for postage payment are specified for each shape and class of mail. [P011.1.1]

### 2.0 Placement and Content of Markings

#### 2.1 First-Class Mail and Standard Mail Markings

##### 2.1.1 Placement

Markings must be placed as follows:

- a. **Basic Marking.** The basic required marking that indicates the class or subclass—“First-Class,” “Presorted Standard” or “PRSRT STD,” or “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”)—must be printed or produced as part of, or directly below or to the left of, the permit imprint indicia, meter stamp or impression, or adhesive or precanceled stamp.
- b. **Other Markings.** The rate-specific markings “ECRLOT,” “ECRWSH,” “ECRWSS,” and “Customized MarketMail” (or “CUST MKTMAIL” or “CMM”) (Standard Mail only) may be placed as follows:
  1. In the location specified in [2.1.1a](#).
  2. In the address area on the line directly above or two lines above the address if the marking appears alone or if no other information appears on the line with the marking except optional endorsement line information under [708.7.0](#) or carrier route bundle information under [708.6.0](#).



### 402.2.1.2

3. If preceded by two asterisks (\*\*), the “PRESORTED” (or “PRSRT”) or “CUSTOMIZED MARKETMAIL” (or “CUST MKTMAIL” or “CMM”) marking also may be placed on the line directly above or two lines above the address in a mailer keyline or a manifest keyline, or it may be placed above the address and below the postage in an MLOCR ink-jet printed date correction/meter drop shipment line.
- c. Additional Requirements for Carrier Route. “ECRLOT,” “ECRWSH,” and “ECRWSS” (Standard Mail only) must appear in their entirety wherever placed, except “ECR” may be placed in the postage area if “LOT,” “WSH,” or “WSS,” as applicable, is placed in the line above or two lines above the address. Pieces not mailed at ECR rates must not bear these markings. [M012.2.1]

#### 2.1.2 Exceptions to Markings

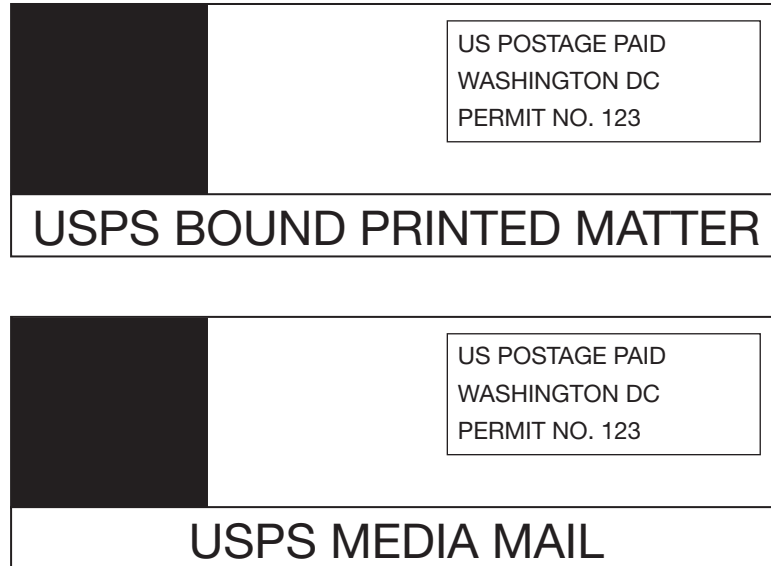
In manifest mailings, the basic marking must appear in the postage area on each piece. The two-letter rate category code required in the keyline on manifest mailing pieces prepared under [705.2.0](#) meets the requirement for other rate markings. [M012.2.2]

## 2.2 Parcel Post, Bound Printed Matter, Media Mail, and Library Mail Markings

### 2.2.1 Basic Markings

The basic required Package Services subclass marking—“Parcel Post” or “PP,” “Bound Printed Matter” or “BPM,” “Media Mail,” or “Library Mail”—must be printed on each piece claimed at the respective rate. For Parcel Post destination entry rate mail, the marking “Parcel Select” may be used as the basic required marking instead of “Parcel Post.” The basic required marking must be placed in the postage area (i.e., printed or produced as part of, or directly below or to the left of, the permit imprint indicia or meter stamp or impression). Optionally, the basic required marking may be printed on the shipping address label as service indicators composed of a service icon and service banner (see [Exhibit 2.2.1](#)):

- a. The service icon that will identify all Package Services subclasses will be a 1-inch solid black square. If the service icon is used, it must appear in the upper left corner of the shipping label.
- b. The service banner must appear directly below the postage payment area and the service icon, and it must extend across the shipping label. If the service banner is used, the appropriate subclass marking (e.g., “BOUND PRINTED MATTER,” “MEDIA MAIL”) must be preceded by the text “USPS” and must be printed in minimum 20-point bold sans serif typeface, uppercase letters, centered within the banner, and bordered above and below by minimum 1-point separator lines. There must be a 1/16-inch clearance above and below the text. [M012.3.1]

**Exhibit 2.2.1 Package Services Indicators**

[Exhibit M012.3.1]

**2.2.2 Parcel Post Markings**

Marking requirements for Parcel Post are as follows:

- a. Destination Entry Rate Mail. Each piece mailed at a DBMC, DSCF, or DDU Parcel Post rate must bear the marking “Parcel Post” (or “PP”) or “Parcel Select” in the postage area as described in 2.2.1. If “Parcel Select” is shown in the postage area, then no other marking is required. If “Parcel Post” (or “PP”) is shown in the postage area, then the additional marking “Drop Ship” (or “D/S”) or “Parcel Select,” or both, must be placed on each piece in either the postage area or the address area (as described under 2.0) to indicate that the piece was entered at a destination entry rate.
- b. Other Parcel Post Mail. Pieces must bear the marking “Parcel Post” (or “PP”) in the postage area as described under 2.2.1. [M710.1.2]

**2.2.3 Parcel Select (Parcel Post) Markings**

Each piece in a Parcel Select (destination entry Parcel Post) mailing must bear a marking to indicate it was mailed at a destination entry rate. If the “Parcel Select” marking is used as the basic marking in the postage area on such pieces under 2.2.1, no additional marking is required because the “Parcel Select” marking identifies the mail as destination entry rate mail. If the “Parcel Post” (or “PP”) marking is used as the basic marking in the postage area under 2.2.1, one or both of the following markings also must appear on each piece in the mailing to identify it as destination entry rate mail: (1) “Drop Ship” (or “D/S”); (2) “Parcel Select.” These additional destination entry rate markings must appear in either the postage area described in 2.2.1 or in the address area on the line directly above or two lines above the address if the marking appears alone (i.e., if no other information appears



### 402.2.2.4

on that line). The “Parcel Select” and “Drop Ship” (or “D/S”) markings must not appear on Parcel Post mail that is entered at rates other than DBMC, DSCF, or DDU destination entry rates. [M012.3.2]

#### **2.2.4 Bound Printed Matter Markings**

In addition to the basic marking “Bound Printed Matter” or “BPM,” each piece of Bound Printed Matter mailed at a presorted or carrier route rate must bear additional rate markings. The additional markings may be placed in the postage area as specified in 2.2.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under 708.7.0 or postal carrier route bundle information under 708.6.0. The additional rate markings are:

- a. For Presorted rate mail, the additional required marking is “Presorted” (or “PRSRT”).
- b. For carrier route rate mail, the additional required marking is “Carrier Route Presort” (or “CAR-RT SORT”). [M012.3.3]

#### **2.2.5 Media Mail Markings**

Each piece of Media Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Media Mail.” This additional marking may be placed in the postage area as specified in 2.2.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under 708.7.0. [M012.3.4]

#### **2.2.6 Library Mail Markings**

Each piece of Library Mail mailed at a presorted rate must bear the required marking “Presorted” or “PRSRT” in addition to the basic marking “Library Mail.” This additional marking may be placed in the postage area as specified in 2.2.1. Alternatively, these markings may be placed in the address area on the line directly above or two lines above the address if the marking appears alone, or if no other information appears on the line with the marking except postal optional endorsement line information under 708.7.0. [M012.3.5]

### **2.3 Enclosures**

Enclosures, attachments, and mixed rate mailpieces must be marked under the applicable standards in 703.9.0, *Mixed Classes*. [M012.1.2]

### **2.4 Printing and Designs**

Required markings may be printed by a postage meter or other means that ensures a legible marking. A marking may not include or be part of a decorative design or advertisement. [M012.1.3]

### **2.5 Marking Hazardous Materials**

All mailable hazardous materials must be labeled and/or marked as required in 601.10.0. [M012.1.1]

## 3.0 Endorsement Placement

### 3.1 Endorsements for Delivery Instructions and Ancillary Services

The mailer must place the correct endorsement on each mailpiece to provide delivery instructions (retention period under [507.3.4.4](#) or carrier release under [508.1.2](#)) or to request an ancillary service (forwarding, return, or address correction under [507.1.0, Treatment of Mail](#)), subject to the corresponding standards for use and availability. [M012.4.1]

### 3.2 Return Address

When an ancillary service endorsement is used, a domestic return address must be placed in the upper left corner of the address side of the mailpiece or the upper left corner of the addressing area. If the return address is a multiple delivery address, it must show a unit designator (e.g., an apartment number). [M012.4.2]

### 3.3 Placement of Endorsements

Placement of the endorsement on the mailpiece is determined as follows:

- a. The carrier release endorsement must be placed directly below the return address. If any other endorsement is used, the carrier release endorsement must be separated by the equivalent of one blank line of the type size used.
- b. A retention period specified by the mailer must be placed directly above the return address.
- c. Any ancillary service endorsement (e.g., Address Service Requested, Forwarding Service Requested, Return Service Requested, Change Service Requested) must be placed in one of these four positions:
  1. Directly below the return address.
  2. Directly above the delivery address area (which includes the delivery address block and any related nonaddress elements such as a barcode, keyline, or optional endorsement line).
  3. Directly to the left of the postage area and below or to the left of any rate marking.
  4. Directly below the postage area and below any rate marking. [M012.4.3]

### 3.4 Physical Standards for Endorsements

Endorsements must meet these physical standards:

- a. The type size of the endorsement must be at least 8 points.
- b. The read direction of the endorsement and return address must be the same as the read direction of the delivery address.
- c. The color contrast between the endorsement and the mailpiece background must be kept at a reasonable degree. A brilliant colored background or reverse printing is not permitted.
- d. A clear space of at least 1/4 inch around (above, below, and both sides) the total area containing the endorsement(s) is required. [M012.4.4]



402.4.1

### 4.0 General Barcode Placement for Parcels

#### 4.1 Barcode Location

The address and barcode (see [708.5.0](#)) must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in [708.5.8](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [4.2](#). Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels. [C850.3.0]

#### 4.2 Clear Zone

The barcode must be located as specified in [4.1](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode. [C850.2.2]



## **430 Discount Parcels First-Class Mail**

433 Rates and Eligibility

434 Postage Payment and Documentation

435 Mail Preparation

436 Enter and Deposit



## 433 Rates and Eligibility

### Overview

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

### 1.0 Rates and Fees for First-Class Mail

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Rate Computation for First-Class Parcels

First-Class rates are charged per ounce or fraction thereof; any fraction of an ounce is considered a whole ounce. For example, if a piece weighs 1.2 ounces, the weight (postage) increment is 2 ounces. The minimum postage per addressed piece is that for a piece weighing 1 ounce. [P013.2.3]

#### 1.3 Nonautomation Presorted Rates

Parcels; A nonmachinable surcharge might apply to pieces 1 ounce or less.

| Weight Not Over (ounces) <sup>1</sup> | Presorted |
|---------------------------------------|-----------|
| 1 <sup>2</sup>                        | \$0.352   |
| 2                                     | 0.577     |
| 3                                     | 0.761     |
| 4                                     | 0.986     |
| 5                                     | 1.211     |
| 6                                     | 1.436     |
| 7                                     | 1.661     |
| 8                                     | 1.886     |
| 9                                     | 2.111     |
| 10                                    | 2.336     |
| 11                                    | 2.561     |
| 12                                    | 2.786     |
| 13                                    | 3.011     |

1. For each additional ounce, postage includes \$0.225 for presorted rates. The rates include a \$0.041 discount for presorted parcels weighing more than 2 ounces.

2. Parcels weighing 1 oz. or less are subject to nonmachinable surcharge of \$0.055 per piece.

[R100.9.1]

#### 1.4 Nonmachinable Surcharge

The surcharge per piece for Presorted rate mail is \$0.055. [R100.12.0]



433.1.5

### 1.5 **Presort Mailing Fee**

Presort mailing fee, per 12-month period, per office of mailing: \$150.00. [R100.13.1]

### 1.6 **Computing Postage for First-Class Mail**

Determine single-piece weight and weight (postage) increment for each addressed piece as prescribed in 1.1 and 1.2. For First-Class Mail, affix postage to each piece or, for permit imprint mailings, multiply the number of addressed pieces at each rate increment (and in each rate category, if applicable) by the corresponding postage rate, add the *unrounded* products, and round off the total postage to the nearest whole cent. [P013.6.0]

### 1.7 **Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

## 2.0 Content Standards for First-Class Mail Parcels

### 2.1 **General**

All mailable matter may be sent as First-Class Mail, except Customized MarketMail under 705.1.0 or other matter prohibited by the respective standards. [E110.1.1]

### 2.2 **Written or Typewritten Matter**

Matter wholly or partially in handwriting or typewriting must be mailed as First-Class Mail or Express Mail, except authorized additions to Periodicals, Standard Mail, and Package Services and written or typewritten matter in Library Mail and Media Mail, as permitted by the corresponding standards. [E110.1.2]

### 2.3 **Correspondence**

Matter that has the character of actual and personal correspondence must be mailed as First-Class Mail or Express Mail. [E110.1.4]

### 2.4 **Bills and Statements of Account**

Bills and statements of account must be mailed as First-Class Mail or Express Mail according to these definitions:

- a. A *bill* is a request for payment of a definite sum of money claimed to be owing by the addressee to the sender or a third party. The mere assertion of a debt in a definite sum combined with a demand for payment is sufficient to make the message a bill.
- b. A *statement of account* is the assertion of a debt in a definite amount owed by the addressee to the sender or a third party but does not necessarily contain a request or a demand for payment. The amount may be immediately due or may become due after a certain time or on demand or billing at a later date.

- c. A bill or statement of account must present enough details of a debt to inform the debtor of the amount the debtor must pay to acquit himself or herself of the debt. Neither a bill nor a statement of account need state the precise amount if the bill or statement contains enough information to enable the debtor to determine the exact amount of the claim asserted.
- d. A bill or statement of account does not lose that character just because the amount claimed is not, in fact, owing or may not be legally collectible. [E110.1.5]

## 2.5 Examples of First-Class Mail

These are examples of material that must be mailed at First-Class Mail or Express Mail rates:

- a. Handwritten or typewritten matter, including identical copies prepared by automatic typewriter and manifold or carbon copies of this matter. Handwritten or typewritten matter does not include all matter produced by computers, but computer-prepared material is subject to First-Class postage if it has the character of actual and personal correspondence.
- b. Autograph albums containing writing.
- c. Notebooks or blank books containing written or typewritten entries or stenographic or shorthand notes.
- d. Blank printed forms filled out in writing, such as notices, certificates, and checks, either canceled or uncanceled.
- e. Printed price lists containing written figures changing individual items.
- f. Printed cards or letters bearing a written date, where the date is not the date of the card but gives information about when something is to occur or has occurred.
- g. Any matter marked "Postcard" or "Double Postcard." [E110.1.6]

## 2.6 Postal Inspection

Matter closed against postal inspection includes First-Class Mail and Express Mail. The USPS may open mail other than First-Class Mail or Express Mail to determine whether the proper rate of postage is paid. Material wrapped or packaged so that it cannot be examined easily or examined without destruction or serious damage is closed against postal inspection and is charged the appropriate First-Class Mail or Express Mail rate. [E110.1.3]

## 2.7 Prohibited Air Transportation

All First-Class Mail is subject to limitations for air transportation. Generally, all mailable matter may be transported by aircraft, unless restricted in [601.10.0, Hazardous Materials](#). [E110.2.0]

## 3.0 Eligibility Standards for First-Class Mail Parcels

### 3.1 Basic Standards for First-Class Mail

All pieces of First-Class Mail must:

- a. Meet the basic standards for First-Class Mail in [2.0](#).



### 433.3.2

- b. Weigh 13 ounces or less.
- c. Meet the applicable standards in [433, Rates and Eligibility](#), [434, Postage Payment and Documentation](#), and [604.8.0, Computing Postage](#).
- d. Be part of a single mailing of at least 500 pieces of Presorted First-Class Mail.
- e. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The Move Update standard in [3.4](#).
  2. The ZIP Code accuracy standard in [3.5](#).
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#). [E130.1.1 and E130.3.1]

### 3.2 Nonmachinable Surcharge for Parcel-Size Pieces

Parcels that weigh 1 ounce or less are subject to the nonmachinable surcharge if:

- a. The piece is greater than 1/4 inch thick, or
- b. The length is more than 11-1/2 inches or the height is more than 6-1/8 inches. [C100.4.0]

### 3.3 Presort Mailing Fee

A First-Class Mail presort mailing fee must be paid once each 12-month period at each office of mailing by any person or organization entering mailings at automation or Presorted First-Class Mail rates. Payment of one fee allows a mailer to enter mail at all those rates. Persons or organizations paying this fee may enter mail of their clients as well as their own mail. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [E110.4.1]

### 3.4 Move Update Standards

#### 3.4.1 Basic Standards

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

- a. Each address and associated occupant name used on the mailpieces in a mailing must be updated within 185 days before the mailing date, with one of the USPS-approved methods in [3.4.2](#).
- b. Each individual address in the mailing is subject to the Move Update standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is updated with an approved method (e.g., Address Change Service), the same address may be used during the following 185 days and meets the Move Update standard. [A030.1.1]

- d. Except for mail bearing an alternative address format, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the Move Update standard. [A030.1.2]

### 3.4.2 USPS-Approved Methods

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

- a. Address Change Service (ACS).
- b. [02-03-05] National Change of Address Linkage System (NCOA<sup>Link</sup>).
- c. Mailer Move Update Process Certification and USPS-approved alternative methods for mailers with legitimate restrictions on incorporating USPS-supplied change-of-address information into their mailing lists. The National Customer Support Center (see 608.8.1 for address) administers and approves both Mailer Move Update Process Certification and alternative methods.
- d. Ancillary service endorsements except “Forwarding Service Requested.” [A030.1.4]

### 3.4.3 Mailer Certification

The mailer’s signature on the postage statement certifies that the Move Update standard has been met for each address in the corresponding mailing presented to the USPS. [A030.1.5]

## 3.5 ZIP Code Accuracy

### 3.5.1 Basic Standards

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

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in 3.4.2.
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming First-Class Mail Presorted rates, regardless of any required surcharge, must meet the ZIP Code accuracy standard. [A030.2.2 and A030.2.3]

### 3.5.2 USPS-Approved Methods

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer’s computer systems or through an authorized service provider.



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### 433.3.5.3

- b. For manually maintained lists or small computerized lists, options include the following:
  1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
  2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
  3. Any mailing list service in [507.6.0](#).
  4. An authorized service provider.
  5. CASS-certified matching software.
  6. USPS Web site [www.usps.com](http://www.usps.com). [A030.2.4]

#### **3.5.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.2.5]



## 434 Postage Payment and Documentation

### Overview

- 1.0 Basic Standards for Postage Payment
- 2.0 Postage Payment for Presorted Parcels
- 3.0 Mailing Documentation

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

Postage for discount (presorted) rate First-Class Mail must be paid with affixed postage (604.1.0 for stamps, 604.3.0 for precanceled stamps, or 604.4.0 for metered postage) or permit imprint (604.6.0) as specified in 2.0. A permit imprint may be used for mailings of nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters. [P100.1.1]

### 2.0 Postage Payment for Presorted Parcels

#### 2.1 Payment Methods for Presorted Rates

Presorted First-Class Mail rate postage must be paid with meter stamps under 604.4.0, permit imprints under 604.6.0, or precanceled postage under 604.3.0, subject to the corresponding standards for these methods. All pieces in a mailing must be paid with the same method unless otherwise permitted by standard or Business Mailer Support authorization. [P100.4.1]

#### 2.2 Affixed Postage for Presorted First-Class Mail

Unless permitted by other standards or by Business Mailer Support, USPS Headquarters, when precanceled postage or meter stamps are used, only one payment method may be used in a mailing and each piece must bear postage under one of these conditions:

- a. The full postage at the First-Class Mail rate for which it qualifies (no postage documentation is required).
- b. A precanceled stamp or the full postage at the lowest First-Class first-ounce rate applicable to the mailing job, and full postage on metered pieces for any additional ounce(s) or nonmachinable surcharge; postage documentation may be required by standard.
- c. Postage in an amount not less than the lowest available First-Class first-ounce letter or card rate (as applicable) in the mailing job if authorized by Business Mailer Support, plus full postage on metered pieces for any extra ounce(s); postage documentation may be required by standard. [P100.4.2]

#### 2.3 Additional Postage

Additional postage for pieces not bearing sufficient postage when presented to the USPS must be paid before acceptance either using an advance deposit account or with a meter stamp affixed to the postage statement accompanying the mail. When



434.3.1

the amount of postage affixed is subject to Business Mailer Support authorization under [2.2c](#), credit is not given for postage affixed in excess of the authorized amount. [P100.4.3]

### 3.0 Mailing Documentation

#### 3.1 **Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

#### 3.2 **Basic Documentation Standards**

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and the content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

#### 3.3 **Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

#### 3.4 **Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

#### 3.5 **Standard Format for Documentation**

Documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the rate claimed, or the documentation must be prepared as standardized documentation. Standardized documentation contains the elements described in [708.1.0](#), as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

#### 3.6 **Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#). [P012.1.5]

**3.7 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

**3.8 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]



## 435 Mail Preparation

### Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparation for Parcels](#)

### 1.0 General Information for Mail Preparation

#### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

#### 1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system must be prepared as a separate mailing.
- b. Presorted rate and single-piece rate mail must not be part of the same mailing despite being in the same processing category. [M011.1.4]

#### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *5-digit:* the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see L002, Column A).
- c. *Origin/optional entry 3-digit(s):* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- d. *ADC:* all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see L004).
- e. *Mixed [ADC]:* the pieces are for delivery in the service area of more than one ADC. [M011.1.2]



#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. An *origin 3-digit* (or *origin 3-digit scheme*) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray/sack must be prepared for each.
- d. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- e. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location, the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- f. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- g. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces. Bundle preparation is described in [435.2.0](#).
- h. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 431 12 forming a First-Class Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. [\[M011.1.3\]](#)

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces. [M011.1.3z]

### 2.2 Bundling Not Required

Bundling is not required if the parcels are 1/2 inch thick or greater and placed in a sack to the same destination to which they would otherwise be bundled (e.g., in a 3-digit sack rather than in a 3-digit bundle). Bundling also is not required if the parcels are so large that 10 or fewer fill a sack. [M130.5.1]

### 2.3 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.4 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.5 Securing Bundles

Bundle preparation is subject to the following requirements:

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



435.2.6

- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### **2.6 Bundles With Fewer Than the Minimum Number of Pieces Required**

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

### **2.7 Labeling Bundles**

Unless excepted by standard, the presort level of each bundle must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

### **2.8 Use of Optional Endorsement Lines (OEL)**

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under [708.7.0](#). [M013.1.1]



## 3.0 Sacks

### 3.1 Presort

Presort, presort levels, and standard preparation terms are defined in 1.0. [M033.1.4]

### 3.2 Standard Containers

Mailings must be prepared in green sacks. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing. [M033.1.2]

### 3.3 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds. [M033.2.4]

## 4.0 Sack Labels

### 4.1 Basic Standards

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. [M031.1.1]

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock.
- c. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- d. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes



within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE            | CODE |
|-------------------------|------|
| Digit                   | D    |
| First-Class Mail        | FCM  |
| General Delivery Unit   | G    |
| Highway Contract Route  | H    |
| Mixed                   | MXD  |
| Post Office Box Section | B    |
| Rural Route             | R    |
| Working                 | WKG  |

[M031.5.0]

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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry post office.

[M031.1.4]

### 4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

### 4.7 Placement of Extraneous Information

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3. [M031.1.5]

## 4.8 Barcoded Sack Labels

### 4.8.1 Basic Standards for Barcoded Sack Labels

Barcoded sack labels are not required on Presorted First-Class mailings. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#), *Barcoding Standards for Container Labels*.
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

### 4.8.2 Physical Characteristics of Barcoded Sack Labels

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.2i](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation for Parcels

### 5.1 Basic Standards

Each Presorted First-Class mailing must be prepared in green sacks and marked “Presorted” (or “PRSRT”) and “First-Class.” All pieces must be sorted together and prepared under [5.3](#) and [5.4](#). [M130.1.1]

### 5.2 Single-Rate Pieces Presented With Presorted Mailings

Regardless of the method of postage payment, pieces of single-piece rate First-Class Mail may be presented with and reported on the same postage statement as pieces claimed at presort rates if the single-piece rate pieces are physically separated from other pieces; bear no rate marking, or are marked only “First-Class,” or (if not affixed with full single-piece rate postage) are marked “Single-Piece” or “SNGLP” under [202.3.0](#) in addition to any other marking; and either have additional postage affixed to yield the correct amount on each piece or (if prepared with a corrective rate marking) have all additional postage paid at the time of mailing. [P100.2.5]



### 5.3 Bundling and Labeling

Bundling is generally required before sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required if the parcels are 1/2 inch thick or greater and placed in a sack to the same destination to which they would otherwise be bundled (e.g., in a 3-digit sack rather than in a 3-digit bundle). Bundling also is not required if the parcels are so large that 10 or fewer fill a sack. Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M130.5.1]

### 5.4 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit (required); 10-pound minimum; labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3c](#) for overseas military mail).
  2. Line 2: "FCM PARCELS 5D."
- b. 3-digit (required); 10-pound minimum, except for required origin 3-digit(s); labeling:
  1. Line 1: [L002](#), Column A.
  2. Line 2: "FCM PARCELS 3D."
- c. ADC (required); 10-pound minimum; labeling:
  1. Line 1: [L004](#), Column B.
  2. Line 2: "FCM PARCELS ADC."
- d. Mixed ADC (required); no minimum; labeling:
  1. Line 1: "MXD" followed by city, state, and 3-digit ZIP Code prefix of facility serving 3-digit ZIP Code prefix of entry post office, as shown in [L002](#), Column C.
  2. Line 2: "FCM PARCELS WKG." [M130.5.2]

## 436 Enter and Deposit

### Overview

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

### 1.0 Deposit

#### 1.1 Service Objective

All First-Class Mail receives expeditious handling and transportation. The USPS follows uniform guidelines for distributing and delivering mail but does not guarantee delivery within the specified time. Local postmasters can provide more information. [D100.1.0]

#### 1.2 Time and Location of Deposit

First-Class Mail paid at the Presorted rate must be deposited at locations and times designated by the postmaster. Metered mail must be deposited in locations under the jurisdiction of the licensing post office except as permitted in [604.4.10](#). Permit imprint mail must be deposited under [604.6.0](#), [705](#), *Advanced Preparation and Special Postage Payment Systems*. [D100.2.2]

#### 1.3 Approved Collections

The USPS may collect Presorted First-Class Mail at a mailer's facility if part of an approved collection service for other classes of mail; space is available on the transportation required for those classes; and:

- Acceptance and verification are done at the customer's facility; or
- Postage is paid with permit imprint under an optional procedure; or
- Postage is paid with meter or precanceled stamps. [D100.2.5]

#### 1.4 Permit Imprint Collection

The USPS does not collect presort mailings from a customer's facility if paid with a permit imprint and not covered by optional procedures. [D100.2.4]

### 2.0 Verification

#### 2.1 USPS Verification and Mailer Correction

Mailings are subject to USPS procedures to verify correct preparation and postage payment. The mailer is responsible for correcting irregularities found in the mailing. If, at the acceptance unit, a mailing is found not to qualify for a Presorted First-Class rate or an automation First-Class rate, the mailer must either take corrective action or pay the full single-piece rate. The return of such mailings to the mailer's facility for any reworking is the mailer's responsibility. [D100.3.1]

#### 2.2 Timeframe for Corrective Action

If a mailer corrects the presort or preparation problems in a metered or precanceled stamped mailing that caused its disqualification when originally presented for acceptance, but cannot resubmit that mailing on the same day, the date shown in



436.2.3

the meter or mailer's precancel postmark must be corrected. The mailer may either re-envelope each piece and reapply postage and request a postage refund or apply a legible ".00" meter impression that includes the correct mailing date. [D100.3.2]

### **2.3 Payment at Single-Piece Rate Rather than Correcting Errors**

A mailer who pays the single-piece First-Class rate rather than correcting errors in a mailing paid with meter or precanceled stamps must pay the difference in cash at the window and present the copy of the cash receipt to the acceptance point before the mail may be released for processing. A mailer who makes the same choice for a mailing paid with a permit imprint must correct the postage statement presented with the mailing to show that postage is to be paid at the higher rate. [D100.3.3]

## **440 Discount Parcels Standard Mail**

443 Rates and Eligibility

444 Postage Payment and Documentation

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## 443 Rates and Eligibility

### Overview

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

### 1.0 Rates and Fees for Standard Mail

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Standard Mail Rate Application

Standard Mail rates are based on the weight of the pieces and are applied differently to pieces weighing less than or equal to 3.3 ounces (0.2063 pound) and those weighing more, as follows:

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

[P013.4.0]



# 443

## Discount Parcels: Standard Mail Rates and Eligibility

443.1.3

### 1.3 Regular Standard Mail—Presorted and Enhanced Carrier Route Rates

| Entry Discount                   |      | Presorted <sup>1</sup> |                    | Enhanced Carrier Route <sup>2</sup> |              |            |
|----------------------------------|------|------------------------|--------------------|-------------------------------------|--------------|------------|
|                                  |      | Basic                  | 3/5                | Basic                               | High Density | Saturation |
| Parcels weighing 3.3 oz. or less | None | \$0.574 <sup>3</sup>   | \$0.518            | \$0.394                             | \$0.369      | \$0.360    |
|                                  | DBMC | 0.553                  | 0.497              | 0.373                               | 0.348        | 0.339      |
|                                  | DSCF | 0.548                  | 0.492              | 0.368                               | 0.343        | 0.334      |
|                                  | DDU  | ---                    | ---                | 0.362                               | 0.337        | 0.328      |
| more than 3.3 oz <sup>4</sup>    | None | \$0.708                | \$0.708            | \$0.610                             | \$0.610      | \$0.610    |
|                                  | DBMC | 0.608                  | 0.608              | 0.510                               | 0.510        | 0.510      |
|                                  | DSCF | 0.583                  | 0.583              | 0.485                               | 0.485        | 0.485      |
|                                  | DDU  | ---                    | ---                | 0.453                               | 0.453        | 0.453      |
| +                                |      | +                      | +                  | +                                   | +            |            |
| per piece rate                   |      | 0.428 <sup>5</sup>     | 0.372 <sup>5</sup> | 0.268                               | 0.243        | 0.234      |

1. Per piece rate for presorted parcels includes residual shape surcharge of \$0.23.
2. Per piece rate for ECR parcels includes residual shape surcharge of \$0.20.
3. Use this rate for Customized MarketMail pieces.
4. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.
5. Presorted machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of \$0.03 per parcel (see 443.5.5).

[R600.1.2, R600.1.3, R600.2.2, R600.2.3]

### 1.4 Nonprofit Standard Mail—Presorted and Enhanced Carrier Route Rates

| Entry Discount                   |      | Presorted <sup>1</sup> |                    | Enhanced Carrier Route <sup>2</sup> |              |            |
|----------------------------------|------|------------------------|--------------------|-------------------------------------|--------------|------------|
|                                  |      | Basic                  | 3/5                | Basic                               | High Density | Saturation |
| Parcels weighing 3.3 oz. or less | None | \$0.460 <sup>3</sup>   | \$0.413            | \$0.326                             | \$0.310      | \$0.304    |
|                                  | DBMC | 0.439                  | 0.392              | 0.305                               | 0.289        | 0.283      |
|                                  | DSCF | 0.434                  | 0.387              | 0.300                               | 0.284        | 0.278      |
|                                  | DDU  | ---                    | ---                | 0.294                               | 0.278        | 0.272      |
| more than 3.3 oz <sup>4</sup>    | None | \$0.584                | \$0.584            | \$0.370                             | \$0.370      | \$0.370    |
|                                  | DBMC | 0.484                  | 0.484              | 0.270                               | 0.270        | 0.270      |
|                                  | DSCF | 0.459                  | 0.459              | 0.245                               | 0.245        | 0.245      |
|                                  | DDU  | ---                    | ---                | 0.213                               | 0.213        | 0.213      |
| +                                |      | +                      | +                  | +                                   | +            |            |
| per piece rate                   |      | 0.340 <sup>5</sup>     | 0.293 <sup>5</sup> | 0.250                               | 0.234        | 0.228      |

1. Per piece rate for presorted parcels includes residual shape surcharge of \$0.23.
2. Per piece rate for ECR parcels includes residual shape surcharge of \$0.20.
3. Use this rate for Customized MarketMail pieces.
4. For pieces weighing more than 3.3 ounces, each piece is subject to both a per piece rate and a per pound rate. Multiply the number of pieces in the mailing by per piece rate. Multiply the number of pounds of the mailing by per pound rate. Add both totals.
5. Presorted machinable parcels for which the residual shape surcharge is paid may be eligible for the barcoded discount of \$0.03 per parcel (see 443.5.5).

[R600.3.2, R600.3.3, R600.4.2, R600.4.3]

**1.5 Fees****1.5.1 Annual Mailing Fee**

Mailing fee, per 12-month period: \$150.00. [R600.8.1]

**1.5.2 Weighted Fee**

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

**WEIGHTED FEE**

| <b>Single Piece<br/>Weight Not Over (ounces)</b> | <b>Weighted Fee per Piece<sup>1</sup></b> |
|--|---|
| 1  | 0.92                                      |
| 2  | 1.49                                      |
| 3  | 2.06                                      |
| 4  | 2.63                                      |
| 5  | 3.19                                      |
| 6  | 3.76                                      |
| 7  | 4.33                                      |
| 8  | 4.90                                      |
| 9  | 5.47                                      |
| 10   | 6.04                                      |
| 11   | 6.61                                      |
| 12   | 7.17                                      |
| 13   | 7.74                                      |
| Over 13<br>but under 16                          | 9.52                                      |

1. Weighted fee equals single-piece First-Class Mail or Priority Mail rate multiplied by 2.472. Nonmachinable surcharge may apply.

[R600.8.2]

**1.6 Computing Postage for Standard Mail****1.6.1 Weight**

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

- a. Identical-weight pieces, multiply the computed average weight of a single piece by the corresponding number of pieces; do not round the product.
- b. Nonidentical-weight pieces, add the actual weight of the individual pieces or weigh the entire mailing in bulk; do not round either result. [P013.8.1]

**1.6.2 Determining Single-Piece Weight**

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical weight pieces, weigh a sample group of at least 10 randomly selected pieces and



### 443.1.6.3

divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]

#### **1.6.3 Net Postage**

Postage is computed at the applicable rates on the entire mailing to be mailed at one time. The net postage rate that must be paid is either the applicable minimum per piece rate or the piece/pound rate, as reduced by any discounts for which the piece is eligible, and/or as increased by any surcharge to which the piece is subject. The net postage rate is commonly designated by the name of the primary rate category or discount (e.g., Enhanced Carrier Route rate and Presorted rate).

[E610.5.6]

#### **1.6.4 Per Piece and Per Pound Charges**

The per piece charge is computed based on the total number of addressed pieces for each rate category claimed. The minimum rate may apply to each piece as detailed in [1.2, Standard Mail Rate Application](#). Otherwise, the per piece charge must be added to the per pound charge to determine total postage. Where applicable, the per pound charge is computed based on the total weight of the addressed pieces for each rate category claimed, and is added to the per piece charge to determine total postage. For example, a quantity of pieces weighing 100.25 pounds is charged 100.25 times the applicable rate per pound, based on the rate claimed, plus one unit of the applicable per piece charge for each addressed piece. [P013.8.2]

#### **1.6.5 Computing Affixed Postage**

To compute postage to be affixed to each piece, multiply the weight of the piece (in pounds) by the applicable rate per pound; add the applicable per piece charge and any surcharge; and round the sum up to the next tenth of a cent. The applicable minimum per piece charge must be affixed if it is more than the total computed per piece postage. [P013.8.3]

#### **1.6.6 Permit Imprint**

In any permit imprint mailing:

- a. For each rate or rate category, multiply the number of addressed pieces by the corresponding rate per piece and (if applicable) multiply the *unrounded* total weight of the pieces by the corresponding rate per pound; round off each product to four decimal places.
- b. Add the per piece and per pound charges and round off the total postage to the nearest whole cent. [P013.8.5]

## 2.0 Content Standards for Standard Mail Parcels

### 2.1 Definition and Weight

Standard Mail consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals (unless permitted or required by standard) and that weighs less than 16 ounces. [E610.1.1]

**2.2 Postal Inspection**

Standard Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Standard Mail rates constitutes consent by the mailer to postal inspection of the contents. [E610.1.2]

**2.3 Circulars**

Circulars, including printed letters that, according to their contents, are sent in identical terms to more than one person are Standard Mail. A circular does not lose its character as such if a date and the individual names of the addressee and sender are written (handwritten or typewritten) on the circular or written corrections of typographical errors are made on the circular. [E610.2.1]

**2.4 Printed Matter**

Printed matter may be sent as Standard Mail. For this standard, *printed matter* means paper on which words, letters, characters, figures, or images (or any combination of them), not having the character of a bill or statement of account or of actual and personal correspondence, are reproduced by any process other than handwriting or typewriting. [E610.2.2]

**2.5 Computer-Prepared Material**

Computer-prepared material is considered printed matter. Such material is not considered to have the character of actual and personal correspondence merely because it contains:

- a. Specific information about a product (e.g., size, color, price) or a service being offered for sale or lease (e.g., the name, address, and telephone number of a company representative).
- b. Information relating the addressee directly to an advertised product or service being offered for sale or lease.
- c. Information such as the amount paid for a previous purchase, pledge, or donation, when associated with a sales promotion or solicitation for donations. [E610.2.3]

**2.6 Attachments and Enclosures****2.6.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Standard Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E610.4.1]

**2.6.2 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to Standard Mail merchandise (including books but excluding merchandise samples) without payment of First-Class postage. Incidental First-Class matter may not be enclosed



in or attached to matter mailed as Customized MarketMail under [705.1.0](#). An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared not to encumber postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Standard Mail or Package Services rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E610.4.2]

#### **2.6.3 Nonincidental First-Class Enclosures**

Letters or other pieces of nonincidental First-Class Mail, subject to postage at First-Class Mail rates, may be enclosed with Standard Mail pieces (except matter mailed as Customized MarketMail under [705.1.0](#)). Postage for the First-Class enclosure must be placed on the outside of the piece. It may be affixed separately or added to the postage for the host piece. The endorsement “First-Class Mail Enclosed” must be placed on the piece, below the postage and above the address. [E610.4.3]

#### **2.6.4 Nonincidental First-Class Attachments**

Letters or other pieces of nonincidental First-Class Mail may be placed in an envelope and securely attached to the address side of a Standard Mail piece (except matter mailed as Customized MarketMail under [705.1.0](#)), or of the principal piece, as applicable. Combination envelopes or containers with separate parts for the two classes of mail may be used. The names and addresses of the sender and addressee must be placed on both the principal piece and the attachment. Alternatively, the sender's name and address must be placed on one part and the addressee's name and address on the other. If the piece is a combination container with inseparable parts or compartments, the names and addresses may appear on only one part. The applicable Standard Mail postage for the Standard Mail matter must be prepaid and placed in the upper right corner of the address space. Postage at the applicable First-Class rate must be paid for and affixed to the First-Class attachment, unless other payment methods are permitted by standard. [E610.4.4]

#### **2.6.5 Attachment of Other Standard Mail Matter**

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

- a. The piece bearing the attachment is claimed as Customized MarketMail (CMM) under [705.1.0](#) or as Enhanced Carrier Route Standard Mail under [6.0](#).
- b. The face of the attachment may bear only the rate markings and endorsements permitted for the rate claimed for the host piece.
- c. At the time of mailing, the piece shows only one complete delivery address. If the attachment is a reply card, the address for returning the piece is not visible.
- d. Enhanced Carrier Route host pieces are larger than 6 by 11 inches. CMM host pieces are any size permitted under [705.1.1.3](#), *Physical Standards*.

- e. The attachment is not larger than the host piece and does not extend beyond the host piece. An attachment affixed to a CMM piece may not be greater than 1/4 inch thick at its thickest point.
- f. Each piece in the mailing bears the attachment, and the attachment is of identical size, weight, and positioning on the host piece. Different wording or designs may be used.
- g. The attachment does not interfere with processing or delivery. Folded or multipage attachments must be secured to prevent opening during handling. [E610.4.5]

## 2.7 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E610.3.0]

## 3.0 Basic Standards for Standard Mail Parcels

### 3.1 Basic Standards

Each Standard Mail mailing is subject to these general standards:

- a. All pieces in a mailing must be of the same processing category, except that irregular and machinable parcels may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets.



### 443.3.2

- b. Each mailing must contain at least 200 pieces or 50 pounds of pieces. See [3.4, Residual Volume Requirement](#), for volume requirement eligibility unique to Presorted Standard rate mailings. Other volume standards also can apply, based on the rate claimed.
- c. All pieces in a mailing must be sorted together and marked under the standards for the rate claimed.
- d. Each piece must bear the addressee's name and delivery address, including the correct ZIP Code or ZIP+4 code, unless an alternative addressing format is used subject to [602.3.0](#). Detached address labels may be used subject to [602.4.0](#).
- e. Postage must be paid under [444.1.0](#) through [444.3.0 in Postage Payment and Documentation](#) with precanceled stamps, meter stamps, or permit imprint.
- f. A postage statement, completed and signed by the mailer, using the correct USPS form or an approved facsimile, must be submitted with each mailing. In addition, mailings must be documented under [444.3.0](#).
- g. Each piece must meet the standards for any other rate or discount claimed.
- h. Any postal routing code barcode on a machinable parcel must be correct for the delivery address and must meet the standards in [708.5.0, Barcoding Standards for Parcels](#).
- i. Mailings must be deposited at a business mail entry unit of the post office where the postage permit or license is held and the annual mailing fee paid, unless deposit elsewhere is permitted by standard. [E610.8.0]

### **3.2 Presort Mailing Fees**

An annual mailing fee must be paid once each 12-month period at each post office of mailing. A mailer paying this fee may enter clients' mail as well as the mailer's own. The mailer whose permit imprint appears on pieces in a mailing paid with a permit imprint must show that permit number on the postage statement and must pay the annual mailing fee for that permit; this fee is in addition to the one-time fee for an application to use permit imprints. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [E610.6.1]

### **3.3 Merging Similar Standard Mailings**

Mailings are subject to the general definitions and conditions in [445.1.0, General Information for Mail Preparation](#). Generally, mailers may merge similar Standard Mail matter into a single mailing. Differences in text, address labels, and address lists or list key numbers do not prohibit the mailer from merging and sorting pieces together. Pieces with different methods of postage payment may be combined in the same mailing only if authorized by Business Mailer Support (BMS). Pieces of nonidentical weight, if merged in the same mailing, must bear the correct postage when mailed, unless otherwise authorized by BMS. [E610.7.0]

### **3.4 Residual Volume Requirement**

Pieces in an Enhanced Carrier Route rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the



Enhanced Carrier Route rate mailing and the Presorted rate mailing are part of the same mailing job. Likewise, pieces in an automation rate mailing that has separately met a 200-piece or 50-pound minimum quantity requirement may be counted toward the minimum quantity requirement for a Presorted rate mailing, provided that the automation rate mailing and the Presorted mailing are part of the same mailing job. Pieces mailed at Presorted Standard Mail rates must not be counted toward the minimum volume requirements for an Enhanced Carrier Route rate or an automation rate mailing. [E620.1.2]

### 3.5 Residual Mail Subject to First-Class or Priority Mail Rates

Pieces prepared as Standard Mail (i.e., that bear Standard Mail rate markings, ACS codes, etc.) that do not qualify for Enhanced Carrier Route, automation, or Presorted Standard Mail rates are subject to the single-piece First-Class or Priority Mail rates as applicable for the weight of the mailpiece. Metered pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates and any pieces that do not qualify for Standard Mail rates for which First-Class or Priority Mail service is desired must be re-enveloped or otherwise prepared so that they do not bear Standard Mail markings, endorsements, and ACS codes and must bear the proper First-Class Mail or Priority Mail rate markings and ACS codes. Mailers who have pieces (other than metered pieces weighing over 13 ounces but less than 16 ounces) that do not qualify for Standard Mail rates but that are prepared as Standard Mail and who do not desire to receive First-Class Mail or Priority Mail service for those pieces may enter their mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), provided the requirements in [444.1.0, Basic Standards for Postage Payment](#), are met. [E620.1.3]

### 3.6 ZIP Code Accuracy

#### 3.6.1 Basic Standards

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

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.6.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming the Standard Mail rates must meet the ZIP Code accuracy standard, regardless of any required surcharges. [A030.2.2 and A030.2.3]



#### 3.6.2 USPS-Approved Methods

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
  2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
  3. Any mailing list service in [507.6.0](#).
  4. An authorized service provider.
  5. CASS-certified matching software.
  6. USPS Web site [www.usps.com](http://www.usps.com). [[A030.2.4](#)]

#### 3.6.3 Mailer Certification

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [[A030.2.5](#)]

## 4.0 Rate Eligibility for Standard Mail

### 4.1 General Information

All Standard Mail rates are Presorted rates (including all nonprofit rates). These rates apply to mailings meeting the basic standards in [2.0](#) through [4.0](#) and the corresponding standards for Presorted rates under [5.0](#), Enhanced Carrier Route rates under [6.0](#), or Customized MarketMail rates under [705.1.0](#). Except for Customized MarketMail pieces, destination entry discount rates are available under [446.2.0](#) through [446.5.0](#) in *Enter and Deposit* and barcode discounts are available for machinable parcels under [5.5](#). Nonprofit rates may be used only by organizations authorized by the USPS under [703.1.0](#). Pieces are subject to either a single minimum per piece rate or a combined piece/pound rate, depending on the weight of the individual pieces in the mailing under [4.2](#) or [4.3](#). [[E610.5.1](#)]

### 4.2 Minimum Per Piece Rates

The minimum per piece rates (i.e., the minimum postage that must be paid for each piece) apply as follows:

- a. Basic Requirement. Pieces mailed at Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route rates are subject to minimum per piece rates when they weigh no more than 3.3 ounces (0.2063 pound).
- b. In applying the minimum per piece rates, a mailpiece is categorized as either a letter or a nonletter, based on whether the piece meets the letter-size standard in [201](#), *Physical Standards*, without regard to placement of the address on the

piece. However, if the piece is mailed as a Customized MarketMail piece under [705.1.0](#), the piece is always subject to the applicable Regular or Nonprofit Standard Mail basic nonletter per piece rate and must not exceed the maximum weight for those rates.

- c. Individual Rates. There are separate minimum per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. Except for Customized MarketMail pieces, discounted per piece rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [446.2.0](#) through [446.5.0](#) in *Enter and Deposit*. DDU rates are available only for mail entered at Enhanced Carrier Route or Nonprofit Enhanced Carrier Route rates. See [1.0, Rates and Fees for Standard Mail](#), for individual per piece rates. [E610.5.2]

#### **4.3 Piece/Pound Rates**

Pieces that exceed 3.3 ounces (0.2063 pound) are subject to a two-part piece/pound rate that includes a fixed charge per piece and a variable pound charge based on weight. Pieces exceeding 3.3 ounces may not be mailed as Customized MarketMail. There are separate per piece rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route) and within each subclass for the type of mailing and the level of presort within each mailing. There are separate per pound rates for each subclass (Regular, Enhanced Carrier Route, Nonprofit, and Nonprofit Enhanced Carrier Route). Discounted per pound rates also may be claimed for destination entry mailings (destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU)) under [446.2.0](#) through [446.5.0](#) in *Enter and Deposit*. [E610.5.3]

#### **4.4 Residual Shape Surcharge**

Any Standard Mail piece that is prepared as a parcel or is not letter-size under [201](#) or flat-size under [301](#) is subject to a residual shape surcharge. Any piece that is prepared as Customized MarketMail under [705.1.0](#) is also subject to the residual shape surcharge. [E610.5.5]

#### **4.5 Surcharge Cost**

Surcharge per piece for items that are prepared as a parcel or are not letter-size or flat-size:

- a. Presorted Regular and Nonprofit: \$0.23.
- b. Enhanced Carrier Route and Nonprofit Enhanced Carrier Route: \$0.20.  
[R600.6.0]

#### **4.6 Extra Services for Standard Mail**

##### **4.6.1 Available Services**

Only the following extra services may be used with Standard Mail that is eligible under [4.6.2, Eligible Matter](#):

- a. Bulk insurance.
- b. Return receipt for merchandise.



### 443.4.6.2

- c. Delivery Confirmation (electronic option only). [E610.9.1]

#### **4.6.2 Eligible Matter**

Extra services available for Standard Mail may be used only with Standard Mail subject to the residual shape surcharge under [4.4](#). [E610.9.2]

#### **4.6.3 Ineligible Matter**

Extra services may not be used for any of the following types of Standard Mail:

- a. Pieces not subject to the residual shape surcharge.
- b. Machinable parcels mailed using Bulk Parcel Return Service.
- c. Pieces mailed with detached address labels under [602.4.0](#).
- d. Pieces mailed at Enhanced Carrier Route rates.
- e. Pieces mailed as Customized MarketMail. [E610.9.3]

#### **4.6.4 Additional Preparation Requirements**

Any eligible mailpiece with an extra service must bear a return address under [602.1.0](#), *Elements of Addressing*, and an ancillary service endorsement under [507.1.0](#) as follows:

- a. Pieces with bulk insurance or return receipt for merchandise must bear an endorsement that returns any undeliverable-as-addressed piece to the sender. Required endorsements are “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”
- b. Pieces with Delivery Confirmation must bear one of the required endorsements in [4.6.4a](#) or “Change Service Requested.” [E610.9.4]

## 5.0 Additional Eligibility Standards for Presorted Standard Mail Parcels

### **5.1 Basic Standards**

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

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Except as provided in [3.4](#), *Residual Volume Requirement*, be part of a single mailing of at least 200 addressed pieces or 50 pounds of pieces qualifying for Presorted Standard Mail. Basic rate and 3/5 rate pieces prepared as part of the same mailing are subject to a single minimum volume standard. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  - 1. The ZIP Code accuracy standard in [3.6](#).
  - 2. If an alternative addressing format is used, the additional standards in [602.3.0](#).

3. If merchandise samples are prepared with detached address labels, the additional standards in [602.4.0](#).
- d. Be marked, sorted, and documented as specified in [445.5.0, Preparation for Presorted Parcels](#), and [705.8.0, Preparation for Pallets](#). [E620.1.1]

### 5.2 Rate Application

Presorted rates for Regular and Nonprofit Standard Mail apply to machinable and irregular parcels that meet the eligibility standards in [2.0](#) through [4.0](#) and the preparation standards in [445.5.0, Preparation for Presorted Parcels](#), or [705.8.0, Preparation for Pallets](#). [E620.2.1]

### 5.3 Basic Rate

The basic rate applies to pieces that do not meet the standards for 3/5 rates described in [5.4](#). [E620.2.2]

### 5.4 3/5 Rates

The 3/5 rate applies to qualifying pieces if they are presented:

- a. For machinable parcels (see [401.1.5, Machinable Parcels](#)):
  1. In a 5-digit scheme ([L606](#)), 5-digit, ASF, or BMC sack containing at least 10 pounds of parcels. (The 3/5 rates are available only when all possible 5-digit scheme and 5-digit sacks are prepared.)
  2. On a 5-digit scheme ([L606](#)), 5-digit, ASF, or BMC pallet. (The 3/5 rates are available only when all possible 5-digit scheme and 5-digit pallets are prepared.)
- b. For irregular parcels (see [401.1.6, Irregular Parcel](#)) of uniform thickness and more than 15 inches long or more than 12 inches high in a 5-digit bundle of 10 or more pieces, or in a 3-digit bundle of 10 or more pieces, palletized under [705.8.0](#).
- c. For all other irregular parcels (see [401.1.6, Irregular Parcel](#)) in a 5-digit scheme ([L606](#)), 5-digit, or 3-digit sack containing at least 125 parcels or 15 pounds of parcels. (The 3/5 rates are available only when all possible 5-digit scheme and 5-digit sacks are prepared.)
- d. For commingled machinable and irregular parcels, in a 5-digit scheme ([L606](#)) or 5-digit sack containing at least 10 pounds of parcels. [E620.2.3]

### 5.5 Barcoded Discount for Presorted Standard Mail Parcels

The barcoded discount applies to Presorted rate machinable parcels that are subject to the residual shape surcharge; bear a correct, readable barcode under [708.5.0](#) for the ZIP Code shown in the delivery address; and are prepared as machinable parcels under [445.5.0, Preparation for Presorted Parcels](#), or [705.8.0, Preparation for Pallets](#). Machinable parcels entered at the DSCF rates are eligible for the barcoded discount only if prepared in 5-digit sacks or on 5-digit pallets (i.e., are not prepared in ASF, BMC, or mixed BMC sacks or pallets). Machinable parcels claiming the DBMC rates that are entered at an ASF are not eligible for the barcoded discount except that mail entered at the Phoenix, AZ, ASF may claim the barcoded



discount because that facility uses barcode scanning equipment. Pieces mailed at Enhanced Carrier Route, Nonprofit Enhanced Carrier Route, or Customized MarketMail rates are not eligible for a barcoded discount. [E620.5.0]

## 6.0 Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels

### 6.1 General Enhanced Carrier Route Standards

#### 6.1.1 Optional Preparation

Preparation to qualify for any Enhanced Carrier Route rate is optional and need not be performed for all carrier routes in a 5-digit area. An Enhanced Carrier Route mailing may include pieces at basic, high density, and saturation Enhanced Carrier Route rates. [E630.1.3]

#### 6.1.2 Basic Eligibility Standards

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

- a. Meet the basic standards for Standard Mail in [2.0](#) through [4.0](#).
- b. Be part of a single mailing of at least 200 pieces or 50 pounds of pieces of Enhanced Carrier Route Standard Mail. Regular and Nonprofit mailings must meet separate minimum volumes.
- c. Be sorted to carrier routes, marked, and documented under [445.6.0](#), *Preparation for Enhanced Carrier Route Parcels*, or [705.8.0](#), *Preparation for Pallets*.
- d. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The carrier route accuracy standard in [6.2](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- e. Meet the applicable sequencing requirements in [6.3](#) through [6.5](#) and in [445.6.6](#), *Delivery Sequence Standards*. [E630.1.1]
- f. Enhanced Carrier Route rate mail may not be more than 11-3/4 inches high, 14 inches long, or 3/4-inch thick. *Exception:* Merchandise samples with detached address labels (DALs) may exceed these dimensions if the labels meet the standards in [602.4.0](#), *Detached Address Labels (DAL)*. [E630.1.2]

### 6.2 Carrier Route Accuracy

#### 6.2.1 Basic Standards

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

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [6.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate. [A030.3.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Standard Mail Enhanced Carrier Route rates must meet the carrier route accuracy standard, regardless of any required surcharge. [A030.3.2]

### 6.2.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0, Address Information System Products](#), and [708.3.0, Coding Accuracy Support System \(CASS\)](#). [A030.3.4]

### 6.2.3 Mailer Certification

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.3.5]

## 6.3 Basic Rate Enhanced Carrier Route Standards

### 6.3.1 Sequencing

All pieces mailed at basic rates must be prepared in walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (see [445.6.6, Delivery Sequence Standards](#)). [E630.2.1]

### 6.3.2 Basic Rate Discount for Irregular Parcels

Basic rates apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route bundles of 10 or more pieces and prepared under [602.4.0](#). [E630.2.4]

## 6.4 High Density Enhanced Carrier Route Standards

### 6.4.1 Basic Eligibility Standards for High Density Rates

All pieces mailed at high density rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [445.6.6, Delivery Sequence Standards](#)).



443.6.4.2

- b. Meet the density requirement of at least 125 pieces for each carrier route. Multiple pieces per delivery address can count toward this density standard. Fewer pieces may be prepared for routes with fewer than 125 possible deliveries if a piece is addressed to every possible delivery on the route. [E630.3.1]

### **6.4.2 High Density Rate Discount for Irregular Parcels**

High density rates apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route bundles of 10 or more pieces and prepared under [602.4.0](#). [E630.3.5]

## **6.5 Saturation Enhanced Carrier Route Standards**

### **6.5.1 Basic Eligibility Standards for Saturation Rates**

All pieces mailed at saturation rates must:

- a. Be prepared in walk sequence according to schemes prescribed by the USPS (see [445.6.6](#), *Delivery Sequence Standards*).
- b. Meet the density requirement of at least 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses on each carrier route receiving this mail. Pieces bearing a simplified address must meet the coverage standards in [602.3.0](#), *Use of Alternative Addressing*. Multiple pieces per delivery address do not count toward this density standard. [E630.4.1]

### **6.5.2 Saturation Rate Discount for Irregular Parcels**

Saturation rates apply to each piece in a carrier route sack or carton containing at least 125 pieces or 15 pounds of pieces, or in a 5-digit carrier routes sack or carton. DALs must be in carrier route bundles of 10 or more pieces and prepared under [602.4.0](#). [E630.4.5]



# 444 Postage Payment and Documentation

## Overview

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

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Postage for Standard Mail must be paid with meter (604.4.0), permit imprint (604.6.0), or precanceled stamps (604.3.0). Postage-affixed pieces must bear the correct postage unless excepted by standard. A permit imprint may be used for mailings that contain nonidentical-weight pieces only if authorized by Business Mailer Support at USPS Headquarters.

[P600.1.1]

## 2.0 Postage Payment for Presorted and Enhanced Carrier Route Parcels

### 2.1 Identical-Weight Pieces

Mailings of identical-weight pieces may have postage affixed to each piece at the exact rate for which the piece qualifies, or each piece in the mailing may have postage affixed at the lowest rate applicable to pieces in the mailing or mailing job. Alternatively, a nondenominated precanceled stamp may be affixed to every piece in the mailing or mailing job, or each piece may bear a permit imprint. If exact postage is not affixed, all additional postage and surcharges must be paid at the time of mailing with an advance deposit account or with a meter strip affixed to the required postage statement. If exact postage is not affixed, documentation meeting the standards in 3.0 must be submitted to substantiate the additional postage unless the pieces are identical weight and separated by rate when presented for acceptance. [P600.2.1]

### 2.2 Nonidentical-Weight Pieces

Postage for nonidentical-weight pieces subject to the minimum per piece rates may be paid by meter stamps, precanceled stamps, or precanceled stamped envelopes. Mailings of nonidentical-weight pieces subject to the piece/pound rates may have postage paid by permit imprint (if the mailer is authorized by Business Mailer Support) or by meter or precanceled stamps (if each piece has the full postage affixed). Alternatively, except for heavy automation and Enhanced Carrier Route letters, the mailer may affix the per piece rate to each piece and pay the pound rate for the mailing through an advance deposit account. Under this alternative, the mailer must provide a postage statement for each payment method and mark each piece "Pound Rate Pd via Permit," in the postage meter indicium or ad plate or other means that ensures a legible endorsement. For mailings of nonidentical-weight



444.2.3

pieces, “nonidentical” must be shown as the weight of a single piece on the applicable postage statement; other entries must be completed as directed.

[P600.2.2]

### **2.3 Combined Rate**

Meter postage may be used for combined rate mailings containing both pieces subject to pound rates and pieces subject to minimum per piece charges. Postage for such mailings may be paid with permit imprint only if authorized by Business Mailer Support. [P600.2.3]

## **3.0 Mailing Documentation**

### **3.1 Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

### **3.2 Basic Documentation Standards**

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; reports the result of a process (i.e., presort or barcoding); and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

### **3.3 Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

### **3.4 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

### **3.5 Standard Format for Documentation**

Standard Mail documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the

elements described in 708.1.0, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

### **3.6 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under 607.2.0. [P012.1.5]

### **3.7 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

### **3.8 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. For example: Part A, lines A5, A6, and total – Part A from Form 3602-R, and Part F, lines F1, F2, and total – Part F from Form 3602-RS, can be consolidated onto a single Form 3602 (Facsimile). Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

## **4.0 Residual Pieces**

### **4.1 Postage Payment for Ineligible Standard Mail**

#### **4.1.1 13 Ounces or Less**

Mailers who have pieces weighing 13 ounces or less that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay single-piece First-Class Mail postage for such pieces. If mailers do not desire to receive First-Class Mail service for such pieces they may enter the mailpieces “as is” (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.



### 444.4.1.2

- b. Mail bearing metered or precanceled stamp postage must pay the difference between the postage affixed at the Standard Mail rates and the single-piece First-Class Mail rates by means of an advance deposit account or by affixing a meter stamp for the appropriate amount to Form 3600-P. These pieces are reported in Part C on the reverse side of Form 3600-P under the heading "From Standard Mail."
- c. Mail bearing permit imprints must pay the appropriate single-piece First-Class rates by completing Form 3600-R. These pieces are reported in Part C on the reverse side of Form 3600-R under the heading "From Standard Mail." For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job. [P100.2.6]

#### 4.1.2 Over 13 Ounces

Mailers who have permit imprint pieces weighing over 13 ounces but less than 16 ounces that do not qualify for Standard Mail rates but that are prepared as Standard Mail must pay Priority Mail postage for such pieces. Mailpieces paid with meters or permit imprints must re-envelope or otherwise prepare the pieces so that when mailed they bear only the appropriate Priority Mail markings, ancillary service endorsements, and ACS codes and do not bear Standard Mail markings, endorsements, or ACS codes. Mailpieces paid with permit imprints for which mailers do not desire to receive Priority Mail service may enter the mailpieces "as is" (i.e., bearing the Standard Mail markings and endorsements), under the following conditions:

- a. Additional markings and/or postage must not be added to these pieces.
- b. The appropriate Priority Mail rates must be paid by completing Form 3600-PM. The pieces must be recorded on this postage statement on the line titled "Pieces From Standard Mail" in the postage calculation section. For permit imprint mail there must be at least 200 pieces, except when the pieces are part of a larger mailing job and are submitted for acceptance along with the mail and a Standard Mail postage statement for the other pieces in the same mailing job. [P100.3.2]

## 4.2 Postage Payment for Barcoded Machinable Parcels

### 4.2.1 100% Eligible

If 100% of the pieces in a mailing are eligible for the machinable parcel barcoded discount under [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Parcels](#), then the mailing may be paid with meter stamps, permit imprint, or precanceled postage. [P600.4.1]

### 4.2.2 Less Than 100% Eligibility

If less than 100% of the parcels in the mailing are eligible for the machinable parcel barcoded discount, then the following standards apply:

- a. Payment with precanceled stamps is not permitted.
- b. Metered postage may be used only if exact postage is affixed to each piece in the mailing.

- c. Payment with permit imprint is permitted only under a manifest mailing system in [705.2.0](#). [P600.4.2]



# 445 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparation for Presorted Parcels](#)
- [6.0 Preparation for Enhanced Carrier Route Parcels](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

### 1.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Standard Mail. Except as provided in [443.3.4, Residual Volume Requirement](#), the types of Standard Mail listed below may not be part of the same mailing.
  1. Enhanced Carrier Route and any other type of mail.
  2. Enhanced Carrier Route letter rate pieces and Enhanced Carrier Route nonletter rate pieces.
  3. Presorted rate mail and any other type of mail.
  4. Machinable and nonmachinable pieces.
  5. Except as provided by standard, Regular mail may not be in the same mailing as Nonprofit mail, and Enhanced Carrier Route mail may not be in the same mailing as Nonprofit Enhanced Carrier Route mail.
  6. Customized MarketMail and any other type of mail. [M011.1.4]



### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *5-digit scheme (pallets and sacks) for Standard Mail parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- d. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- e. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- f. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- g. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- h. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- i. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- j. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- k. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying or working* mail. [[M011.1.2](#)]

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full* sack is defined in the standards for the class and rate claimed.



- c. A *5-digit scheme sort for Standard Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for rate eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. An *origin 3-digit (or origin 3-digit scheme) sack* contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray/sack must be prepared for each.
- e. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- f. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- g. *Entry [facility] (or origin [facility])* refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- i. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and



size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces. Bundle preparation is described in 2.0.

- j. A “logical” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Standard Mail “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement. [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces. Bundle preparation is described in 2.0. [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 2.3, all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.

- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

## 2.4 Preparing Bundles in Sacks

Standard Mail prepared in sacks must be secured in bundles as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Bundles up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth (narrow dimension), or with shrinkwrap. Bundles over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, or twine/string), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
- c. Bundles should be measured at the lowest (thinnest) point to determine the bundle height.
- d. A bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (e.g., if a glossy piece is 0.625 (5/8) of an inch thick, five pieces may be secured in a bundle 3.125 inches high; if a piece with uncoated cover stock is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high).
- e. Bundles of pieces with covers of coated stock that are not individually enclosed in a mailing wrapper (e.g., magazines or catalogs with glossy covers not individually enclosed in an envelope, uncoated paper wrapper, or plastic wrapper (polybag)) are subject to these conditions:
  - 1. Except as noted in 2.4e2, bundles must not exceed 3 inches in height (thickness).
  - 2. Bundles of such pieces secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height (thickness).
- f. Bundles containing pieces with outer surfaces of uncoated stock are subject to these conditions:
  - 1. "Uncoated stock" also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock such as an envelope, sleeve, protective cover, partial wrapper, or polybag and pieces with outer surfaces composed of material other than paper (e.g., plastic, cloth, fiberboard, or metal).
  - 2. Bundles must not exceed 8 inches in height (thickness); however, it is recommended that such bundles not exceed 6 inches in height (thickness). [M020.1.8]



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### 2.5 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under [705.8.5.11, Bundles on Pallets](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### 2.6 Pieces With Simplified Address

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder).

Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and specific weight and height limits in [2.4](#) if placed in sacks.

[M020.2.3]

### 2.7 Bundles With Fewer Than the Minimum Number of Pieces Required

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

## 2.8 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

## 2.9 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under [708.7.0](#). [M013.1.1]

## 2.10 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [2.0](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Enhanced Carrier Route Standard Mail mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]

## 2.11 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “STD IRREG LOT CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office. [M020.3.0]

## 3.0 Sacks

### 3.1 Standard Containers

Mailings must be prepared in white sacks. Containers for Customized MarketMail are specified in [705.1.0](#). The following additional standards apply:

- a. Palletized mail is also subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing. [M033.1.2]

### 3.2 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.



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- b. The weight of a sack and its content must not exceed 70 pounds. [M033.2.4]

## 4.0 Sack Labels

### 4.1 Basic Standards

Only sack labels may be used for sacks; only tray labels may be used for trays. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. [M031.1.1]

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Weight: 70-pound or heavier stock (optional).
- c. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- d. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]

### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack and other information as specified by standards. [M031.1.3]

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels:

| CONTENT TYPE                           | CODE              |
|--|-------------------|
| Carrier Route                          | C (type of route) |
| Carrier Routes                         | CR-RT or CR-RTS   |
| Digit                                  | D                 |
| General Delivery Unit                  | G                 |
| Highway Contract Route                 | H                 |
| Irregular Parcels                      | IRREG             |
| Machinable                             | MACH              |
| Mixed                                  | MXD               |
| Mixed Machinable and Irregular Parcels | MACH & IRREG      |
| Post Office Box Section                | B                 |
| Rural Route                            | R                 |
| Standard Mail                          | STD               |
| Working                                | WKG               |

[M031.5.0]

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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

#### 4.6 **Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

#### 4.7 **Placement of Extraneous Information**

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

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- It may appear below Line 3.



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- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.

[M031.1.5]

### 4.8 Barcoded Sack Labels

#### 4.8.1 Basic Standards for Barcoded Sack Labels

Barcoded sack labels are not required on Presorted Standard Mail parcel mailings. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

#### 4.8.2 Physical Characteristics of a Barcoded Sack Label

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#), *Barcode*.
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation for Presorted Parcels

### 5.1 Basic Standards

All mailings and all pieces in each mailing at Regular Standard Mail and Nonprofit Standard Mail nonautomation rates are subject to specific preparation standards in [5.3, Preparation of Machinable Parcels](#), and [5.4, Preparation for Irregular Parcels](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0 in Rates and Eligibility](#) and specific eligibility in [443.5.0](#). Nonprofit Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. Pieces in each mailing must be all machinable parcels or all irregular parcels as defined in [401.1.0](#), unless prepared under [5.3.1](#).
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#), [708.7.0, Optional Endorsement Lines \(OEL\)](#), [708.6.0, Barcoding Standards for Container Labels](#), and [708.6.0, Barcoding Standards for Container Labels](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [5.0](#) or the palletization standards in [705.8.0](#).



- e. Sortation determines rate eligibility as specified in [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Parcels](#). [M610.1.1]

## 5.2 Markings

Subject to the marking standards in [402.2.0, Placement and Content of Markings](#), regular Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”) and Nonprofit Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). Regular and Nonprofit Standard Mail pieces must not be marked “ECRLOT,” “ECRWSH,” “ECRWSS,” or “Single-Piece” (or “SNGLP”). [M610.1.1c1]

## 5.3 Preparation of Machinable Parcels

### 5.3.1 5-Digit Sacks

5-digit scheme (optional) and 5-digit sacks containing both machinable and irregular parcels must be prepared under [5.4.2, Bundling and Labeling](#). Any 5-digit scheme (optional) and all possible 5-digit sacks must be prepared in a mailing including pieces claimed at the 3/5 rate. If any 5-digit scheme (optional) and all possible 5-digit sacks are not prepared when there are 10 pounds or more of mail for that destination, the 3/5 rate may not be claimed for any part of the mailing. If the scheme sort is used, it need not be done for all 5-digit scheme destinations. [M610.6.1]

### 5.3.2 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional); 10-pound minimum except under [5.3.1](#); labeling:
  - 1. Line 1: [L606](#), Column B.
  - 2. Line 2: “STD MACH 5D SCHEME” or “STD MACH 5D SCH.”
- b. 5-digit (optional); 10-pound minimum except under [5.3.1](#); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by correct prefix under [4.0, Sack Labels](#).
  - 2. Line 2: “STD MACH 5D.”
- c. ASF (optional), allowed only for mail deposited at an ASF to claim DBMC rate; 10-pound minimum; labeling:
  - 1. Line 1: [L602](#), Column B. DBMC rate eligibility determined by [Exhibit 446.3.1, BMC/ASF—DMBC Rate Eligibility](#).
  - 2. Line 2: “STD MACH ASF.”
- d. BMC (required); 10-pound minimum; labeling:
  - 1. Line 1: [L601](#), Column B. DBMC rate eligibility determined by [Exhibit 446.3.1, BMC/ASF—DMBC Rate Eligibility](#).
  - 2. Line 2: “STD MACH BMC.”
- e. Mixed BMC (required); no minimum; labeling:
  - 1. Line 1: “MXD” followed by [L601](#), Column B information for BMC serving 3-digit ZIP Code prefix of entry post office.



2. Line 2: "STD MACH WKG." [M610.6.2]

### 5.4 Preparation for Irregular Parcels

#### 5.4.1 Required Bundling

[02-03-05] Except as provided in 5.4.3, *Bundling Exceptions*, and 5.4.5, *Loose Packing*, bundling is required before sacking. A bundle must be prepared when the quantity of addressed irregular parcels for a required presort level reaches the required minimum bundle size. Irregular parcels of nonuniform thickness must be prepared in accordance with 5.4. Irregular parcels of uniform thickness (e.g., printed publications) and exceeding either 15 inches in length or 12 inches in height also must be bundled and sacked in accordance with 5.4 using the alternate labeling lists as specified in 5.4.8, *Sacking and Labeling*, or placed on pallets under 705.8.0. Smaller volumes are not permitted except for mixed ADC bundles and bundles prepared under 5.4.4, *Commingling Irregular Parcel Mailings*. [M610.5.1]

#### 5.4.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M610.5.2]

#### 5.4.3 Bundling Exceptions

Bundling is not required for irregular parcels under any of these conditions:

- a. The parcels are 1/2 inch thick or greater and placed in a sack to the same destination to which they would otherwise be bundled (e.g., in a 3-digit sack rather than a 3-digit bundle).
- b. The parcels are so large that 10 or fewer fill a sack.
- c. The parcels are in a 5-digit scheme or 5-digit sack containing both machinable and irregular parcels. Sacks containing both machinable and irregular parcels may not be prepared to other presort levels. [M610.5.3]

#### 5.4.4 Commingling Irregular Parcel Mailings

Business Mailer Support (BMS) (see 608.8.1 for address) may authorize the commingling of several permit imprint mailings of irregular parcels to achieve a finer presort if the payment of proper postage can be documented. BMS may waive minimum quantity standards for preparation of 5-digit and 3-digit presort destination bundles if doing so results in a finer preparation of at least 50% of the mail. [M610.5.4]

#### 5.4.5 Loose Packing

District managers may authorize loose packing of unbundled irregular parcels to fill Number 3 sacks if no parcels in a sack would be more finely sorted if bundled. Parcels must be faced and packed to remain oriented in transit. The total weight of sacks containing such parcels may not exceed 70 pounds. Requests for loose packing must be made in advance through the post office of mailing. [M610.5.5]

#### 5.4.6 Required Sacking

Except as provided in [5.4.7, Drop Shipment](#), a sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, mailers must apply these methods:
  1. Pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum.
  2. Pieces weighing more than 1.92 ounces must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must apply either one of these methods:
  1. The minimum that applies to the average piece weight for the entire mailing is used. The net weight of the mailing is divided by the number of pieces, and the resulting average single-piece weight is used to determine whether the 125-piece or 15-pound minimum applies.
  2. The actual piece count or mail weight for each sack is used, if documentation can be provided with the mailing that shows for each sack the number of pieces and the total weight.
- c. The accompanying postage statement must indicate whether the 125-piece minimum, the 15-pound minimum, or both minimums are applied. [\[M610.5.6\]](#)

#### 5.4.7 Drop Shipment

A mailer using Priority Mail or Express Mail to drop ship Standard Mail irregular parcels may prepare sacks containing fewer than 125 pieces or less than 15 pounds of mail. [\[M610.5.7\]](#)

#### 5.4.8 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional), as applicable:
  1. Irregular parcels: 125-piece or 15-pound minimum; labeling for Line 1, [L606](#), Column B; for Line 2, “STD IRREG 5D SCHEME” or “STD IRREG 5D SCH.”
  2. Commingled machinable and irregular parcels: no minimum; labeling for Line 1, [L606](#), Column B; for Line 2, “STD MACH-IRREG 5D SCH.”
- b. 5-digit (required), as applicable:
  1. Irregular parcels: 125-piece or 15-pound minimum; labeling for Line 1, city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail); for Line 2, “STD IRREG 5D.”
  2. Commingled machinable and irregular parcels: 10-pound minimum; labeling for Line 1, city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail); for Line 2, “STD MACH-IRREG 5D.”
- c. 3-digit (required); 125-piece or 15-pound minimum; labeling:
  1. Line 1: [L002](#), Column A.



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2. Line 2: "STD IRREG 3D."
- d. Origin 3-digit(s) (required) and entry 3-digit(s) (optional); one-bundle minimum (for origin or entry); labeling:
  1. Line 1: L002, Column A.
  2. Line 2: "STD IRREG 3D."
- e. ADC (required); 125-piece or 15-pound minimum; labeling:
  1. [02-03-05] Line 1: L603, Column B (recommended use of L004 when sacking pieces of uniform thickness; required use of L004 for such pieces effective May 15, 2005).
  2. Line 2: "STD IRREG ADC."
- f. Mixed ADC (required); no minimum; labeling:
  1. [02-03-05] Line 1: L604, Column B (recommended use of L009 when sacking pieces of uniform thickness; required use of L009 for such pieces effective May 15, 2005).
  2. Line 2: "STD IRREG WKG." [M610.5.8]

## 6.0 Preparation for Enhanced Carrier Route Parcels

### 6.1 Basic Standards

All mailings and all pieces in each mailing at Enhanced Carrier Route Standard Mail and Nonprofit Enhanced Carrier Route Standard Mail nonautomation rates are subject to specific preparation standards in [6.4, Bundling](#), and [6.5, Preparation for Irregular Parcels](#), and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [443.2.0](#) through [443.4.0 in Rates and Eligibility](#) and specific eligibility in [443.6.0, Additional Eligibility Standards for Enhanced Carrier Route Standard Mail Parcels](#). Nonprofit Enhanced Carrier Route Standard Mail must meet the additional eligibility standards in [703.1.0](#).
- b. All pieces in each mailing must be either all machinable parcels or all irregular parcels as defined in [401.1.0](#), unless excepted by standard.
- c. All pieces must meet the applicable general preparation standards in [1.0](#) through [4.0](#), and the following:
  1. Pieces must be sequenced according to [6.6](#) and [6.7](#).
  2. Pieces with a simplified address format must meet the standards in [602.3.0, Use of Alternative Addressing](#).
- d. All pieces in the mailing must meet the specific sortation and preparation standards in [6.0](#) or the palletization standards in [705.8.0](#).
- e. Sortation determines rate eligibility as specified in [443.6.0](#). [M620.1.1]

**6.2 Marking**

Subject to the marking standards in [402.2.0](#), Enhanced Carrier Route Standard Mail pieces must be marked “Presorted Standard” (or “PRSRT STD”), and Nonprofit Enhanced Carrier Route Standard Mail pieces must be marked “Nonprofit Organization” (or “Nonprofit Org.” or “Nonprofit”). All pieces must also be marked “ECRL0T” for basic rate, “ECRWSH” for high density rate, or “ECRWSS” for saturation rate. [M620.1.1c1]

**6.3 Residual Pieces**

Pieces not sorted as a carrier route mailing must be prepared as a separate mailing at Standard Mail automation or Presorted rates. [M620.1.5]

**6.4 Bundling****6.4.1 General Carrier Route Bundle Preparation**

Only carrier route bundles are prepared. [M620.2.1]

**6.4.2 Bundle Preparation**

Bundle size: carrier route; required (10-piece minimum). Carrier route bundle labels are based on the sack level in which placed:

- a. No label is required if the bundle is placed in a correctly labeled carrier route tray or sack.
- b. Bundles in 5-digit carrier routes sacks must have a facing slip unless the pieces in the bundle show a carrier route information line or an optional endorsement line. [M620.2.2]

**6.4.3 Bundles and Sacks With Fewer Than the Minimum Number of Pieces Required**

A bundle with fewer than 10 pieces and a less-than-full a sack with fewer than 125 pieces *and* less than 15 pounds of pieces may be prepared to a carrier route when the saturation rate is claimed for the contents and the applicable density standard is met. [M620.1.3]

**6.5 Preparation for Irregular Parcels****6.5.1 Sack Minimums**

A sack must be prepared when the quantity of mail for a required presort destination reaches either 125 pieces or 15 pounds of pieces, whichever occurs first, subject to these conditions:

- a. For identical-weight pieces, a single-piece weight of 1.92 ounces (0.12 pound) results in 125 pieces weighing 15 pounds. Identical-weight pieces weighing 1.92 ounces (0.12 pound) or less must be prepared using the 125-piece minimum; those that weigh more must be prepared using the 15-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 125-piece or 15-pound minimum applies) or



sack by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.

- c. Mailers must note on the accompanying postage statement whether they applied the 125-piece (“PCS”) or 15-pound (“WT”) threshold or the method in [6.5.1b](#) (“BOTH”). [M620.5.1]

#### **6.5.2 Sacking and Labeling**

Preparation sequence, sack size, and labeling:

- a. Carrier route: required (minimum of 125 pieces/15 pounds).
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
  2. Line 2: “STD IRREG WSS” or “STD IRREG WSH” or “STD IRREG LOT” as applicable, followed by the route type and number.
- b. 5-digit carrier routes: required (no minimum).
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
  2. Line 2: “STD IRREG CR-RTS.” [M620.5.2]

### **6.6 Delivery Sequence Standards**

#### **6.6.1 Basic Standards**

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under [6.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards. [M050.1.1]

#### **6.6.2 Missing Addresses**

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.
- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address. [M050.1.2]

#### **6.6.3 Updating Walk Sequence Information—General**

Walk-sequence rate pieces prepared with other than a simplified address format under [6.6.4](#) must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer. [M050.2.2]

#### 6.6.4 Updating Walk Sequence Information for Simplified Addressing

Walk-sequence rate pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

[M050.2.1]

#### 6.6.5 Out-of-Date Walk Sequence Information

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates. [M050.2.3]

#### 6.6.6 Updating Line-of-Travel Sequence Information

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic rates. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing. [M050.2.4]

### 6.7 Delivery Sequence Documentation

#### 6.7.1 General Standards

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer’s bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software. [M050.3.1]



### **6.7.2 High Density**

For each Standard Mail carrier route to which high density rate mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route. [M050.3.2]

### **6.7.3 Saturation Density—Simplified Address Mail**

For each carrier route to which mail with a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.3]

### **6.7.4 Saturation Density—Other Mail**

For each carrier route to which mail without a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.4]

### **6.7.5 Both Rates**

If a mailing contains pieces qualifying for high density and saturation walk-sequence rates, the documentation required may be combined. Entries for pieces at the high density rate must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing. [M050.3.5]

### **6.7.6 Carrier Route Rate**

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by 6.7.2 through 6.7.5, the documentation for the basic carrier route rate mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each rate for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route rate must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route rate. [M050.3.6]



# 446 Enter and Deposit

## Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

## 1.0 Presenting a Mailing

### 1.1 Basic Standards for Standard Mail Deposit

Standard Mail must be presented at the post office where the permit or license is held and the presort mailing fee is paid. Mailings must be presented at the locations and times specified by the postmaster. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#).

Plant-loaded mailings must be presented, verified, accepted, and entered as specified by the plant load agreement and applicable standards. Metered Standard Mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). Nonprofit Standard Mail must be presented only at post offices where the organization producing the mailing has an approved nonprofit authorization ([703.1.0](#)). [D600.2.1]

### 1.2 Separation of Mailings

Pieces at different rates (e.g., 3/5 and basic) may be combined in the same mailing as provided in [445.1.0, General Information for Mail Preparation](#). Separate mailings may be reported on the same postage statement if the pieces in the mailings are in the same processing category, are part of the same mailing job, and are presented for verification at the same time. [D600.2.2]

## 2.0 Destination Entry

### 2.1 General

Except for Customized MarketMail pieces as defined in [705.1.0](#), Regular, Nonprofit, Enhanced Carrier Route, and Nonprofit Enhanced Carrier Route Standard Mail pieces meeting the basic standards in [443.5.0, Additional Eligibility Standards for Presorted Standard Mail Parcels](#), may qualify for the destination BMC, SCF, or DDU entry rates, as applicable, if deposited at the correct destination postal facility, subject to the general standards below and the specific standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#). Only one destination reduction may be claimed for each piece. An individual pallet may contain mail claimed at different destination entry rates. [E650.1.1]

### 2.2 Minimum Volume

A destination entry rate Standard Mail mailing is subject to these minimum volume requirements:



### 446.2.3

- a. Each mailing must contain at least 200 addressed pieces or 50 pounds of addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3602 postage statement.
- c. Separate Standard Mail mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office but claimed at different destination entry rates may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry post office is the proper facility for claiming each of the destination entry discounts.
- e. When pieces from different Standard Mail mailings (Presorted, automation, and/or Enhanced Carrier Route) are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3602 and accompanied by Form 3602-C (or a postage statement register) to meet the 200-piece or 50-pound minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 200 pieces or 50 pounds at a single destination entry post office if there is a total of at least 200 pieces or 50 pounds of Presorted rate mail, 200 pieces or 50 pounds of automation rate mail, and/or 200 pieces or 50 pounds of Enhanced Carrier Route mail for all entry points combined for the single presort file listed on Form 3602 and Form 3602-C (or a postage statement register). [E650.1.3]

#### **2.3 Postage Payment**

Postage payment for destination entry mailings is subject to the same standards that apply generally to Standard Mail. Postage and fees are paid to the post office that verifies the mailings. The correct mailing fee(s) must be paid for the current 12-month period at the postal facility where postage is paid for the mailing.

[E650.1.4]

#### **2.4 Office of Mailing**

Unless the mailing is paid and deposited as a metered mail drop shipment (see [705.17.0](#)) or a plant-verified drop shipment (see [705.15.0](#)), mail paid with meter postage, precanceled stamps, or permit imprint must be deposited at the post office that issued the corresponding license or permit, or at the destination bulk mail center serving that post office. Under the latter alternative, only the DBMC rate is available. [E650.1.5]

#### **2.5 Documentation**

No documentation for destination entry discounts is required, although the mailing must be accompanied by the appropriate postage statement. Documentation may be required by other rates or discounts claimed for the same mailing. [E650.1.6]

**2.6 Plant Loads**

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts. [E650.1.7]

**2.7 Verification****2.7.1 Place**

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

- a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.
- b. At the destination post office or business mail entry unit. [E650.2.1]

**2.7.2 Mail Separation and Presentation**

Destination entry rate mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.
- c. If Periodicals mail is on the same vehicle as Standard Mail, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings. [E650.2.2]

**2.7.3 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office. [E650.2.3]

**2.7.4 At BMC**

For a mailing to be verified at a BMC, the post office where the mailer's account or license is held must be within the service area of that BMC. The post office must authorize the BMC to act as its agent by sending Form 4410 to the BMC. [E650.2.4]

**2.7.5 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility. [E650.2.5]



### 2.7.6 Mailer Transport

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed. [E650.2.6]

### 2.7.7 Volume Standards

Except as permitted for a local mailer under 2.8.13, destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination rate is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, *mailer* is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments. [E650.2.7]

## 2.8 Deposit

### 2.8.1 Time and Location of Deposit

Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS. [E650.3.1]

### 2.8.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility. [E650.3.2]

### 2.8.3 Appointments

Appointments must be made for destination entry rate mail as follows:

- a. Except for a local mailer under 2.8.13 and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancellations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.

- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often. [E650.3.3]

#### **2.8.4 Advance Scheduling**

Except under [2.8.13, Exception for Local Mailer](#), a mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type. [E650.3.4]

#### **2.8.5 Adherence to Schedule**

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units. [E650.3.5]

#### **2.8.6 Redirection by USPS**

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints. [E650.3.6]

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

For service reasons, a mailer may ask to transport destination SCF rate mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF rate in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF. [E650.3.7]



446.2.8.8

### **2.8.8 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule. [E650.3.8]

### **2.8.9 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs, ASFs, and SCFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area. [E650.3.9]

### **2.8.10 Drop and Pick**

Drop and pick service is not available for destination entry Standard Mail. [E650.3.10]

**2.8.11 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry rate mailings. [E650.3.11]

**2.8.12 Appeals**

Mailers who believe they are denied equitable treatment may appeal to the manager, customer service (district), responsible for the destination postal facility. [E650.3.12]

**2.8.13 Exception for Local Mailer**

The restrictions in [2.7.7, Volume Standards](#), and [2.8.4, Advance Scheduling](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#). [E650.4.0]

**3.0 Destination Bulk Mail Center (DBMC) Entry****3.1 Definition**

For this standard, *destination bulk mail center (DBMC)* includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) as shown in [Exhibit 3.1](#). [E650.5.1]



446.3.1

### Exhibit 3.1 BMC/ASF—DMBC Rate Eligibility

| ELIGIBLE DESTINATION ZIP CODES   | ENTRY FACILITY                    |
|--|-----------------------------------|
| 005, 068-079, 085-098, 100-119, 124-127  | BMC New Jersey NJ 00102           |
| 010-067, 120-123, 128,129  | BMC Springfield MA 05500          |
| 130-136, 140-149 [Except machinable parcels]   | ASF Buffalo NY 140                |
| 130-136, 140-168, 260-266, 439-447 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels] | BMC Pittsburgh PA 15195           |
| 150-168, 260-266, 439-447 [Except machinable parcels]  | BMC Pittsburgh PA 15195           |
| 080-084, 137-139, 169-199  | BMC Philadelphia PA 19205         |
| 200-212, 214-239, 244, 254, 267, 268   | BMC Washington DC 20499           |
| 240-243, 245-249, 270-297, 376   | BMC Greensboro NC 27075           |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399   | BMC Atlanta GA 31195              |
| 299, 313-316, 320-342, 344, 346, 347, 349.   | BMC Jacksonville FL 32099         |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729  | BMC Memphis TN 38999              |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC Cincinnati OH 45900           |
| 434-436, 465-468, 480-497  | BMC Detroit MI 48399              |
| 500-516, 520-528, 612, 680, 681, 683-689   | BMC Des Moines IA 50999           |
| 498, 499, 540-551, 553-564, 566  | BMC Minneapolis/St. Paul MN 55202 |
| 570-577  | ASF Sioux Falls SD 570            |
| 565, 567, 580-588  | ASF Fargo ND 580                  |
| 590-599, 821   | ASF Billings MT 590               |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613   | BMC Chicago IL 60808              |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639  | BMC St. Louis MO 63299            |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC Kansas City KS 64399          |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749   | ASF Oklahoma City OK 730          |
| 706, 710-712, 718, 733, 747, 750-799, 885  | BMC Dallas TX 75199               |
| 690-693, 800-816, 820, 822-831, 856, 857   | BMC Denver CO 80088               |
| 832-834, 836, 837, 840-847, 898, 979   | ASF Salt Lake City UT 840         |
| 850, 852, 853, 855, 859, 860, 863, 864   | ASF Phoenix AZ 852                |
| 865, 870-875, 877-884  | ASF Albuquerque NM 870            |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC Los Angeles CA 90901          |
| 894, 895, 897, 936-966   | BMC San Francisco CA 94850        |
| 835, 838, 970-978, 980-986, 988-994  | BMC Seattle WA 98000              |

[Exhibit E751.1.3]



**3.2 Eligibility**

Pieces in a mailing that meet the standards in 2.0 and 3.0 are eligible for the DBMC rate when they meet all of the following conditions: 1) are deposited at a BMC or ASF; 2) are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in Exhibit 3.1; and 3) are placed in a sack or pallet (subject to the standards for the rate claimed) that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within the service area of that BMC or ASF (see Exhibit 3.1). DBMC rate mail also must be eligible for Presorted or Enhanced Carrier Route rates, subject to the corresponding standards for those rates. [E650.5.2]

**3.3 Eligibility for ADC Mailpieces**

All pieces in an ADC sack are eligible for the DBMC discount if the ADC facility ZIP Code (as shown on Line 1 of the corresponding container label) is within the service area of the BMC or ASF at which the sack or tray is deposited as shown in Exhibit 3.1. All pieces in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility that is the destination of the bundle (determined by using the "Label To" ZIP Code in Column B of L004) is within the service area of the BMC or ASF at which it is deposited as shown in Exhibit 3.1. [E650.5.3]

**3.4 Eligibility for Mixed ADC Bundles**

Mailpieces in a mixed ADC bundle or sack can qualify for the DBMC rates if the following standards are met:

- a. All pieces in the bundle or sack must destinate within the ASF or BMC service area shown in Exhibit 3.1.
- b. [03-17-05] [02-03-05] Use labeling list L010 when labeling bundles or sacks containing such pieces. For irregular parcels of uniform thickness, effective May 15, 2005, use L009.
- c. Pieces claiming DBMC rates and any mixed ADC not claiming DBMC rates must be prepared in separate mixed ADC bundles or sacks.
- d. Otherwise applicable restrictions (e.g., minimum volume) are excepted when necessary to meet the standards in 3.4. [E650.5.4]

**3.5 Additional Standards for Machinable Parcels**

Additional standards for machinable parcels are as follows:

- a. Destination BMC/ASF Containers. Machinable parcels palletized or sacked may be sorted to destination BMCs or to destination BMCs and ASFs. When machinable parcels are sorted to both destination BMCs and ASFs they qualify for DBMC rates. Except as provided in Exhibit 3.1, sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs *only* when the mail will be deposited at the respective ASFs where the DBMC rate is claimed, under applicable volume standards, using L602; otherwise, mailers must sort machinable parcels only to destination BMCs under L601. If machinable parcels are sorted under L601, only mail for 3-digit ZIP Codes served by a BMC as listed in Exhibit 3.1 is eligible



446.3.6

for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in [Exhibit 3.1](#) is not eligible for DBMC rates, nor is mail for 3-digit ZIP Codes that do not appear on [Exhibit 3.1](#)).

- b. Mixed BMC Containers. Pieces in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under [705.8.0, Preparation for Pallets](#), or [445.5.0, Preparation for Presorted Parcels](#), are eligible for the DBMC rates if both of the following conditions are met: 1) the mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled; and 2) the pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in [Exhibit 3.1](#). [E650.5.5]

### 3.6 Vehicles

Mailings deposited at a DBMC must be presented in vehicles compatible with BMC dock and yard operations. [E650.5.6]

### 3.7 Form 4410

Mailings may be deposited at the DBMC only if that facility is authorized (by Form 4410) to act as acceptance agent for the entry post office (i.e., where the meter license, precanceled stamp permit, or permit imprint authorization is held). Form 4410 is not required for plant-verified drop shipments. [E650.5.7]

## 4.0 Destination Sectional Center Facility (DSCF) Entry

### 4.1 Definition

For this standard, *destination sectional center facility (DSCF)* refers to the facilities listed in [L002](#), Column C, and [L006](#), Column C. [E650.6.1]

### 4.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [4.0](#) are eligible for the DSCF rate when deposited at a DSCF, addressed for delivery within that facility's service area, and placed in other than an ADC, AADC, mixed ADC or BMC sack or pallet (as permitted by the standards for the rate claimed) that is labeled to that DSCF or to a postal facility within its service area. Pieces prepared under [2.0, Destination Entry](#), and [4.0](#) and that are prepared in 5-digit bundles placed in a merged 5-digit sack or pallet or in a merged 5-digit scheme sack or pallet that is deposited at the destination delivery unit as defined in [5.1](#) are eligible for the DSCF rate. DSCF rate mail may also be eligible for a presort or automation discount, subject to the corresponding standards. [E650.6.2]

### 4.3 Vehicles

Mailings deposited at a DSCF must be presented in vehicles that are compatible with SCF dock and yard operations. [E650.6.3]

## 5.0 Destination Delivery Unit (DDU) Entry

### 5.1 Definition

For this standard, *destination delivery unit (DDU)* refers to the facility designated by the USPS district drop shipment coordinator (for automation rate Standard Mail) or the facility (post office, branch, station, etc.) where the carrier cases mail for delivery to the addresses on pieces in the mailing (for other Standard Mail). [E650.7.1]

### 5.2 Eligibility

Pieces in a mailing that meet the standards in [2.0](#) and [5.0](#) are eligible for the DDU rate when deposited at a DDU, addressed for delivery within that facility's service area (carrier routes), and placed in properly prepared and labeled carrier route bundles sorted to carrier route sacks (irregular parcels), and otherwise eligible for and claimed at a carrier route rate. Pieces for which the DDU discount is claimed must also be eligible for and claimed at either the carrier route or a walk-sequence rate. No other rates or discounts are available. A mailing that contains copies claimed at the DDU rates may include pieces claimed at other destination entry discounts and pieces for which no destination discount is claimed, subject to the standard for separation in [2.7.2](#). [E650.7.2]



## **450 Discount Parcels Parcel Post**

453 Rates and Eligibility

454 Postage Payment and Documentation

455 Mail Preparation

456 Enter and Deposit



## 453 Rates and Eligibility

### Overview

- 1.0 Parcel Post Rates and Fees
- 2.0 Content Standards for Parcel Post
- 3.0 Rate Eligibility Standards for Parcel Post

### 1.0 Parcel Post Rates and Fees

#### 1.1 Rate Application for Parcel Post

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. The Parcel Post rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per piece is the 1-pound rate.

[P013.5.1 and P013.5.2]

#### 1.2 Inter-BMC/ASF Machinable and Nonmachinable Parcel Post

For Inter-BMC Machinable and Nonmachinable Parcel Post rates, see:

- a. [Exhibit 1.2a. Parcel Post Inter-BMC/ASF Single Piece Rates](#) for single-piece rates.
- b. [Exhibit 1.2b. Parcel Post Inter-BMC/ASF OBMC Presort](#) for OBMC Presort discount.
- c. [Exhibit 1.2c. Parcel Post Inter-BMC/ASF BMC Presort](#) for BMC Presort discount.

[R700.1.1 and R700.1.2]

#### 1.3 Local and Intra-BMC/ASF Machinable and Nonmachinable Parcel Post

See [Exhibit 1.3 Parcel Post Local and Intra-BMC/ASF](#). [R700.1.3 and R700.1.4]

#### 1.4 Parcel Select—DBMC, DSCF, and DDU

See [Exhibit 1.4 Parcel Select—DBMC, DSCF, and DDU](#).

[R700.1.5, R700.1.6, R700.1.7]

#### 1.5 Destination Entry Mailing Fee

Destination entry mailing fee for Parcel Select, per 12-month period: \$150.00.

[R700.5.1]

#### 1.6 Pickup Fees

Parcel Post only, per occurrence: \$12.50.

May be combined with Express Mail and Priority Mail pickups (see [507.5.0, Pickup Service](#)). [R700.5.2]



# 453

## Discount Parcels: Parcel Post Rates and Eligibility

**Exhibit 1.2a. Parcel Post Inter-BMC/ASF Single Piece Rates**

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup> |        |        |        |        |        |        | Nonmachinable <sup>1, 2, 4, 5</sup> |        |        |        |        |        |        |
|--------------------------|----------------------------------|--------|--------|--------|--------|--------|--------|-------------------------------------|--------|--------|--------|--------|--------|--------|
|                          | Zone                             |        |        |        |        |        |        | Zone                                |        |        |        |        |        |        |
|                          | 1 & 2                            | 3      | 4      | 5      | 6      | 7      | 8      | 1 & 2                               | 3      | 4      | 5      | 6      | 7      | 8      |
| 1                        | \$3.69                           | \$3.75 | \$3.75 | \$3.75 | \$3.75 | \$3.75 | \$3.75 | \$6.44                              | \$6.50 | \$6.50 | \$6.50 | \$6.50 | \$6.50 | \$6.50 |
| 2                        | 3.85                             | 3.85   | 4.14   | 4.14   | 4.49   | 4.49   | 4.49   | 6.60                                | 6.60   | 6.89   | 6.89   | 7.24   | 7.24   | 7.24   |
| 3                        | 4.65                             | 4.65   | 5.55   | 5.65   | 5.71   | 5.77   | 6.32   | 7.40                                | 7.40   | 8.30   | 8.40   | 8.46   | 8.52   | 9.07   |
| 4                        | 4.86                             | 5.20   | 6.29   | 6.93   | 7.14   | 7.20   | 7.87   | 7.61                                | 7.95   | 9.04   | 9.68   | 9.89   | 9.95   | 10.62  |
| 5                        | 5.03                             | 5.71   | 6.94   | 7.75   | 8.58   | 8.64   | 9.43   | 7.78                                | 8.46   | 9.69   | 10.50  | 11.33  | 11.39  | 12.18  |
| 6                        | 5.63                             | 6.01   | 7.44   | 8.50   | 9.52   | 9.90   | 11.49  | 8.38                                | 8.76   | 10.19  | 11.25  | 12.27  | 12.65  | 14.24  |
| 7                        | 5.80                             | 6.28   | 7.91   | 9.20   | 10.35  | 11.39  | 12.83  | 8.55                                | 9.03   | 10.66  | 11.95  | 13.10  | 14.14  | 15.58  |
| 8                        | 5.98                             | 6.53   | 8.30   | 9.84   | 11.11  | 12.54  | 15.04  | 8.73                                | 9.28   | 11.05  | 12.59  | 13.86  | 15.29  | 17.79  |
| 9                        | 6.11                             | 6.76   | 8.74   | 10.45  | 11.83  | 13.38  | 17.04  | 8.86                                | 9.51   | 11.49  | 13.20  | 14.58  | 16.13  | 19.79  |
| 10                       | 6.28                             | 7.57   | 9.10   | 11.01  | 12.50  | 14.17  | 18.14  | 9.03                                | 10.32  | 11.85  | 13.76  | 15.25  | 16.92  | 20.89  |
| 11                       | 6.41                             | 7.80   | 9.47   | 11.54  | 13.13  | 14.92  | 19.15  | 9.16                                | 10.55  | 12.22  | 14.29  | 15.88  | 17.67  | 21.90  |
| 12                       | 6.54                             | 8.01   | 9.80   | 12.04  | 13.72  | 15.62  | 20.10  | 9.29                                | 10.76  | 12.55  | 14.79  | 16.47  | 18.37  | 22.85  |
| 13                       | 6.67                             | 8.19   | 10.12  | 12.51  | 14.28  | 16.27  | 20.99  | 9.42                                | 10.94  | 12.87  | 15.26  | 17.03  | 19.02  | 23.74  |
| 14                       | 6.80                             | 8.42   | 10.43  | 12.95  | 14.81  | 16.90  | 21.84  | 9.55                                | 11.17  | 13.18  | 15.70  | 17.56  | 19.65  | 24.59  |
| 15                       | 6.92                             | 8.61   | 10.73  | 13.38  | 15.31  | 17.49  | 22.64  | 9.67                                | 11.36  | 13.48  | 16.13  | 18.06  | 20.24  | 25.39  |
| 16                       | 7.02                             | 8.79   | 11.00  | 13.78  | 15.79  | 18.05  | 23.41  | 9.77                                | 11.54  | 13.75  | 16.53  | 18.54  | 20.80  | 26.16  |
| 17                       | 7.15                             | 8.94   | 11.28  | 14.16  | 16.24  | 18.59  | 24.13  | 9.90                                | 11.69  | 14.03  | 16.91  | 18.99  | 21.34  | 26.88  |
| 18                       | 7.25                             | 9.11   | 11.52  | 14.52  | 16.68  | 19.09  | 24.82  | 10.00                               | 11.86  | 14.27  | 17.27  | 19.43  | 21.84  | 27.57  |
| 19                       | 7.37                             | 9.28   | 11.77  | 14.87  | 17.09  | 19.58  | 25.48  | 10.12                               | 12.03  | 14.52  | 17.62  | 19.84  | 22.33  | 28.23  |
| 20                       | 7.46                             | 9.43   | 11.98  | 15.20  | 17.48  | 20.05  | 26.12  | 10.21                               | 12.18  | 14.73  | 17.95  | 20.23  | 22.80  | 28.87  |
| 21                       | 7.57                             | 9.59   | 12.20  | 15.52  | 17.86  | 20.49  | 26.72  | 10.32                               | 12.34  | 14.95  | 18.27  | 20.61  | 23.24  | 29.47  |
| 22                       | 7.66                             | 9.72   | 12.42  | 15.82  | 18.22  | 20.92  | 27.30  | 10.41                               | 12.47  | 15.17  | 18.57  | 20.97  | 23.67  | 30.05  |
| 23                       | 7.76                             | 9.89   | 12.65  | 16.11  | 18.57  | 21.32  | 27.85  | 10.51                               | 12.64  | 15.40  | 18.86  | 21.32  | 24.07  | 30.60  |
| 24                       | 7.83                             | 10.01  | 12.83  | 16.39  | 18.90  | 21.72  | 28.39  | 10.58                               | 12.76  | 15.58  | 19.14  | 21.65  | 24.47  | 31.14  |
| 25                       | 7.93                             | 10.14  | 13.03  | 16.66  | 19.22  | 22.09  | 28.90  | 10.68                               | 12.89  | 15.78  | 19.41  | 21.97  | 24.84  | 31.65  |
| 26                       | 8.01                             | 10.27  | 13.21  | 16.92  | 19.53  | 22.46  | 29.39  | 10.76                               | 13.02  | 15.96  | 19.67  | 22.28  | 25.21  | 32.14  |
| 27                       | 8.11                             | 10.40  | 13.38  | 17.17  | 19.83  | 22.81  | 29.87  | 10.86                               | 13.15  | 16.13  | 19.92  | 22.58  | 25.56  | 32.62  |
| 28                       | 8.18                             | 10.52  | 13.58  | 17.41  | 20.11  | 23.14  | 30.32  | 10.93                               | 13.27  | 16.33  | 20.16  | 22.86  | 25.89  | 33.07  |
| 29                       | 8.27                             | 10.65  | 13.75  | 17.64  | 20.39  | 23.47  | 30.76  | 11.02                               | 13.40  | 16.50  | 20.39  | 23.14  | 26.22  | 33.51  |
| 30                       | 8.35                             | 10.76  | 13.90  | 17.87  | 20.65  | 23.78  | 31.19  | 11.10                               | 13.51  | 16.65  | 20.62  | 23.40  | 26.53  | 33.94  |
| 31                       | 8.44                             | 10.86  | 14.06  | 18.08  | 20.91  | 24.08  | 31.60  | 11.19                               | 13.61  | 16.81  | 20.83  | 23.66  | 26.83  | 34.35  |
| 32                       | 8.50                             | 10.99  | 14.22  | 18.29  | 21.16  | 24.37  | 32.00  | 11.25                               | 13.74  | 16.97  | 21.04  | 23.91  | 27.12  | 34.75  |
| 33                       | 8.58                             | 11.10  | 14.38  | 18.49  | 21.40  | 24.65  | 32.38  | 11.33                               | 13.85  | 17.13  | 21.24  | 24.15  | 27.40  | 35.13  |
| 34                       | 8.66                             | 11.18  | 14.51  | 18.69  | 21.63  | 24.93  | 32.75  | 11.41                               | 13.93  | 17.26  | 21.44  | 24.38  | 27.68  | 35.50  |
| 35                       | 8.74                             | 11.30  | 14.66  | 18.88  | 21.85  | 25.19  | 33.11  | 11.49                               | 14.05  | 17.41  | 21.63  | 24.60  | 27.94  | 35.86  |

- For parcels that destinate to different BMC service areas (see 153.1.1).
- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in DMM 101.7.2 must pay the nonmachinable rate.
- Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



**Exhibit 1.2a. Parcel Post Inter-BMC/ASF Single Piece Rates**

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup>                     |     |     |     |     |     |     | Nonmachinable <sup>1, 2, 4, 5</sup> |         |         |         |         |         |         |
|--------------------------|--|-----|-----|-----|-----|-----|-----|-------------------------------------|---------|---------|---------|---------|---------|---------|
|                          | Zone   |     |     |     |     |     |     | Zone                                |         |         |         |         |         |         |
|                          | 1 & 2  | 3   | 4   | 5   | 6   | 7   | 8   | 1 & 2                               | 3       | 4       | 5       | 6       | 7       | 8       |
| 36                       | For parcels over 35 pounds, use nonmachinable rates. |     |     |     |     |     |     | \$11.55                             | \$14.14 | \$17.57 | \$21.81 | \$24.82 | \$28.20 | \$36.20 |
| 37                       | ---  | --- | --- | --- | --- | --- | --- | 11.62                               | 14.23   | 17.68   | 21.98   | 25.03   | 28.44   | 36.54   |
| 38                       | ---  | --- | --- | --- | --- | --- | --- | 11.69                               | 14.35   | 17.82   | 22.16   | 25.23   | 28.68   | 36.87   |
| 39                       | ---  | --- | --- | --- | --- | --- | --- | 11.77                               | 14.42   | 17.94   | 22.32   | 25.43   | 28.92   | 37.18   |
| 40                       | ---  | --- | --- | --- | --- | --- | --- | 11.84                               | 14.53   | 18.07   | 22.48   | 25.62   | 29.14   | 37.49   |
| 41                       | ---  | --- | --- | --- | --- | --- | --- | 11.92                               | 14.63   | 18.19   | 22.64   | 25.81   | 29.36   | 37.79   |
| 42                       | ---  | --- | --- | --- | --- | --- | --- | 11.98                               | 14.71   | 18.31   | 22.79   | 25.99   | 29.57   | 38.08   |
| 43                       | ---  | --- | --- | --- | --- | --- | --- | 12.03                               | 14.80   | 18.43   | 22.94   | 26.16   | 29.78   | 38.36   |
| 44                       | ---  | --- | --- | --- | --- | --- | --- | 12.10                               | 14.87   | 18.54   | 23.08   | 26.33   | 29.98   | 38.63   |
| 45                       | ---  | --- | --- | --- | --- | --- | --- | 12.16                               | 14.97   | 18.66   | 23.22   | 26.50   | 30.18   | 38.89   |
| 46                       | ---  | --- | --- | --- | --- | --- | --- | 12.23                               | 15.05   | 18.77   | 23.36   | 26.66   | 30.37   | 39.15   |
| 47                       | ---  | --- | --- | --- | --- | --- | --- | 12.31                               | 15.14   | 18.87   | 23.49   | 26.81   | 30.55   | 39.40   |
| 48                       | ---  | --- | --- | --- | --- | --- | --- | 12.36                               | 15.22   | 18.99   | 23.61   | 26.97   | 30.73   | 39.64   |
| 49                       | ---  | --- | --- | --- | --- | --- | --- | 12.41                               | 15.30   | 19.09   | 23.74   | 27.11   | 30.90   | 39.88   |
| 50                       | ---  | --- | --- | --- | --- | --- | --- | 12.47                               | 15.36   | 19.17   | 23.86   | 27.26   | 31.07   | 40.11   |
| 51                       | ---  | --- | --- | --- | --- | --- | --- | 12.54                               | 15.45   | 19.29   | 23.98   | 27.40   | 31.24   | 40.34   |
| 52                       | ---  | --- | --- | --- | --- | --- | --- | 12.59                               | 15.53   | 19.38   | 24.09   | 27.54   | 31.40   | 40.55   |
| 53                       | ---  | --- | --- | --- | --- | --- | --- | 12.66                               | 15.59   | 19.45   | 24.20   | 27.67   | 31.56   | 40.77   |
| 54                       | ---  | --- | --- | --- | --- | --- | --- | 12.71                               | 15.69   | 19.56   | 24.31   | 27.80   | 31.71   | 40.97   |
| 55                       | ---  | --- | --- | --- | --- | --- | --- | 12.76                               | 15.72   | 19.66   | 24.42   | 27.92   | 31.86   | 41.18   |
| 56                       | ---  | --- | --- | --- | --- | --- | --- | 12.84                               | 15.83   | 19.74   | 24.52   | 28.05   | 32.00   | 41.37   |
| 57                       | ---  | --- | --- | --- | --- | --- | --- | 12.89                               | 15.89   | 19.84   | 24.62   | 28.17   | 32.14   | 41.57   |
| 58                       | ---  | --- | --- | --- | --- | --- | --- | 12.94                               | 15.96   | 19.91   | 24.72   | 28.28   | 32.28   | 41.75   |
| 59                       | ---  | --- | --- | --- | --- | --- | --- | 13.01                               | 16.02   | 20.01   | 24.82   | 28.40   | 32.42   | 41.94   |
| 60                       | ---  | --- | --- | --- | --- | --- | --- | 13.06                               | 16.09   | 20.10   | 24.91   | 28.51   | 32.55   | 42.11   |
| 61                       | ---  | --- | --- | --- | --- | --- | --- | 13.14                               | 16.18   | 20.17   | 25.00   | 28.62   | 32.67   | 42.29   |
| 62                       | ---  | --- | --- | --- | --- | --- | --- | 13.19                               | 16.23   | 20.25   | 25.09   | 28.72   | 32.80   | 42.46   |
| 63                       | ---  | --- | --- | --- | --- | --- | --- | 13.22                               | 16.31   | 20.34   | 25.18   | 28.83   | 32.92   | 42.62   |
| 64                       | ---  | --- | --- | --- | --- | --- | --- | 13.27                               | 16.36   | 20.41   | 25.26   | 28.93   | 33.04   | 42.78   |
| 65                       | ---  | --- | --- | --- | --- | --- | --- | 13.33                               | 16.43   | 20.49   | 25.35   | 29.03   | 33.16   | 42.94   |
| 66                       | ---  | --- | --- | --- | --- | --- | --- | 13.40                               | 16.50   | 20.56   | 25.43   | 29.12   | 33.27   | 43.10   |
| 67                       | ---  | --- | --- | --- | --- | --- | --- | 13.46                               | 16.56   | 20.64   | 25.51   | 29.22   | 33.38   | 43.25   |
| 68                       | ---  | --- | --- | --- | --- | --- | --- | 13.50                               | 16.62   | 20.73   | 25.59   | 29.31   | 33.49   | 43.39   |
| 69                       | ---  | --- | --- | --- | --- | --- | --- | 13.55                               | 16.67   | 20.80   | 25.66   | 29.40   | 33.59   | 43.54   |
| 70                       | ---  | --- | --- | --- | --- | --- | --- | 13.61                               | 16.75   | 20.87   | 25.73   | 29.49   | 33.70   | 43.68   |
| Oversized                | ---  | --- | --- | --- | --- | --- | --- | 41.70                               | 46.73   | 54.12   | 65.84   | 79.69   | 92.81   | 120.72  |

1. For parcels that destinate to different BMC service areas (see 153.1.1).
2. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in DMM 101.7.2 must pay the nonmachinable rate.
5. Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

[R700.1.1 and R700.1.2]



### Exhibit 1.2b. Parcel Post Inter-BMC/ASF OBMC Presort

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup> |        |        |        |        |        |        | Nonmachinable <sup>1, 2, 3, 5, 6</sup> |        |        |        |        |        |        |
|--------------------------|----------------------------------|--------|--------|--------|--------|--------|--------|--|--------|--------|--------|--------|--------|--------|
|                          | Zone                             |        |        |        |        |        |        | Zone                                   |        |        |        |        |        |        |
|                          | 1 & 2                            | 3      | 4      | 5      | 6      | 7      | 8      | 1 & 2                                  | 3      | 4      | 5      | 6      | 7      | 8      |
| 1                        | \$2.52                           | \$2.58 | \$2.58 | \$2.58 | \$2.58 | \$2.58 | \$2.58 | \$5.27                                 | \$5.33 | \$5.33 | \$5.33 | \$5.33 | \$5.33 | \$5.33 |
| 2                        | 2.68                             | 2.68   | 2.97   | 2.97   | 3.32   | 3.32   | 3.32   | 5.43                                   | 5.43   | 5.72   | 5.72   | 6.07   | 6.07   | 6.07   |
| 3                        | 3.48                             | 3.48   | 4.38   | 4.48   | 4.54   | 4.60   | 5.15   | 6.23                                   | 6.23   | 7.13   | 7.23   | 7.29   | 7.35   | 7.90   |
| 4                        | 3.69                             | 4.03   | 5.12   | 5.76   | 5.97   | 6.03   | 6.70   | 6.44                                   | 6.78   | 7.87   | 8.51   | 8.72   | 8.78   | 9.45   |
| 5                        | 3.86                             | 4.54   | 5.77   | 6.58   | 7.41   | 7.47   | 8.26   | 6.61                                   | 7.29   | 8.52   | 9.33   | 10.16  | 10.22  | 11.01  |
| 6                        | 4.46                             | 4.84   | 6.27   | 7.33   | 8.35   | 8.73   | 10.32  | 7.21                                   | 7.59   | 9.02   | 10.08  | 11.10  | 11.48  | 13.07  |
| 7                        | 4.63                             | 5.11   | 6.74   | 8.03   | 9.18   | 10.22  | 11.66  | 7.38                                   | 7.86   | 9.49   | 10.78  | 11.93  | 12.97  | 14.41  |
| 8                        | 4.81                             | 5.36   | 7.13   | 8.67   | 9.94   | 11.37  | 13.87  | 7.56                                   | 8.11   | 9.88   | 11.42  | 12.69  | 14.12  | 16.62  |
| 9                        | 4.94                             | 5.59   | 7.57   | 9.28   | 10.66  | 12.21  | 15.87  | 7.69                                   | 8.34   | 10.32  | 12.03  | 13.41  | 14.96  | 18.62  |
| 10                       | 5.11                             | 6.40   | 7.93   | 9.84   | 11.33  | 13.00  | 16.97  | 7.86                                   | 9.15   | 10.68  | 12.59  | 14.08  | 15.75  | 19.72  |
| 11                       | 5.24                             | 6.63   | 8.30   | 10.37  | 11.96  | 13.75  | 17.98  | 7.99                                   | 9.38   | 11.05  | 13.12  | 14.71  | 16.50  | 20.73  |
| 12                       | 5.37                             | 6.84   | 8.63   | 10.87  | 12.55  | 14.45  | 18.93  | 8.12                                   | 9.59   | 11.38  | 13.62  | 15.30  | 17.20  | 21.68  |
| 13                       | 5.50                             | 7.02   | 8.95   | 11.34  | 13.11  | 15.10  | 19.82  | 8.25                                   | 9.77   | 11.70  | 14.09  | 15.86  | 17.85  | 22.57  |
| 14                       | 5.63                             | 7.25   | 9.26   | 11.78  | 13.64  | 15.73  | 20.67  | 8.38                                   | 10.00  | 12.01  | 14.53  | 16.39  | 18.48  | 23.42  |
| 15                       | 5.75                             | 7.44   | 9.56   | 12.21  | 14.14  | 16.32  | 21.47  | 8.50                                   | 10.19  | 12.31  | 14.96  | 16.89  | 19.07  | 24.22  |
| 16                       | 5.85                             | 7.62   | 9.83   | 12.61  | 14.62  | 16.88  | 22.24  | 8.60                                   | 10.37  | 12.58  | 15.36  | 17.37  | 19.63  | 24.99  |
| 17                       | 5.98                             | 7.77   | 10.11  | 12.99  | 15.07  | 17.42  | 22.96  | 8.73                                   | 10.52  | 12.86  | 15.74  | 17.82  | 20.17  | 25.71  |
| 18                       | 6.08                             | 7.94   | 10.35  | 13.35  | 15.51  | 17.92  | 23.65  | 8.83                                   | 10.69  | 13.10  | 16.10  | 18.26  | 20.67  | 26.40  |
| 19                       | 6.20                             | 8.11   | 10.60  | 13.70  | 15.92  | 18.41  | 24.31  | 8.95                                   | 10.86  | 13.35  | 16.45  | 18.67  | 21.16  | 27.06  |
| 20                       | 6.29                             | 8.26   | 10.81  | 14.03  | 16.31  | 18.88  | 24.95  | 9.04                                   | 11.01  | 13.56  | 16.78  | 19.06  | 21.63  | 27.70  |
| 21                       | 6.40                             | 8.42   | 11.03  | 14.35  | 16.69  | 19.32  | 25.55  | 9.15                                   | 11.17  | 13.78  | 17.10  | 19.44  | 22.07  | 28.30  |
| 22                       | 6.49                             | 8.55   | 11.25  | 14.65  | 17.05  | 19.75  | 26.13  | 9.24                                   | 11.30  | 14.00  | 17.40  | 19.80  | 22.50  | 28.88  |
| 23                       | 6.59                             | 8.72   | 11.48  | 14.94  | 17.40  | 20.15  | 26.68  | 9.34                                   | 11.47  | 14.23  | 17.69  | 20.15  | 22.90  | 29.43  |
| 24                       | 6.66                             | 8.84   | 11.66  | 15.22  | 17.73  | 20.55  | 27.22  | 9.41                                   | 11.59  | 14.41  | 17.97  | 20.48  | 23.30  | 29.97  |
| 25                       | 6.76                             | 8.97   | 11.86  | 15.49  | 18.05  | 20.92  | 27.73  | 9.51                                   | 11.72  | 14.61  | 18.24  | 20.80  | 23.67  | 30.48  |
| 26                       | 6.84                             | 9.10   | 12.04  | 15.75  | 18.36  | 21.29  | 28.22  | 9.59                                   | 11.85  | 14.79  | 18.50  | 21.11  | 24.04  | 30.97  |
| 27                       | 6.94                             | 9.23   | 12.21  | 16.00  | 18.66  | 21.64  | 28.70  | 9.69                                   | 11.98  | 14.96  | 18.75  | 21.41  | 24.39  | 31.45  |
| 28                       | 7.01                             | 9.35   | 12.41  | 16.24  | 18.94  | 21.97  | 29.15  | 9.76                                   | 12.10  | 15.16  | 18.99  | 21.69  | 24.72  | 31.90  |
| 29                       | 7.10                             | 9.48   | 12.58  | 16.47  | 19.22  | 22.30  | 29.59  | 9.85                                   | 12.23  | 15.33  | 19.22  | 21.97  | 25.05  | 32.34  |
| 30                       | 7.18                             | 9.59   | 12.73  | 16.70  | 19.48  | 22.61  | 30.02  | 9.93                                   | 12.34  | 15.48  | 19.45  | 22.23  | 25.36  | 32.77  |
| 31                       | 7.27                             | 9.69   | 12.89  | 16.91  | 19.74  | 22.91  | 30.43  | 10.02                                  | 12.44  | 15.64  | 19.66  | 22.49  | 25.66  | 33.18  |
| 32                       | 7.33                             | 9.82   | 13.05  | 17.12  | 19.99  | 23.20  | 30.83  | 10.08                                  | 12.57  | 15.80  | 19.87  | 22.74  | 25.95  | 33.58  |
| 33                       | 7.41                             | 9.93   | 13.21  | 17.32  | 20.23  | 23.48  | 31.21  | 10.16                                  | 12.68  | 15.96  | 20.07  | 22.98  | 26.23  | 33.96  |
| 34                       | 7.49                             | 10.01  | 13.34  | 17.52  | 20.46  | 23.76  | 31.58  | 10.24                                  | 12.76  | 16.09  | 20.27  | 23.21  | 26.51  | 34.33  |
| 35                       | 7.57                             | 10.13  | 13.49  | 17.71  | 20.68  | 24.02  | 31.94  | 10.32                                  | 12.88  | 16.24  | 20.46  | 23.43  | 26.77  | 34.69  |

1. For parcels that destinate to different BMC service areas (see [453.3.1](#)).
2. All rates include an OBMC Presort discount of \$1.17 per parcel.
3. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
4. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
5. Regardless of weight, a parcel that meets any of the criteria in [DMM 401.2.3.2](#) must pay the nonmachinable rate.
6. Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

**Exhibit 1.2b. Parcel Post Inter-BMC/ASF OBMC Presort**

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup>                     |     |     |     |     |     |     | Nonmachinable <sup>1, 2, 3, 5, 6</sup> |         |         |         |         |         |         |
|--------------------------|--|-----|-----|-----|-----|-----|-----|--|---------|---------|---------|---------|---------|---------|
|                          | Zone   |     |     |     |     |     |     | Zone                                   |         |         |         |         |         |         |
|                          | 1 & 2  | 3   | 4   | 5   | 6   | 7   | 8   | 1 & 2                                  | 3       | 4       | 5       | 6       | 7       | 8       |
| 36                       | For parcels over 35 pounds, use nonmachinable rates. |     |     |     |     |     |     | \$10.38                                | \$12.97 | \$16.40 | \$20.64 | \$23.65 | \$27.03 | \$35.03 |
| 37                       | ---  | --- | --- | --- | --- | --- | --- | 10.45                                  | 13.06   | 16.51   | 20.81   | 23.86   | 27.27   | 35.37   |
| 38                       | ---  | --- | --- | --- | --- | --- | --- | 10.52                                  | 13.18   | 16.65   | 20.99   | 24.06   | 27.51   | 35.70   |
| 39                       | ---  | --- | --- | --- | --- | --- | --- | 10.60                                  | 13.25   | 16.77   | 21.15   | 24.26   | 27.75   | 36.01   |
| 40                       | ---  | --- | --- | --- | --- | --- | --- | 10.67                                  | 13.36   | 16.90   | 21.31   | 24.45   | 27.97   | 36.32   |
| 41                       | ---  | --- | --- | --- | --- | --- | --- | 10.75                                  | 13.46   | 17.02   | 21.47   | 24.64   | 28.19   | 36.62   |
| 42                       | ---  | --- | --- | --- | --- | --- | --- | 10.81                                  | 13.54   | 17.14   | 21.62   | 24.82   | 28.40   | 36.91   |
| 43                       | ---  | --- | --- | --- | --- | --- | --- | 10.86                                  | 13.63   | 17.26   | 21.77   | 24.99   | 28.61   | 37.19   |
| 44                       | ---  | --- | --- | --- | --- | --- | --- | 10.93                                  | 13.70   | 17.37   | 21.91   | 25.16   | 28.81   | 37.46   |
| 45                       | ---  | --- | --- | --- | --- | --- | --- | 10.99                                  | 13.80   | 17.49   | 22.05   | 25.33   | 29.01   | 37.72   |
| 46                       | ---  | --- | --- | --- | --- | --- | --- | 11.06                                  | 13.88   | 17.60   | 22.19   | 25.49   | 29.20   | 37.98   |
| 47                       | ---  | --- | --- | --- | --- | --- | --- | 11.14                                  | 13.97   | 17.70   | 22.32   | 25.64   | 29.38   | 38.23   |
| 48                       | ---  | --- | --- | --- | --- | --- | --- | 11.19                                  | 14.05   | 17.82   | 22.44   | 25.80   | 29.56   | 38.47   |
| 49                       | ---  | --- | --- | --- | --- | --- | --- | 11.24                                  | 14.13   | 17.92   | 22.57   | 25.94   | 29.73   | 38.71   |
| 50                       | ---  | --- | --- | --- | --- | --- | --- | 11.30                                  | 14.19   | 18.00   | 22.69   | 26.09   | 29.90   | 38.94   |
| 51                       | ---  | --- | --- | --- | --- | --- | --- | 11.37                                  | 14.28   | 18.12   | 22.81   | 26.23   | 30.07   | 39.17   |
| 52                       | ---  | --- | --- | --- | --- | --- | --- | 11.42                                  | 14.36   | 18.21   | 22.92   | 26.37   | 30.23   | 39.38   |
| 53                       | ---  | --- | --- | --- | --- | --- | --- | 11.49                                  | 14.42   | 18.28   | 23.03   | 26.50   | 30.39   | 39.60   |
| 54                       | ---  | --- | --- | --- | --- | --- | --- | 11.54                                  | 14.52   | 18.39   | 23.14   | 26.63   | 30.54   | 39.80   |
| 55                       | ---  | --- | --- | --- | --- | --- | --- | 11.59                                  | 14.55   | 18.49   | 23.25   | 26.75   | 30.69   | 40.01   |
| 56                       | ---  | --- | --- | --- | --- | --- | --- | 11.67                                  | 14.66   | 18.57   | 23.35   | 26.88   | 30.83   | 40.20   |
| 57                       | ---  | --- | --- | --- | --- | --- | --- | 11.72                                  | 14.72   | 18.67   | 23.45   | 27.00   | 30.97   | 40.40   |
| 58                       | ---  | --- | --- | --- | --- | --- | --- | 11.77                                  | 14.79   | 18.74   | 23.55   | 27.11   | 31.11   | 40.58   |
| 59                       | ---  | --- | --- | --- | --- | --- | --- | 11.84                                  | 14.85   | 18.84   | 23.65   | 27.23   | 31.25   | 40.77   |
| 60                       | ---  | --- | --- | --- | --- | --- | --- | 11.89                                  | 14.92   | 18.93   | 23.74   | 27.34   | 31.38   | 40.94   |
| 61                       | ---  | --- | --- | --- | --- | --- | --- | 11.97                                  | 15.01   | 19.00   | 23.83   | 27.45   | 31.50   | 41.12   |
| 62                       | ---  | --- | --- | --- | --- | --- | --- | 12.02                                  | 15.06   | 19.08   | 23.92   | 27.55   | 31.63   | 41.29   |
| 63                       | ---  | --- | --- | --- | --- | --- | --- | 12.05                                  | 15.14   | 19.17   | 24.01   | 27.66   | 31.75   | 41.45   |
| 64                       | ---  | --- | --- | --- | --- | --- | --- | 12.10                                  | 15.19   | 19.24   | 24.09   | 27.76   | 31.87   | 41.61   |
| 65                       | ---  | --- | --- | --- | --- | --- | --- | 12.16                                  | 15.26   | 19.32   | 24.18   | 27.86   | 31.99   | 41.77   |
| 66                       | ---  | --- | --- | --- | --- | --- | --- | 12.23                                  | 15.33   | 19.39   | 24.26   | 27.95   | 32.10   | 41.93   |
| 67                       | ---  | --- | --- | --- | --- | --- | --- | 12.29                                  | 15.39   | 19.47   | 24.34   | 28.05   | 32.21   | 42.08   |
| 68                       | ---  | --- | --- | --- | --- | --- | --- | 12.33                                  | 15.45   | 19.56   | 24.42   | 28.14   | 32.32   | 42.22   |
| 69                       | ---  | --- | --- | --- | --- | --- | --- | 12.38                                  | 15.50   | 19.63   | 24.49   | 28.23   | 32.42   | 42.37   |
| 70                       | ---  | --- | --- | --- | --- | --- | --- | 12.44                                  | 15.58   | 19.70   | 24.56   | 28.32   | 32.53   | 42.51   |
| Oversized                | ---  | --- | --- | --- | --- | --- | --- | 40.53                                  | 45.56   | 52.95   | 64.67   | 78.52   | 91.64   | 119.55  |

1. For parcels that destinate to different BMC service areas (see 453.3.1).
2. All rates include an OBMC Presort discount of \$1.17 per parcel.
3. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
4. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
5. Regardless of weight, a parcel that meets any of the criteria in DMM 401.2.3.2 must pay the nonmachinable rate.
6. Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

[R700.1.1 and R700.1.2]



# 453

## Discount Parcels: Parcel Post Rates and Eligibility

### Exhibit 1.2c. Parcel Post Inter-BMC/ASF BMC Presort

| Weight<br>Not Over<br>(pounds) | Machinable <sup>1, 2, 3, 4, 5</sup> |        |        |        |        |        |        | Nonmachinable <sup>1, 2, 3, 5, 6</sup> |        |        |        |        |        |        |
|--------------------------------|-------------------------------------|--------|--------|--------|--------|--------|--------|--|--------|--------|--------|--------|--------|--------|
|                                | Zone                                |        |        |        |        |        |        | Zone                                   |        |        |        |        |        |        |
|                                | 1 & 2                               | 3      | 4      | 5      | 6      | 7      | 8      | 1 & 2                                  | 3      | 4      | 5      | 6      | 7      | 8      |
| 1                              | \$3.41                              | \$3.47 | \$3.47 | \$3.47 | \$3.47 | \$3.47 | \$3.47 | \$6.16                                 | \$6.22 | \$6.22 | \$6.22 | \$6.22 | \$6.22 | \$6.22 |
| 2                              | 3.57                                | 3.57   | 3.86   | 3.86   | 4.21   | 4.21   | 4.21   | 6.32                                   | 6.32   | 6.61   | 6.61   | 6.96   | 6.96   | 6.96   |
| 3                              | 4.37                                | 4.37   | 5.27   | 5.37   | 5.43   | 5.49   | 6.04   | 7.12                                   | 7.12   | 8.02   | 8.12   | 8.18   | 8.24   | 8.79   |
| 4                              | 4.58                                | 4.92   | 6.01   | 6.65   | 6.86   | 6.92   | 7.59   | 7.33                                   | 7.67   | 8.76   | 9.40   | 9.61   | 9.67   | 10.34  |
| 5                              | 4.75                                | 5.43   | 6.66   | 7.47   | 8.30   | 8.36   | 9.15   | 7.50                                   | 8.18   | 9.41   | 10.22  | 11.05  | 11.11  | 11.90  |
| 6                              | 5.35                                | 5.73   | 7.16   | 8.22   | 9.24   | 9.62   | 11.21  | 8.10                                   | 8.48   | 9.91   | 10.97  | 11.99  | 12.37  | 13.96  |
| 7                              | 5.52                                | 6.00   | 7.63   | 8.92   | 10.07  | 11.11  | 12.55  | 8.27                                   | 8.75   | 10.38  | 11.67  | 12.82  | 13.86  | 15.30  |
| 8                              | 5.70                                | 6.25   | 8.02   | 9.56   | 10.83  | 12.26  | 14.76  | 8.45                                   | 9.00   | 10.77  | 12.31  | 13.58  | 15.01  | 17.51  |
| 9                              | 5.83                                | 6.48   | 8.46   | 10.17  | 11.55  | 13.10  | 16.76  | 8.58                                   | 9.23   | 11.21  | 12.92  | 14.30  | 15.85  | 19.51  |
| 10                             | 6.00                                | 7.29   | 8.82   | 10.73  | 12.22  | 13.89  | 17.86  | 8.75                                   | 10.04  | 11.57  | 13.48  | 14.97  | 16.64  | 20.61  |
| 11                             | 6.13                                | 7.52   | 9.19   | 11.26  | 12.85  | 14.64  | 18.87  | 8.88                                   | 10.27  | 11.94  | 14.01  | 15.60  | 17.39  | 21.62  |
| 12                             | 6.26                                | 7.73   | 9.52   | 11.76  | 13.44  | 15.34  | 19.82  | 9.01                                   | 10.48  | 12.27  | 14.51  | 16.19  | 18.09  | 22.57  |
| 13                             | 6.39                                | 7.91   | 9.84   | 12.23  | 14.00  | 15.99  | 20.71  | 9.14                                   | 10.66  | 12.59  | 14.98  | 16.75  | 18.74  | 23.46  |
| 14                             | 6.52                                | 8.14   | 10.15  | 12.67  | 14.53  | 16.62  | 21.56  | 9.27                                   | 10.89  | 12.90  | 15.42  | 17.28  | 19.37  | 24.31  |
| 15                             | 6.64                                | 8.33   | 10.45  | 13.10  | 15.03  | 17.21  | 22.36  | 9.39                                   | 11.08  | 13.20  | 15.85  | 17.78  | 19.96  | 25.11  |
| 16                             | 6.74                                | 8.51   | 10.72  | 13.50  | 15.51  | 17.77  | 23.13  | 9.49                                   | 11.26  | 13.47  | 16.25  | 18.26  | 20.52  | 25.88  |
| 17                             | 6.87                                | 8.66   | 11.00  | 13.88  | 15.96  | 18.31  | 23.85  | 9.62                                   | 11.41  | 13.75  | 16.63  | 18.71  | 21.06  | 26.60  |
| 18                             | 6.97                                | 8.83   | 11.24  | 14.24  | 16.40  | 18.81  | 24.54  | 9.72                                   | 11.58  | 13.99  | 16.99  | 19.15  | 21.56  | 27.29  |
| 19                             | 7.09                                | 9.00   | 11.49  | 14.59  | 16.81  | 19.30  | 25.20  | 9.84                                   | 11.75  | 14.24  | 17.34  | 19.56  | 22.05  | 27.95  |
| 20                             | 7.18                                | 9.15   | 11.70  | 14.92  | 17.20  | 19.77  | 25.84  | 9.93                                   | 11.90  | 14.45  | 17.67  | 19.95  | 22.52  | 28.59  |
| 21                             | 7.29                                | 9.31   | 11.92  | 15.24  | 17.58  | 20.21  | 26.44  | 10.04                                  | 12.06  | 14.67  | 17.99  | 20.33  | 22.96  | 29.19  |
| 22                             | 7.38                                | 9.44   | 12.14  | 15.54  | 17.94  | 20.64  | 27.02  | 10.13                                  | 12.19  | 14.89  | 18.29  | 20.69  | 23.39  | 29.77  |
| 23                             | 7.48                                | 9.61   | 12.37  | 15.83  | 18.29  | 21.04  | 27.57  | 10.23                                  | 12.36  | 15.12  | 18.58  | 21.04  | 23.79  | 30.32  |
| 24                             | 7.55                                | 9.73   | 12.55  | 16.11  | 18.62  | 21.44  | 28.11  | 10.30                                  | 12.48  | 15.30  | 18.86  | 21.37  | 24.19  | 30.86  |
| 25                             | 7.65                                | 9.86   | 12.75  | 16.38  | 18.94  | 21.81  | 28.62  | 10.40                                  | 12.61  | 15.50  | 19.13  | 21.69  | 24.56  | 31.37  |
| 26                             | 7.73                                | 9.99   | 12.93  | 16.64  | 19.25  | 22.18  | 29.11  | 10.48                                  | 12.74  | 15.68  | 19.39  | 22.00  | 24.93  | 31.86  |
| 27                             | 7.83                                | 10.12  | 13.10  | 16.89  | 19.55  | 22.53  | 29.59  | 10.58                                  | 12.87  | 15.85  | 19.64  | 22.30  | 25.28  | 32.34  |
| 28                             | 7.90                                | 10.24  | 13.30  | 17.13  | 19.83  | 22.86  | 30.04  | 10.65                                  | 12.99  | 16.05  | 19.88  | 22.58  | 25.61  | 32.79  |
| 29                             | 7.99                                | 10.37  | 13.47  | 17.36  | 20.11  | 23.19  | 30.48  | 10.74                                  | 13.12  | 16.22  | 20.11  | 22.86  | 25.94  | 33.23  |
| 30                             | 8.07                                | 10.48  | 13.62  | 17.59  | 20.37  | 23.50  | 30.91  | 10.82                                  | 13.23  | 16.37  | 20.34  | 23.12  | 26.25  | 33.66  |
| 31                             | 8.16                                | 10.58  | 13.78  | 17.80  | 20.63  | 23.80  | 31.32  | 10.91                                  | 13.33  | 16.53  | 20.55  | 23.38  | 26.55  | 34.07  |
| 32                             | 8.22                                | 10.71  | 13.94  | 18.01  | 20.88  | 24.09  | 31.72  | 10.97                                  | 13.46  | 16.69  | 20.76  | 23.63  | 26.84  | 34.47  |
| 33                             | 8.30                                | 10.82  | 14.10  | 18.21  | 21.12  | 24.37  | 32.10  | 11.05                                  | 13.57  | 16.85  | 20.96  | 23.87  | 27.12  | 34.85  |
| 34                             | 8.38                                | 10.90  | 14.23  | 18.41  | 21.35  | 24.65  | 32.47  | 11.13                                  | 13.65  | 16.98  | 21.16  | 24.10  | 27.40  | 35.22  |
| 35                             | 8.46                                | 11.02  | 14.38  | 18.60  | 21.57  | 24.91  | 32.83  | 11.21                                  | 13.77  | 17.13  | 21.35  | 24.32  | 27.66  | 35.58  |

- For parcels that destinate to different BMC service areas (see [453.3.1](#)).
- All rates include a BMC Presort discount of \$0.28 per parcel.
- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
- Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
- Regardless of weight, a parcel that meets any of the criteria in DMM [401.2.3.2](#) must pay the nonmachinable rate.
- Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

**Exhibit 1.2c. Parcel Post Inter-BMC/ASF BMC Presort**

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4, 5</sup>                  |     |     |     |     |     |     | Nonmachinable <sup>1, 2, 3, 5, 6</sup> |         |         |         |         |         |         |
|--------------------------|--|-----|-----|-----|-----|-----|-----|--|---------|---------|---------|---------|---------|---------|
|                          | Zone   |     |     |     |     |     |     | Zone                                   |         |         |         |         |         |         |
|                          | 1 & 2  | 3   | 4   | 5   | 6   | 7   | 8   | 1 & 2                                  | 3       | 4       | 5       | 6       | 7       | 8       |
| 36                       | For parcels over 35 pounds, use nonmachinable rates. |     |     |     |     |     |     | \$11.27                                | \$13.86 | \$17.29 | \$21.53 | \$24.54 | \$27.92 | \$35.92 |
| 37                       | ---  | --- | --- | --- | --- | --- | --- | 11.34                                  | 13.95   | 17.40   | 21.70   | 24.75   | 28.16   | 36.26   |
| 38                       | ---  | --- | --- | --- | --- | --- | --- | 11.41                                  | 14.07   | 17.54   | 21.88   | 24.95   | 28.40   | 36.59   |
| 39                       | ---  | --- | --- | --- | --- | --- | --- | 11.49                                  | 14.14   | 17.66   | 22.04   | 25.15   | 28.64   | 36.90   |
| 40                       | ---  | --- | --- | --- | --- | --- | --- | 11.56                                  | 14.25   | 17.79   | 22.20   | 25.34   | 28.86   | 37.21   |
| 41                       | ---  | --- | --- | --- | --- | --- | --- | 11.64                                  | 14.35   | 17.91   | 22.36   | 25.53   | 29.08   | 37.51   |
| 42                       | ---  | --- | --- | --- | --- | --- | --- | 11.70                                  | 14.43   | 18.03   | 22.51   | 25.71   | 29.29   | 37.80   |
| 43                       | ---  | --- | --- | --- | --- | --- | --- | 11.75                                  | 14.52   | 18.15   | 22.66   | 25.88   | 29.50   | 38.08   |
| 44                       | ---  | --- | --- | --- | --- | --- | --- | 11.82                                  | 14.59   | 18.26   | 22.80   | 26.05   | 29.70   | 38.35   |
| 45                       | ---  | --- | --- | --- | --- | --- | --- | 11.88                                  | 14.69   | 18.38   | 22.94   | 26.22   | 29.90   | 38.61   |
| 46                       | ---  | --- | --- | --- | --- | --- | --- | 11.95                                  | 14.77   | 18.49   | 23.08   | 26.38   | 30.09   | 38.87   |
| 47                       | ---  | --- | --- | --- | --- | --- | --- | 12.03                                  | 14.86   | 18.59   | 23.21   | 26.53   | 30.27   | 39.12   |
| 48                       | ---  | --- | --- | --- | --- | --- | --- | 12.08                                  | 14.94   | 18.71   | 23.33   | 26.69   | 30.45   | 39.36   |
| 49                       | ---  | --- | --- | --- | --- | --- | --- | 12.13                                  | 15.02   | 18.81   | 23.46   | 26.83   | 30.62   | 39.60   |
| 50                       | ---  | --- | --- | --- | --- | --- | --- | 12.19                                  | 15.08   | 18.89   | 23.58   | 26.98   | 30.79   | 39.83   |
| 51                       | ---  | --- | --- | --- | --- | --- | --- | 12.26                                  | 15.17   | 19.01   | 23.70   | 27.12   | 30.96   | 40.06   |
| 52                       | ---  | --- | --- | --- | --- | --- | --- | 12.31                                  | 15.25   | 19.10   | 23.81   | 27.26   | 31.12   | 40.27   |
| 53                       | ---  | --- | --- | --- | --- | --- | --- | 12.38                                  | 15.31   | 19.17   | 23.92   | 27.39   | 31.28   | 40.49   |
| 54                       | ---  | --- | --- | --- | --- | --- | --- | 12.43                                  | 15.41   | 19.28   | 24.03   | 27.52   | 31.43   | 40.69   |
| 55                       | ---  | --- | --- | --- | --- | --- | --- | 12.48                                  | 15.44   | 19.38   | 24.14   | 27.64   | 31.58   | 40.90   |
| 56                       | ---  | --- | --- | --- | --- | --- | --- | 12.56                                  | 15.55   | 19.46   | 24.24   | 27.77   | 31.72   | 41.09   |
| 57                       | ---  | --- | --- | --- | --- | --- | --- | 12.61                                  | 15.61   | 19.56   | 24.34   | 27.89   | 31.86   | 41.29   |
| 58                       | ---  | --- | --- | --- | --- | --- | --- | 12.66                                  | 15.68   | 19.63   | 24.44   | 28.00   | 32.00   | 41.47   |
| 59                       | ---  | --- | --- | --- | --- | --- | --- | 12.73                                  | 15.74   | 19.73   | 24.54   | 28.12   | 32.14   | 41.66   |
| 60                       | ---  | --- | --- | --- | --- | --- | --- | 12.78                                  | 15.81   | 19.82   | 24.63   | 28.23   | 32.27   | 41.83   |
| 61                       | ---  | --- | --- | --- | --- | --- | --- | 12.86                                  | 15.90   | 19.89   | 24.72   | 28.34   | 32.39   | 42.01   |
| 62                       | ---  | --- | --- | --- | --- | --- | --- | 12.91                                  | 15.95   | 19.97   | 24.81   | 28.44   | 32.52   | 42.18   |
| 63                       | ---  | --- | --- | --- | --- | --- | --- | 12.94                                  | 16.03   | 20.06   | 24.90   | 28.55   | 32.64   | 42.34   |
| 64                       | ---  | --- | --- | --- | --- | --- | --- | 12.99                                  | 16.08   | 20.13   | 24.98   | 28.65   | 32.76   | 42.50   |
| 65                       | ---  | --- | --- | --- | --- | --- | --- | 13.05                                  | 16.15   | 20.21   | 25.07   | 28.75   | 32.88   | 42.66   |
| 66                       | ---  | --- | --- | --- | --- | --- | --- | 13.12                                  | 16.22   | 20.28   | 25.15   | 28.84   | 32.99   | 42.82   |
| 67                       | ---  | --- | --- | --- | --- | --- | --- | 13.18                                  | 16.28   | 20.36   | 25.23   | 28.94   | 33.10   | 42.97   |
| 68                       | ---  | --- | --- | --- | --- | --- | --- | 13.22                                  | 16.34   | 20.45   | 25.31   | 29.03   | 33.21   | 43.11   |
| 69                       | ---  | --- | --- | --- | --- | --- | --- | 13.27                                  | 16.39   | 20.52   | 25.38   | 29.12   | 33.31   | 43.26   |
| 70                       | ---  | --- | --- | --- | --- | --- | --- | 13.33                                  | 16.47   | 20.59   | 25.45   | 29.21   | 33.42   | 43.40   |
| Oversized                | ---  | --- | --- | --- | --- | --- | --- | 41.42                                  | 46.45   | 53.84   | 65.56   | 79.41   | 92.53   | 120.44  |

1. For parcels that destinate to different BMC service areas (see 453.3.1).
2. All rates include a BMC Presort discount of \$0.28 per parcel.
3. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
4. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
5. Regardless of weight, a parcel that meets any of the criteria in DMM 401.2.3.2 must pay the nonmachinable rate.
6. Rates include the \$2.75 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

[R700.1.1 and R700.1.2]



**Exhibit 1.3 Parcel Post Local and Intra-BMC/ASF**

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup> |        |        |        |        | Nonmachinable <sup>1, 2, 4, 5</sup> |        |        |        |        |
|--------------------------|----------------------------------|--------|--------|--------|--------|-------------------------------------|--------|--------|--------|--------|
|                          | Zone                             |        |        |        |        | Zone                                |        |        |        |        |
|                          | Local                            | 1&2    | 3      | 4      | 5      | Local                               | 1&2    | 3      | 4      | 5      |
| 1                        | \$2.81                           | \$2.96 | \$2.99 | \$3.05 | \$3.14 | \$4.16                              | \$4.31 | \$4.34 | \$4.40 | \$4.49 |
| 2                        | 3.13                             | 3.53   | 3.56   | 3.63   | 3.74   | 4.48                                | 4.88   | 4.91   | 4.98   | 5.09   |
| 3                        | 3.44                             | 4.08   | 4.11   | 4.20   | 4.32   | 4.79                                | 5.43   | 5.46   | 5.55   | 5.67   |
| 4                        | 3.73                             | 4.28   | 4.62   | 4.72   | 4.86   | 5.08                                | 5.63   | 5.97   | 6.07   | 6.21   |
| 5                        | 3.99                             | 4.45   | 5.02   | 5.15   | 5.35   | 5.34                                | 5.80   | 6.37   | 6.50   | 6.70   |
| 6                        | 4.23                             | 4.61   | 5.38   | 5.51   | 5.80   | 5.58                                | 5.96   | 6.73   | 6.86   | 7.15   |
| 7                        | 4.36                             | 4.76   | 5.69   | 5.84   | 6.21   | 5.71                                | 6.11   | 7.04   | 7.19   | 7.56   |
| 8                        | 4.46                             | 5.33   | 5.98   | 6.14   | 6.60   | 5.81                                | 6.68   | 7.33   | 7.49   | 7.95   |
| 9                        | 4.56                             | 5.46   | 6.22   | 6.45   | 6.95   | 5.91                                | 6.81   | 7.57   | 7.80   | 8.30   |
| 10                       | 4.66                             | 5.63   | 6.53   | 6.74   | 7.28   | 6.01                                | 6.98   | 7.88   | 8.09   | 8.63   |
| 11                       | 4.74                             | 5.76   | 6.74   | 7.00   | 7.58   | 6.09                                | 7.11   | 8.09   | 8.35   | 8.93   |
| 12                       | 4.84                             | 5.91   | 6.94   | 7.26   | 7.87   | 6.19                                | 7.26   | 8.29   | 8.61   | 9.22   |
| 13                       | 4.92                             | 6.04   | 7.10   | 7.50   | 8.13   | 6.27                                | 7.39   | 8.45   | 8.85   | 9.48   |
| 14                       | 5.00                             | 6.16   | 7.22   | 7.75   | 8.38   | 6.35                                | 7.51   | 8.57   | 9.10   | 9.73   |
| 15                       | 5.08                             | 6.27   | 7.39   | 7.96   | 8.62   | 6.43                                | 7.62   | 8.74   | 9.31   | 9.97   |
| 16                       | 5.17                             | 6.38   | 7.56   | 8.16   | 8.84   | 6.52                                | 7.73   | 8.91   | 9.51   | 10.19  |
| 17                       | 5.23                             | 6.51   | 7.72   | 8.38   | 9.05   | 6.58                                | 7.86   | 9.07   | 9.73   | 10.40  |
| 18                       | 5.30                             | 6.60   | 7.87   | 8.57   | 9.24   | 6.65                                | 7.95   | 9.22   | 9.92   | 10.59  |
| 19                       | 5.36                             | 6.72   | 8.02   | 8.75   | 9.43   | 6.71                                | 8.07   | 9.37   | 10.10  | 10.78  |
| 20                       | 5.46                             | 6.82   | 8.16   | 8.91   | 9.60   | 6.81                                | 8.17   | 9.51   | 10.26  | 10.95  |
| 21                       | 5.51                             | 6.91   | 8.30   | 9.06   | 9.77   | 6.86                                | 8.26   | 9.65   | 10.41  | 11.12  |
| 22                       | 5.57                             | 7.02   | 8.42   | 9.20   | 9.92   | 6.92                                | 8.37   | 9.77   | 10.55  | 11.27  |
| 23                       | 5.64                             | 7.10   | 8.58   | 9.34   | 10.07  | 6.99                                | 8.45   | 9.93   | 10.69  | 11.42  |
| 24                       | 5.70                             | 7.19   | 8.70   | 9.46   | 10.22  | 7.05                                | 8.54   | 10.05  | 10.81  | 11.57  |
| 25                       | 5.77                             | 7.27   | 8.82   | 9.58   | 10.35  | 7.12                                | 8.62   | 10.17  | 10.93  | 11.70  |
| 26                       | 5.82                             | 7.37   | 8.93   | 9.71   | 10.48  | 7.17                                | 8.72   | 10.28  | 11.06  | 11.83  |
| 27                       | 5.88                             | 7.45   | 9.06   | 9.82   | 10.60  | 7.23                                | 8.80   | 10.41  | 11.17  | 11.95  |
| 28                       | 5.94                             | 7.52   | 9.18   | 9.91   | 10.72  | 7.29                                | 8.87   | 10.53  | 11.26  | 12.07  |
| 29                       | 6.01                             | 7.61   | 9.30   | 10.02  | 10.83  | 7.36                                | 8.96   | 10.65  | 11.37  | 12.18  |
| 30                       | 6.08                             | 7.69   | 9.40   | 10.12  | 10.93  | 7.43                                | 9.04   | 10.75  | 11.47  | 12.28  |
| 31                       | 6.13                             | 7.77   | 9.48   | 10.21  | 11.04  | 7.48                                | 9.12   | 10.83  | 11.56  | 12.39  |
| 32                       | 6.18                             | 7.86   | 9.60   | 10.31  | 11.13  | 7.53                                | 9.21   | 10.95  | 11.66  | 12.48  |
| 33                       | 6.25                             | 7.92   | 9.70   | 10.39  | 11.23  | 7.60                                | 9.27   | 11.05  | 11.74  | 12.58  |
| 34                       | 6.30                             | 8.00   | 9.78   | 10.47  | 11.31  | 7.65                                | 9.35   | 11.13  | 11.82  | 12.66  |
| 35                       | 6.35                             | 8.06   | 9.89   | 10.55  | 11.40  | 7.70                                | 9.41   | 11.24  | 11.90  | 12.75  |

1. For parcels that originate and destinate in the same BMC service area.
2. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in DMM 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rate.
5. Rates include the \$1.35 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

**Exhibit 1.3 Parcel Post Local and Intra-BMC/ASF**

| Weight Not Over (pounds) | Machinable <sup>1, 2, 3, 4</sup>                     |     |     |     |     | Nonmachinable <sup>1, 2, 4, 5</sup> |        |         |         |         |
|--------------------------|--|-----|-----|-----|-----|-------------------------------------|--------|---------|---------|---------|
|                          | Zone   |     |     |     |     | Zone                                |        |         |         |         |
|                          | Local  | 1&2 | 3   | 4   | 5   | Local                               | 1&2    | 3       | 4       | 5       |
| 36                       | For parcels over 35 pounds, use nonmachinable rates. |     |     |     |     | \$7.75                              | \$9.48 | \$11.32 | \$11.97 | \$12.83 |
| 37                       | ---  | --- | --- | --- | --- | 7.79                                | 9.57   | 11.41   | 12.05   | 12.91   |
| 38                       | ---  | --- | --- | --- | --- | 7.84                                | 9.63   | 11.50   | 12.12   | 12.98   |
| 39                       | ---  | --- | --- | --- | --- | 7.91                                | 9.71   | 11.60   | 12.18   | 13.05   |
| 40                       | ---  | --- | --- | --- | --- | 7.96                                | 9.76   | 11.67   | 12.24   | 13.12   |
| 41                       | ---  | --- | --- | --- | --- | 8.02                                | 9.85   | 11.78   | 12.30   | 13.19   |
| 42                       | ---  | --- | --- | --- | --- | 8.07                                | 9.90   | 11.85   | 12.37   | 13.25   |
| 43                       | ---  | --- | --- | --- | --- | 8.12                                | 9.96   | 11.93   | 12.43   | 13.30   |
| 44                       | ---  | --- | --- | --- | --- | 8.19                                | 10.03  | 12.01   | 12.49   | 13.35   |
| 45                       | ---  | --- | --- | --- | --- | 8.23                                | 10.08  | 12.08   | 12.65   | 13.40   |
| 46                       | ---  | --- | --- | --- | --- | 8.27                                | 10.17  | 12.17   | 12.70   | 13.45   |
| 47                       | ---  | --- | --- | --- | --- | 8.33                                | 10.24  | 12.23   | 12.75   | 13.50   |
| 48                       | ---  | --- | --- | --- | --- | 8.38                                | 10.29  | 12.32   | 12.79   | 13.55   |
| 49                       | ---  | --- | --- | --- | --- | 8.42                                | 10.36  | 12.39   | 12.84   | 13.60   |
| 50                       | ---  | --- | --- | --- | --- | 8.47                                | 10.39  | 12.46   | 12.88   | 13.65   |
| 51                       | ---  | --- | --- | --- | --- | 8.53                                | 10.48  | 12.52   | 12.93   | 13.70   |
| 52                       | ---  | --- | --- | --- | --- | 8.56                                | 10.54  | 12.62   | 12.97   | 13.75   |
| 53                       | ---  | --- | --- | --- | --- | 8.61                                | 10.57  | 12.67   | 13.00   | 13.80   |
| 54                       | ---  | --- | --- | --- | --- | 8.67                                | 10.63  | 12.71   | 13.05   | 13.85   |
| 55                       | ---  | --- | --- | --- | --- | 8.72                                | 10.69  | 12.75   | 13.10   | 13.90   |
| 56                       | ---  | --- | --- | --- | --- | 8.75                                | 10.75  | 12.79   | 13.14   | 13.95   |
| 57                       | ---  | --- | --- | --- | --- | 8.80                                | 10.82  | 12.81   | 13.16   | 14.00   |
| 58                       | ---  | --- | --- | --- | --- | 8.85                                | 10.87  | 12.85   | 13.20   | 14.05   |
| 59                       | ---  | --- | --- | --- | --- | 8.90                                | 10.92  | 12.88   | 13.24   | 14.10   |
| 60                       | ---  | --- | --- | --- | --- | 8.92                                | 10.99  | 12.91   | 13.26   | 14.15   |
| 61                       | ---  | --- | --- | --- | --- | 9.01                                | 11.05  | 12.94   | 13.30   | 14.20   |
| 62                       | ---  | --- | --- | --- | --- | 9.03                                | 11.10  | 12.97   | 13.36   | 14.25   |
| 63                       | ---  | --- | --- | --- | --- | 9.08                                | 11.15  | 12.99   | 13.43   | 14.30   |
| 64                       | ---  | --- | --- | --- | --- | 9.13                                | 11.21  | 13.01   | 13.48   | 14.35   |
| 65                       | ---  | --- | --- | --- | --- | 9.17                                | 11.26  | 13.05   | 13.54   | 14.40   |
| 66                       | ---  | --- | --- | --- | --- | 9.20                                | 11.33  | 13.07   | 13.61   | 14.45   |
| 67                       | ---  | --- | --- | --- | --- | 9.27                                | 11.39  | 13.10   | 13.68   | 14.50   |
| 68                       | ---  | --- | --- | --- | --- | 9.31                                | 11.41  | 13.11   | 13.72   | 14.55   |
| 69                       | ---  | --- | --- | --- | --- | 9.32                                | 11.48  | 13.13   | 13.79   | 14.60   |
| 70                       | ---  | --- | --- | --- | --- | 9.33                                | 11.53  | 13.16   | 13.85   | 14.65   |
| Oversized                | ---  | --- | --- | --- | --- | 23.78                               | 34.47  | 34.79   | 35.48   | 36.53   |

1. For parcels that originate and destinate in the same BMC service area.
2. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates regardless of weight.
3. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel (50-piece minimum).
4. Regardless of weight, a parcel that meets any of the criteria in DMM 101.7.2 (for retail) or 401.2.3.2 (for discount) must pay the nonmachinable rate.
5. Rates include the \$1.35 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

[R700.1.3 and R700.1.4]



# 453

## Discount Parcels: Parcel Post Rates and Eligibility

**Exhibit 1.4 Parcel Select—DBMC, DSCF, and DDU**

| Weight Not Over (pounds) | Machinable <sup>1, 2</sup> |        |               |        |        |        | Nonmachinable <sup>1, 2</sup> |         |         |               |        |        |        |
|--------------------------|----------------------------|--------|---------------|--------|--------|--------|-------------------------------|---------|---------|---------------|--------|--------|--------|
|                          | DDU                        | DSCF   | DBMC/ASF Zone |        |        |        | DDU                           | DSCF    |         | DBMC/ASF Zone |        |        |        |
|                          |                            |        | 1&2           | 3      | 4      | 5      |                               | 3-Digit | 5-Digit | 1&2           | 3      | 4      | 5      |
| 1                        | \$1.23                     | \$1.53 | \$2.01        | \$2.26 | \$2.49 | \$3.09 | \$1.23                        | \$2.62  | \$1.53  | \$3.46        | \$3.71 | \$3.94 | \$4.54 |
| 2                        | 1.28                       | 1.71   | 2.24          | 2.76   | 3.19   | 3.69   | 1.28                          | 2.80    | 1.71    | 3.69          | 4.21   | 4.64   | 5.14   |
| 3                        | 1.33                       | 1.85   | 2.49          | 3.27   | 3.84   | 4.28   | 1.33                          | 2.94    | 1.85    | 3.94          | 4.72   | 5.29   | 5.73   |
| 4                        | 1.38                       | 1.99   | 2.72          | 3.75   | 4.41   | 4.81   | 1.38                          | 3.08    | 1.99    | 4.17          | 5.20   | 5.86   | 6.26   |
| 5                        | 1.43                       | 2.12   | 2.94          | 4.20   | 4.82   | 5.30   | 1.43                          | 3.21    | 2.12    | 4.39          | 5.65   | 6.27   | 6.75   |
| 6                        | 1.47                       | 2.24   | 3.15          | 4.60   | 5.16   | 5.75   | 1.47                          | 3.33    | 2.24    | 4.60          | 6.05   | 6.61   | 7.20   |
| 7                        | 1.51                       | 2.35   | 3.34          | 4.96   | 5.47   | 6.18   | 1.51                          | 3.44    | 2.35    | 4.79          | 6.41   | 6.92   | 7.63   |
| 8                        | 1.55                       | 2.45   | 3.53          | 5.32   | 5.76   | 6.56   | 1.55                          | 3.54    | 2.45    | 4.98          | 6.77   | 7.21   | 8.01   |
| 9                        | 1.58                       | 2.56   | 3.71          | 5.64   | 6.05   | 6.91   | 1.58                          | 3.65    | 2.56    | 5.16          | 7.09   | 7.50   | 8.36   |
| 10                       | 1.62                       | 2.65   | 3.88          | 5.97   | 6.71   | 7.24   | 1.62                          | 3.74    | 2.65    | 5.33          | 7.42   | 8.16   | 8.69   |
| 11                       | 1.65                       | 2.74   | 4.04          | 6.27   | 6.96   | 7.54   | 1.65                          | 3.83    | 2.74    | 5.49          | 7.72   | 8.41   | 8.99   |
| 12                       | 1.68                       | 2.83   | 4.20          | 6.56   | 7.22   | 7.84   | 1.68                          | 3.92    | 2.83    | 5.65          | 8.01   | 8.67   | 9.29   |
| 13                       | 1.71                       | 2.92   | 4.35          | 6.80   | 7.46   | 8.10   | 1.71                          | 4.01    | 2.92    | 5.80          | 8.25   | 8.91   | 9.55   |
| 14                       | 1.74                       | 3.00   | 4.50          | 6.92   | 7.71   | 8.35   | 1.74                          | 4.09    | 3.00    | 5.95          | 8.37   | 9.16   | 9.80   |
| 15                       | 1.77                       | 3.10   | 4.64          | 7.08   | 7.92   | 8.58   | 1.77                          | 4.19    | 3.10    | 6.09          | 8.53   | 9.37   | 10.03  |
| 16                       | 1.79                       | 3.19   | 4.77          | 7.24   | 8.13   | 8.81   | 1.79                          | 4.28    | 3.19    | 6.22          | 8.69   | 9.58   | 10.26  |
| 17                       | 1.82                       | 3.28   | 4.91          | 7.39   | 8.35   | 9.01   | 1.82                          | 4.37    | 3.28    | 6.36          | 8.84   | 9.80   | 10.46  |
| 18                       | 1.85                       | 3.36   | 5.03          | 7.54   | 8.53   | 9.21   | 1.85                          | 4.45    | 3.36    | 6.48          | 8.99   | 9.98   | 10.66  |
| 19                       | 1.87                       | 3.45   | 5.16          | 7.68   | 8.72   | 9.40   | 1.87                          | 4.54    | 3.45    | 6.61          | 9.13   | 10.17  | 10.85  |
| 20                       | 1.89                       | 3.53   | 5.28          | 7.82   | 8.88   | 9.56   | 1.89                          | 4.62    | 3.53    | 6.73          | 9.27   | 10.33  | 11.01  |
| 21                       | 1.92                       | 3.61   | 5.40          | 7.96   | 9.02   | 9.73   | 1.92                          | 4.70    | 3.61    | 6.85          | 9.41   | 10.47  | 11.18  |
| 22                       | 1.94                       | 3.68   | 5.51          | 8.08   | 9.17   | 9.89   | 1.94                          | 4.77    | 3.68    | 6.96          | 9.53   | 10.62  | 11.34  |
| 23                       | 1.96                       | 3.76   | 5.62          | 8.23   | 9.31   | 10.05  | 1.96                          | 4.85    | 3.76    | 7.07          | 9.68   | 10.76  | 11.50  |
| 24                       | 1.98                       | 3.83   | 5.73          | 8.34   | 9.43   | 10.18  | 1.98                          | 4.92    | 3.83    | 7.18          | 9.79   | 10.88  | 11.63  |
| 25                       | 2.00                       | 3.90   | 5.84          | 8.46   | 9.55   | 10.32  | 2.00                          | 4.99    | 3.90    | 7.29          | 9.91   | 11.00  | 11.77  |
| 26                       | 2.02                       | 3.97   | 5.94          | 8.56   | 9.67   | 10.45  | 2.02                          | 5.06    | 3.97    | 7.39          | 10.01  | 11.12  | 11.90  |
| 27                       | 2.04                       | 4.04   | 6.05          | 8.69   | 9.78   | 10.57  | 2.04                          | 5.13    | 4.04    | 7.50          | 10.14  | 11.23  | 12.02  |
| 28                       | 2.06                       | 4.11   | 6.14          | 8.81   | 9.88   | 10.68  | 2.06                          | 5.20    | 4.11    | 7.59          | 10.26  | 11.33  | 12.13  |
| 29                       | 2.07                       | 4.17   | 6.24          | 8.92   | 10.00  | 10.79  | 2.07                          | 5.26    | 4.17    | 7.69          | 10.37  | 11.45  | 12.24  |
| 30                       | 2.09                       | 4.24   | 6.34          | 9.02   | 10.09  | 10.90  | 2.09                          | 5.33    | 4.24    | 7.79          | 10.47  | 11.54  | 12.35  |
| 31                       | 2.10                       | 4.30   | 6.43          | 9.10   | 10.17  | 11.01  | 2.10                          | 5.39    | 4.30    | 7.88          | 10.55  | 11.62  | 12.46  |
| 32                       | 2.11                       | 4.36   | 6.52          | 9.21   | 10.27  | 11.11  | 2.11                          | 5.45    | 4.36    | 7.97          | 10.66  | 11.72  | 12.56  |
| 33                       | 2.12                       | 4.42   | 6.61          | 9.30   | 10.36  | 11.19  | 2.12                          | 5.51    | 4.42    | 8.06          | 10.75  | 11.81  | 12.64  |
| 34                       | 2.13                       | 4.48   | 6.70          | 9.39   | 10.43  | 11.28  | 2.13                          | 5.57    | 4.48    | 8.15          | 10.84  | 11.88  | 12.73  |
| 35                       | 2.14                       | 4.54   | 6.78          | 9.49   | 10.52  | 11.37  | 2.14                          | 5.63    | 4.54    | 8.23          | 10.94  | 11.97  | 12.82  |

1. Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).
2. Regardless of weight, a parcel that meets any of the criteria in DMM 401.2.3.2 must pay the nonmachinable rate.
3. Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel.
4. Rates include the \$1.09 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
5. Rates include the \$1.45 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.



Exhibit 1.4 Parcel Select—DBMC, DSCF, and DDU

| Weight Not Over (pounds) | Machinable <sup>1, 2</sup>                           |      |               |     |     |     | Nonmachinable <sup>1, 2</sup> |         |         |               |         |         |         |
|--------------------------|--|------|---------------|-----|-----|-----|-------------------------------|---------|---------|---------------|---------|---------|---------|
|                          | DDU  | DSCF | DBMC/ASF Zone |     |     |     | DDU                           | DSCF    |         | DBMC/ASF Zone |         |         |         |
|                          |  |      | 1&2           | 3   | 4   | 5   |                               | 3-Digit | 5-Digit | 1&2           | 3       | 4       | 5       |
| 36                       | For parcels over 35 pounds, use nonmachinable rates. |      |               |     |     |     | \$2.15                        | \$5.68  | \$4.59  | \$8.32        | \$11.39 | \$12.05 | \$12.90 |
| 37                       | ---  | ---  | ---           | --- | --- | --- | 2.16                          | 5.74    | 4.65    | 8.40          | 11.48   | 12.11   | 12.98   |
| 38                       | ---  | ---  | ---           | --- | --- | --- | 2.17                          | 5.79    | 4.70    | 8.48          | 11.57   | 12.19   | 13.05   |
| 39                       | ---  | ---  | ---           | --- | --- | --- | 2.18                          | 5.85    | 4.76    | 8.56          | 11.66   | 12.25   | 13.13   |
| 40                       | ---  | ---  | ---           | --- | --- | --- | 2.19                          | 5.90    | 4.81    | 8.64          | 11.74   | 12.31   | 13.19   |
| 41                       | ---  | ---  | ---           | --- | --- | --- | 2.20                          | 5.95    | 4.86    | 8.72          | 11.85   | 12.37   | 13.25   |
| 42                       | ---  | ---  | ---           | --- | --- | --- | 2.21                          | 6.00    | 4.91    | 8.79          | 11.92   | 12.44   | 13.32   |
| 43                       | ---  | ---  | ---           | --- | --- | --- | 2.22                          | 6.05    | 4.96    | 8.87          | 12.01   | 12.50   | 13.61   |
| 44                       | ---  | ---  | ---           | --- | --- | --- | 2.23                          | 6.10    | 5.01    | 8.94          | 12.08   | 12.56   | 13.90   |
| 45                       | ---  | ---  | ---           | --- | --- | --- | 2.24                          | 6.15    | 5.06    | 9.01          | 12.14   | 12.71   | 14.21   |
| 46                       | ---  | ---  | ---           | --- | --- | --- | 2.25                          | 6.20    | 5.11    | 9.08          | 12.24   | 12.76   | 14.51   |
| 47                       | ---  | ---  | ---           | --- | --- | --- | 2.26                          | 6.25    | 5.16    | 9.15          | 12.30   | 12.81   | 14.82   |
| 48                       | ---  | ---  | ---           | --- | --- | --- | 2.27                          | 6.29    | 5.20    | 9.22          | 12.39   | 12.86   | 15.14   |
| 49                       | ---  | ---  | ---           | --- | --- | --- | 2.28                          | 6.34    | 5.25    | 9.29          | 12.46   | 12.91   | 15.46   |
| 50                       | ---  | ---  | ---           | --- | --- | --- | 2.29                          | 6.38    | 5.29    | 9.36          | 12.53   | 12.95   | 15.80   |
| 51                       | ---  | ---  | ---           | --- | --- | --- | 2.30                          | 6.43    | 5.34    | 9.42          | 12.60   | 13.00   | 16.13   |
| 52                       | ---  | ---  | ---           | --- | --- | --- | 2.31                          | 6.47    | 5.38    | 9.49          | 12.68   | 13.04   | 16.47   |
| 53                       | ---  | ---  | ---           | --- | --- | --- | 2.32                          | 6.51    | 5.42    | 9.55          | 12.73   | 13.08   | 16.83   |
| 54                       | ---  | ---  | ---           | --- | --- | --- | 2.33                          | 6.55    | 5.46    | 9.61          | 12.78   | 13.13   | 17.19   |
| 55                       | ---  | ---  | ---           | --- | --- | --- | 2.34                          | 6.60    | 5.51    | 9.68          | 12.82   | 13.18   | 17.34   |
| 56                       | ---  | ---  | ---           | --- | --- | --- | 2.35                          | 6.64    | 5.55    | 9.74          | 12.85   | 13.20   | 17.41   |
| 57                       | ---  | ---  | ---           | --- | --- | --- | 2.36                          | 6.68    | 5.59    | 9.80          | 12.88   | 13.23   | 17.51   |
| 58                       | ---  | ---  | ---           | --- | --- | --- | 2.37                          | 6.72    | 5.63    | 9.86          | 12.92   | 13.27   | 17.59   |
| 59                       | ---  | ---  | ---           | --- | --- | --- | 2.38                          | 6.76    | 5.67    | 9.92          | 12.95   | 13.30   | 17.66   |
| 60                       | ---  | ---  | ---           | --- | --- | --- | 2.39                          | 6.80    | 5.71    | 9.97          | 12.98   | 13.33   | 17.75   |
| 61                       | ---  | ---  | ---           | --- | --- | --- | 2.40                          | 6.83    | 5.74    | 10.03         | 13.01   | 13.37   | 17.83   |
| 62                       | ---  | ---  | ---           | --- | --- | --- | 2.41                          | 6.87    | 5.78    | 10.09         | 13.04   | 13.43   | 17.89   |
| 63                       | ---  | ---  | ---           | --- | --- | --- | 2.42                          | 6.91    | 5.82    | 10.14         | 13.06   | 13.50   | 17.97   |
| 64                       | ---  | ---  | ---           | --- | --- | --- | 2.43                          | 6.95    | 5.86    | 10.20         | 13.09   | 13.55   | 18.04   |
| 65                       | ---  | ---  | ---           | --- | --- | --- | 2.44                          | 6.98    | 5.89    | 10.25         | 13.12   | 13.61   | 18.10   |
| 66                       | ---  | ---  | ---           | --- | --- | --- | 2.45                          | 7.02    | 5.93    | 10.31         | 13.15   | 13.69   | 18.19   |
| 67                       | ---  | ---  | ---           | --- | --- | --- | 2.46                          | 7.06    | 5.97    | 10.36         | 13.17   | 13.74   | 18.24   |
| 68                       | ---  | ---  | ---           | --- | --- | --- | 2.47                          | 7.09    | 6.00    | 10.41         | 13.18   | 13.79   | 18.31   |
| 69                       | ---  | ---  | ---           | --- | --- | --- | 2.48                          | 7.13    | 6.04    | 10.46         | 13.20   | 13.85   | 18.38   |
| 70                       | ---  | ---  | ---           | --- | --- | --- | 2.49                          | 7.16    | 6.07    | 10.51         | 13.22   | 13.92   | 18.44   |
| Oversized                | ---  | ---  | ---           | --- | --- | --- | 6.98                          | 11.95   | 11.95   | 18.14         | 24.33   | 32.81   | 34.10   |

- Parcels that measure in combined length and girth:
  - More than 84 inches but not more than 108 inches, and the piece weighs less than 15 pounds, use 15-pound rates (balloon rate).
  - More than 108 inches but not more than 130 inches, use oversized rates (regardless of weight).
- Regardless of weight, a parcel that meets any of the criteria in DMM 401.2.3.2 must pay the nonmachinable rate.
- Machinable parcels may be eligible for barcoded discount of \$0.03 per parcel.
- Rates include the \$1.09 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.
- Rates include the \$1.45 nonmachinable surcharge. The nonmachinable surcharge does not apply to parcels mailed at oversized rates or parcels sent with special handling.

[R700.1.5, R700.1.6, R700.1.7]



### 1.7 Computing Postage for Parcel Post and Parcel Select

#### 1.7.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

#### 1.7.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any surcharges or discounts) and, if applicable, the zone to which the piece is addressed, as shown in 1.1 through 1.5. To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece. [P013.9.2]

#### 1.7.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent. [P013.9.1]

## 2.0 Content Standards for Parcel Post

### 2.1 Definition of Parcel Post

Parcel Post is a subclass of Package Services. Any Package Services matter may be mailed at Parcel Post rates. [E711.1.0]

### 2.2 Basic Content Standards

Parcel Post is a subclass of Package Services and consists of mailable matter that is neither mailed or required to be mailed as First-Class Mail or Customized MarketMail under 705.1.0 nor entered as Periodicals (except as permitted under 2.3 or permitted or required under 707.7.9). [E710.1.1]

### 2.3 Attachments or Enclosures of Periodicals Sample Copies

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

### 2.4 Postal Inspection

Parcel Post mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Parcel Post rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

## 2.5 Attachments and Enclosures

### 2.5.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Parcel Post piece or in an envelope marked “Invoice Enclosed” and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

### 2.5.2 Incidental First-Class Attachments and Enclosures

Incidental First-Class matter may be enclosed in or attached to any Parcel Post piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Parcel Post rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

### 2.5.3 Additional Enclosures

Parcel Post (including Parcel Select) may contain any printed matter mailable as Standard Mail, in addition to the enclosures and additions listed in 2.5 and 2.6. [E711.2.1]

## 2.6 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender’s and the addressee’s names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.



- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

### 3.0 Rate Eligibility Standards for Parcel Post

#### 3.1 Parcel Post and Parcel Select Rate Eligibility

There are five Parcel Post (including Parcel Select) rate categories: Intra-BMC, Inter-BMC, destination bulk mail center (DBMC), destination sectional center facility (DSCF), and destination delivery unit (DDU). Destination entry rates are named Parcel Select (see [456.2.0](#)). Intra-BMC and Inter-BMC Parcel Post rates and DBMC Parcel Select rates are calculated based on the zone to which the parcel is addressed and the weight of the parcel. DSCF and DDU Parcel Select rates are calculated based on the weight of the parcel. Requirements for Parcel Post rates and discounts are as follows:

- a. Intra-BMC rates apply to all Parcel Post that originates and destines in the service area of the same BMC or ASF. Intra-BMC rates also apply to Parcel Post that originates and destines in the same state for Alaska and Hawaii and in the same territory for Puerto Rico. See [Exhibit, 3.1 BMC/ASF Service Areas](#). Nonmachinable pieces ([401.2.3.2](#)) mailed at Intra-BMC rates are subject to a nonmachinable surcharge in addition to postage.
- b. Inter-BMC rates apply to all Parcel Post that originates in the service area of a BMC or ASF or in Alaska, Hawaii, or Puerto Rico and destines outside that area, state, or territory. Nonmachinable pieces ([401.2.3.2](#)) mailed at Inter-BMC rates are subject to a nonmachinable surcharge in addition to postage.
- c. Parcel Post for which OBMC Presort, BMC Presort, and barcoded discounts are claimed and Parcel Post that is mailed at a destination entry rate (Parcel Select-DBMC, -DSCF, -DDU ([456.2.0](#), [Parcel Select](#))) must be part of a mailing of 50 or more Parcel Post rate pieces. Eligibility for one of those rates or discounts does not require a separate 50 qualifying pieces per rate or per discount. Eligibility for more than one of those rates or discounts in the same Parcel Post mailing is possible, provided there are a total of at least 50 pieces of mail qualifying for any or all Parcel Post rates in the mailing and all other preparation and eligibility requirements for the rates or discounts are met.
- d. The BMC Presort per piece discount applies to pieces of Inter-BMC Parcel Post sorted to BMC destinations under [L601](#) for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under [L605](#). To qualify, machinable pieces must be placed in pallet boxes on pallets, and

nonmachinable pieces must be placed directly on pallets under [705.8.0](#). The mail must be entered at a postal facility that is not a BMC and must be part of a mailing containing 50 or more Parcel Post rate pieces.

- e. The origin bulk mail center (OBMC) Presort per piece discount applies to pieces of Inter-BMC Parcel Post sorted to BMC destinations under [L601](#) for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under [L605](#). To qualify, machinable pieces must be placed in pallet boxes on pallets; and nonmachinable pieces must be placed directly on pallets under [705.8.0](#). The mail must be entered at a BMC listed in [L601](#) and must be part of a mailing containing 50 or more Parcel Post rate pieces.
- f. The barcoded discount applies to Parcel Post (including Parcel Select) machinable parcels ([401.1.5](#)) that bear a correct, readable barcode under [705.5.0](#) for the ZIP Code of the delivery address; are part of a mailing of 50 or more Parcel Post (including Parcel Select) rate pieces; are not mailed at the DSCF or DDU rates; and, if claiming the DBMC rates, are not entered at an ASF. An exception is that properly prepared machinable pieces of DBMC rate mail entered at the Phoenix, AZ, ASF may claim the barcoded discount because that facility uses barcode scanning equipment.
- g. The oversized rate applies to pieces that measure over 108 inches but not more than 130 inches in combined length and girth.
- h. Items that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged a minimum rate equal to that for a 15-pound parcel for the zone to which it is addressed (balloon rate). [[E711.2.2](#)]

### 3.2 Fees

Parcel Post mail is subject to these fees, as applicable:

- a. A mailing fee for Parcel Select must be paid once each 12-month period at each post office of mailing by or for any person or organization that mails at the destination entry rates, except as provided otherwise for plant-verified drop shipments. All destination entry rates are covered under the payment of a single annual fee. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment.
- b. The Parcel Post pickup fee must be paid every time pickup service is provided, subject to the corresponding standards in [507.5.0](#). [[E711.2.3](#)]

### 3.3 Delivery and Return Addresses

All Parcel Post mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address. [[E710.3.1](#)]

### 3.4 Parcel Select

See [456.2.0](#) for Parcel Select eligibility, preparation, and deposit standards.



### Exhibit 3.1 BMC/ASF Service Areas

| SERVICE AREA         | ZIP CODE AREAS SERVED   |
|----------------------|---|
| <b>BMC</b>           |   |
| New Jersey           | 005, 068-079, 085-098, 100-119, 124-127   |
| Springfield          | 010-067, 120-123, 128, 129  |
| Philadelphia         | 080-084, 137-139, 169-199   |
| Pittsburgh           | 150-168, 260-266, 439-447   |
| Washington           | 200-212, 214-239, 244, 254, 267, 268  |
| Greensboro           | 240-243, 245-249, 270-297, 376  |
| Cincinnati           | 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 |
| Atlanta              | 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399.             |
| Jacksonville         | 299, 313-316, 320-342, 344, 346, 347, 349.  |
| Memphis              | 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   |
| St. Louis            | 420, 423, 424, 475-479, 614-620, 622-631, 633-639                                 |
| Detroit              | 434-436, 465-468, 480-497   |
| Chicago              | 463, 464, 530-532, 534, 535, 537-539, 600-611, 613                                |
| Minneapolis/St. Paul | 498, 499, 540-551, 553-564, 566   |
| Des Moines           | 500-516, 520-528, 612, 680, 681, 683-689  |
| Kansas City          | 640, 641, 644-658, 660-662, 664-679, 739  |
| Denver               | 690-693, 800-816, 820, 822-831, 856, 857  |
| Dallas               | 706, 710-712, 718, 733, 747, 750-799, 885   |
| Seattle              | 835, 838, 970-978, 980-986, 988-994   |
| Los Angeles          | 889-891, 893, 900-908, 910-928, 930-935   |
| San Francisco        | 894, 895, 897, 936-966  |
| <b>ASF</b>           |   |
| Buffalo              | 130-136, 140-149  |
| Fargo                | 565, 567, 580-588   |
| Sioux Falls          | 570-577   |
| Billings             | 590-599, 821  |
| Oklahoma City        | 730, 731, 734-738, 740, 741, 743-746, 748, 749                                    |
| Salt Lake City       | 832-834, 836, 837, 840-847, 898, 979  |
| Phoenix              | 850, 852, 853, 855, 859, 860, 863, 864  |
| Albuquerque          | 865, 870-875, 877-884   |
| <b>Other</b>         |   |
| Puerto Rico          | 006-009   |
| Hawaii               | 967-969   |
| Alaska               | 995-999   |

[Exhibit E711.2.2]

## 454 Postage Payment and Documentation

### Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

### 1.0 Basic Standards for Postage Payment

#### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Parcel Post mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of rates (e.g., all are zone 4, Inter-BMC, with a BMC presort discount and a barcoded discount). Identical-weight permit imprint mail also may be mailed under [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*. [P700.1.1]

#### 1.2 Postage Payment

Postage payment for Parcel Select DBMC, DSCF, and DDU rate mail is subject to the same standards that apply generally to Parcel Post. Except for plant-verified drop shipments (see [705.15.0](#)) or metered mail drop shipment (see [705.17.0](#)), the mailer must have a meter license or permit imprint authorization at the destination facility parent post office for mailings deposited for entry at a DBMC or ASF, at a destination sectional center facility, or at the parent post office of a destination delivery unit. Postage and fees are paid to the post office that verifies the mailings. The mailer must ensure that Form 8125 accompanies all plant-verified drop shipments. [E751.1.5]

### 2.0 Mailing Documentation

#### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]



### 2.2 Documentation

Parcel Post mailings must be documented as follows:

- a. Postage Statement. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each bulk mailing (a mailing that includes pieces qualifying for rates that require a 50-piece minimum volume requirement).
- b. Other Documentation. When presented for acceptance, documentation of postage by entry office and presort level (e.g., by BMC for DBMC, OBMC Presort and BMC Presort mail and by 5-digit ZIP Code for DSCF and DDU rates) is required under [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*. Except for DSCF rate mail palletized under the alternate preparation option that requires separate documentation, other documentation is not required when the correct rate is affixed to each piece, or when each piece is of identical weight and the pieces are separated by zone and within each zone are grouped by pieces subject to the same combination of rates. DSCF rate mail palletized under the alternate preparation option in [705.8.0](#) must submit the detailed documentation required in [705.8.19.2](#).  
[M710.1.5]

### 2.3 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

### 2.4 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

### 2.5 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

### 2.6 Providing Additional Information

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607](#). [P012.1.5]



**2.7 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

**2.8 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]



# 455 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Sacks](#)
- [3.0 Sack Labels](#)
- [4.0 Preparation for Parcel Post](#)
- [5.0 Standards for Barcoded Discounts](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

### 1.2 Definition of Mailings

A mailing is a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together. [M011.1.4]

### 1.3 Terms for Presort Level

Terms used for presort levels are defined as follows:

- a. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. *5-digit scheme (pallets and sacks) for Standard Mail parcels and Package Services parcels*: the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- c. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- d. *Mixed [BMC, etc.]*: the pieces are for delivery in the service area of more than one BMC, etc.
- e. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]



#### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for Parcel Post parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for rate eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- e. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- g. An *overflow sack for Parcel Select (Parcel Post) DSCF rate mail* is a 5-digit scheme or 5-digit sack prepared with fewer than seven pieces after all other sacks for that same 5-digit scheme or 5-digit ZIP Code area are prepared with seven or more pieces per sack as required by [4.0, Preparation for Parcel Post](#). If all of the mail is sacked under [4.0](#), only one overflow sack is permitted for each 5-digit scheme or 5-digit ZIP Code. If a mailing is prepared on pallets, remaining pieces of Parcel Post mail may be prepared in one or more 5-digit scheme or 5-digit overflow sacks only after one or more 5-digit scheme or

5-digit pallets are prepared to meet the minimum pallet requirement specified in 705.8.0. Pieces in overflow sacks qualify for the Parcel Select (Parcel Post) DSCF rates.

- h. An *overflow pallet in a Parcel Select (Parcel Post) DSCF rate mailing* is a 5-digit scheme or 5-digit pallet containing pieces that remain after one or more 5-digit scheme or 5-digit pallets have been prepared to meet the minimum pallet requirement specified in 705.8.0. Only one overflow pallet per 5-digit scheme or 5-digit ZIP Code area is permitted for Parcel Select (Parcel Post) DSCF rate mail palletized under 705.8.0. Pieces on overflow pallets qualify for the DBMC rates.
- i. A *“logical” presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. [M011.1.3]

## 2.0 Sacks

### 2.1 Maximum Weight

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds. [M033.1.1]

## 3.0 Sack Labels

### 3.1 Basic Standards

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. [M031.1.1]

### 3.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]

### 3.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.



### 455.3.4

- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 3.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE            | CODE  |
|-------------------------|---|
| Carrier Route           | C (type of route)   |
| Carrier Routes          | CR-RT or CR-RTS   |
| Digit                   | D   |
| General Delivery Unit   | G   |
| Highway Contract Route  | H   |
| Irregular Parcels       | IRREG   |
| Machinable              | MACH  |
| Mixed                   | MXD   |
| Nonbarcoded             | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under <a href="#">705.9.0</a> ) |
| Package Services        | PSVC  |
| Parcels                 | PARCELS   |
| Post Office Box Section | B   |
| Rural Route             | R   |
| Scheme                  | SCH   |
| Working                 | WKG   |

[M031.5.0]

**3.5 Line 3 (Office of mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

**3.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

**3.7 Placement of Extraneous Information**

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

[M031.1.5]

**3.8 Barcoded Sack Labels****3.8.1 Basic Standards for Barcoded Sack Labels**

Barcoded labels are not required for Parcel Post. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

**3.8.2 Physical Characteristics of Barcoded Sack Labels**

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).



455.4.1

- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 4.0 Preparation for Parcel Post

### 4.1 Basic Standards

#### 4.1.1 General

All mailings at Parcel Post rates are subject to these general standards:

- a. Each mailing must meet the applicable standards in [401](#), [402](#), [453](#), [455](#) and [456](#).
- b. All pieces that are palletized must be prepared under [705.8.0](#).
- c. There are no presort, sacking, or labeling standards for single-piece rate Parcel Post. [M710.1.1]

#### 4.1.2 Parcel Post Marking

Marking requirements for Parcel Post are as follows:

- a. Destination Entry Rate Mail. Each piece mailed at a DBMC, DSCF, or DDU Parcel Post rate must bear the marking "Parcel Post" (or "PP") or "Parcel Select" in the postage area as described under [402.2.2.1](#). If "Parcel Select" is shown in the postage area, then no other marking is required. If "Parcel Post" (or "PP") is shown in the postage area, then the additional marking "Drop Ship" (or "D/S"), or "Parcel Select," or both, must be placed on each piece in either the postage area or the address area (as described under [402.1.3](#)) to indicate that the piece was entered at a destination entry rate.
- b. Other Parcel Post Mail. Pieces must bear the marking "Parcel Post" (or "PP") in the postage area as described under [402.2.2.1](#). [M710.1.2]

#### 4.1.3 Separation

Except for mail entered at DSCF or DDU rates (which are not zoned rates), Parcel Post pieces must be separated by zones when presented for acceptance unless either the correct postage is affixed to each piece or the mailing is prepared under [4.1.4, \*Commingled Zones\*](#), or the mailing is presented under a special postage payment system under [705.2.0, \*Manifest Mailing System \(MMS\)\*](#), [705.3.0, \*Optional Procedure \(OP\) Mailing System\*](#), or [705.4.0, \*Alternate Mailing System \(AMS\)\*](#). If DSCF sacks prepared under [4.5.2](#) are included in the same mailing as DSCF pallets prepared under [705.8.19.1e.](#), then at the time of acceptance the mailer must separate the sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of [4.5.2](#). [M710.1.3]

#### 4.1.4 Commingled Zones

Zoned Parcel Post pieces need not be separated by zones when presented for verification, other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented under either of the following:



- a. [705.2.0, Manifest Mailing System \(MMS\)](#), or [705.4.0, Alternate Mailing System \(AMS\)](#); or
- b. All of these conditions:
  1. A unique number is assigned to each sack/pallet in the mailing and printed on a separate line at the top of the sack/pallet label (above the Line 1 information).
  2. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to sacks/pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement(s), the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each sack/pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for sacks/pallets containing mail for only one zone must show the sack/pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the sack/pallet. Entries for sacks/pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the sack/pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage. [M710.1.4]

#### 4.2 Basic Standards for BMC Presort

The BMC Presort per piece discount applies to pieces of Inter-BMC Parcel Post sorted to BMC destinations under [L601](#) for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under [L605](#). To qualify, machinable pieces must be placed in pallet boxes on pallets, and nonmachinable pieces must be placed directly on pallets under [705.8.0](#). The mail must be entered at a postal facility that is not a BMC and must be part of a mailing containing 50 or more Parcel Post rate pieces. [E711.2.2]

#### 4.3 Basic Standards for OBMC Presort

The origin bulk mail center (OBMC) Presort per piece discount applies to pieces of Inter-BMC Parcel Post sorted to BMC destinations under [L601](#) for machinable pieces and sorted to BMC and ASF destinations for nonmachinable pieces under [L605](#). To qualify, machinable pieces must be placed in pallet boxes on pallets; and nonmachinable pieces must be placed directly on pallets under [705.8.0](#). The mail must be entered at a BMC listed in [L601](#) and must be part of a mailing containing 50 or more Parcel Post rate pieces. [E711.2.2]

#### 4.4 Parcel Select—DBMC Rates

For DBMC rates, see [456.2.2.2, DBMC Rates](#). [E751.1.3]



### 4.5 Parcel Select—DSCF Rates

#### 4.5.1 General

To qualify for DSCF rates, pieces must be for the same SCF area under [L005](#) and must be prepared as follows:

- a. Sorted to optional 5-digit scheme destinations under [L606](#), Column B, and 5-digit destinations, either in sacks or directly on pallets or in pallet boxes. Pieces must be part of a mailing of at least 50 Parcel Post pieces. They must be entered at the designated SCF under [L005](#) that serves the 5-digit ZIP Code destinations of the pieces except when palletized and entry is required at a BMC (see [Exhibit 456.2.6, BMC Deposit of DSCF Rate Pallets](#)). The DSCF rate is not available for palletized mail for facilities that are unable to handle palletized mailings. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.1](#)) and Exhibits [456.2.7, Delivery Facility Exceptions to the "Majority of City Carriers" Rule](#), and [456.2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#), to determine if the facility serving the 5-digit destination can handle pallets. There is a charge for the Drop Shipment Product.
- b. Any remaining nonmachinable parcels (as defined in [401.2.3.2](#)) sorted to 3-digit ZIP Code prefixes in [L002](#), Column C. Machinable parcels may not be sorted to the 3-digit level. [[M710.2.1](#)]

#### 4.5.2 Sacking and Labeling

Sacking requirements for DSCF rates are as follows:

- a. Only 5-digit scheme and 5-digit sacks are permitted.
- b. Each 5-digit scheme and 5-digit sack must contain a minimum of seven pieces. Machinable and nonmachinable pieces may be combined in the same sack to meet this requirement. One overflow sack per 5-digit ZIP Code is permitted (no piece minimum).
- c. 5-digit scheme sack labeling: Line 1, use [L606](#), Column B; for Line 2, "PSVC PARCELS 5D SCH."
- d. 5-digit sack labeling: Line 1, use city, state, and 5-digit ZIP Code on mail (see [3.3](#) for overseas military mail); for Line 2, "PSVC PARCELS 5D."
- e. 3-digit nonmachinable sack labeling: Line 1, use [L002](#), Column A; for Line 2, "PSVC IRREG 3D."
- f. See [705.8.0](#) for option to place 5-digit scheme and 5-digit DSCF sacks and 3-digit nonmachinable sacks on an SCF pallet. [[M710.2.2](#)]

### 4.6 Parcel Select—DDU Rates

The requirements for DDU rates are as follows:

- a. For the DDU rate, pieces must be part of a mailing of at least 50 Parcel Post pieces.
- b. The pieces must be entered by the mailer at the postal facility where the carrier delivers the parcels (delivery unit) as defined in [456.2.1](#).

- c. There are no minimum sacking or pallet preparation standards. DDU rate mailings may be bedloaded, sacked, placed directly on pallets, or placed in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined in the same sack or on the same pallet (including pallet boxes on pallets).
- d. If the delivery unit serves more than one 5-digit ZIP Code, the pieces must be separated by 5-digit ZIP Code when unloaded, unless prepared as optional 5-digit scheme sacks or pallets. Refer to the Drop Shipment Product available from the National Customer Support Center (see [608.8.1](#)) and [Exhibit 456.2.7, Delivery Facility Exceptions to the “Majority of City Carriers” Rule](#), and [Exhibit 456.2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#), to determine the location of the delivery unit, whether it serves more than one 5-digit ZIP Code, and whether it can handle pallets. There is a charge for the Drop Shipment Product.
- e. Sacked mail must be labeled as follows:
  - 1. 5-digit scheme: Line 1, [L606](#); Line 2, “PSVC PARCELS 5D SCH.”
  - 2. 5-digit: Line 1, city, state, and 5-digit ZIP Code on mail (see [3.3c](#) for overseas military mail); Line 2, “PSVC PARCELS 5D.” [[M710.3.0](#)]

## 4.7 Optional Machinable Parcel Preparation

### 4.7.1 Basic Standards

Mailers may opt to prepare Parcel Post machinable parcels in sacks under [4.7.2](#) or on pallets under [705.8.0](#). Pieces must be separated by zones when presented to the USPS unless either the correct postage is affixed to each piece or the mailing is prepared under [4.1.4, Commingled Zones](#). [[M710.4.1](#)]

### 4.7.2 Sack Preparation

Sack size, preparation sequence, and Line 1 labeling:

- a. 5-digit scheme: optional (minimum of 10 pieces or 20 pounds); for Line 1, use [L606](#), Column B.
- b. 5-digit: required (minimum of 10 pieces or 20 pounds); for Line 1, use city, state and 5-digit ZIP Code destination of pieces (see [3.3c](#) for military mail).
- c. ASF: optional; allowed only for mail deposited at an ASF to claim the DBMC rate (minimum of 10 pieces or 20 pounds); for Line 1, use [L602](#), Column B. [Exhibit 456.2.2.2](#) determines DBMC rate eligibility.
- d. BMC: required (minimum of 10 pieces or 20 pounds); for Line 1, use [L601](#), Column B. [Exhibit 456.2.2.2](#) determines DBMC rate eligibility.
- e. Mixed BMC: required (no minimum); for Line 1, use “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code prefix of the entry post office. [[M710.4.2](#)]

### 4.7.3 Sack Line 2

Line 2:

- a. 5-digit scheme: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”
- b. 5-digit: “PSVC MACH 5D.”



455.5.1

- c. ASF: "PSVC MACH ASF."
- d. BMC: "PSVC MACH BMC."
- e. Mixed BMC: "PSVC MACH WKG." [M710.4.3]

## 5.0 Standards for Barcoded Discounts

### 5.1 Standards for Barcoded Mail

The barcoded discount applies to Parcel Post (including Parcel Select) machinable parcels (401.1.5) that bear a correct, readable barcode under 708.5.0 for the ZIP Code of the delivery address; are part of a mailing of 50 or more Parcel Post (including Parcel Select) rate pieces; are not mailed at the DSCF or DDU rates; and, if claiming the DBMC rates, are not entered at an ASF. An exception is that properly prepared machinable pieces of DBMC rate mail entered at the Phoenix, AZ, ASF may claim the barcoded discount because that facility uses barcode scanning equipment. [E711.2.2]

# 456 Enter and Deposit

## Overview

- [1.0 Verification and Deposit](#)
- [2.0 Parcel Select](#)

## 1.0 Verification and Deposit

### 1.1 Verification and Entry

All presorted destination entry and barcoded discount mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). [D700.2.2]

### 1.2 Office of Mailing

Parcel Post must be mailed at the post office from which the zone rate postage was computed, except under [1.3](#) and [1.4](#). [E710.2.1]

### 1.3 Redirected Mailings

A mailer who presents large mailings of zoned Parcel Post mail may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage.
- c. Postage for pieces claimed at the Parcel Post Intra-BMC local zone rates must be recomputed at the applicable zone rate for the alternative postal facility. Postage also may be recomputed for other pieces that are ineligible for the Parcel Post Intra-BMC local zone rates but could become eligible at the postal facility to which the mailing is redirected. [E710.2.2]

### 1.4 BMC Acceptance

A mailer may present Parcel Post at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent post office.



456.1.5

- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office. [E710.2.3]

### 1.5 Drop Shipment Information

Essential information for entering drop shipment Parcel Post mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address). There is a charge for the Drop Shipment Product. [D700.2.4]

## 2.0 Parcel Select

### 2.1 Definitions

Parcel Select is destination entry Parcel Post. Destination entry discounts apply to Parcel Post mailings prepared as specified in [705.8.0, Preparation for Pallets](#), and [455.4.0, Preparation for Parcel Post](#), and addressed for delivery within the service area of a destination bulk mail center, sectional center facility, or delivery unit where they are deposited by the mailer. For this standard, the following destination facility definitions apply:

- a. A destination bulk mail center (DBMC) includes all bulk mail centers (BMCs) and auxiliary service facilities (ASFs) under [L601](#) and [L602](#), and designated sectional center facilities (SCFs) under [2.5, Acceptance at Designated SCF](#).
- b. A destination sectional center facility (DSCF) includes all facilities listed under [L005](#). Mail that is prepared on pallets for 5-digit ZIP Codes listed in [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#), must be entered at the BMC shown in the exhibit instead of at the SCF serving the 5-digit ZIP Codes of the delivery addresses appearing on mailpieces unless an exception has been granted under [2.2.3a, DSCF and DDU Rates](#). Those 5-digit machinable parcels not required to be entered at a BMC under [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#), and all 3-digit nonmachinable parcels sorted to the 3-digit level and claimed at the DSCF rate must be deposited at an SCF listed in [L005](#).
- c. A destination delivery unit (DDU) is a facility that delivers to the addresses appearing on the deposited pieces in a destination entry rate Parcel Post mailing. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine the location of a 5-digit delivery facility. There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered, unless the 5-digit ZIP Code is listed in [Exhibit 2.7, Delivery Facility Exceptions to the "Majority of City Carriers" Rule](#), or [Exhibit 2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#). [L606](#) is used only for mailings prepared using the optional 5-digit scheme sort. [E751.1.1]

## 2.2 Rate Eligibility for Parcel Select Rates

### 2.2.1 Basic Standards

For Parcel Select rates, pieces must meet the applicable standards in [2.0](#) and the following criteria:

- a. Pieces may be bedloaded, on pallets, in pallet boxes on pallets, in sacks, or in other authorized containers as specified in [2.3](#) through [2.6](#) in *Parcel Select*, depending on the facility at which the pieces are deposited.
- b. Pieces may not be plant-loaded.
- c. Pieces must be part of a single mailing of 50 or more pieces that are eligible for and claimed at any Parcel Post rate. When Parcel Post mailings are submitted under PVDS procedures, mailers may use the total of all line items for all destinations on a PVDS register or PVDS postage statement to meet the 50-piece minimum volume requirement for destination entry rate mailings. This means that a mailer may enter fewer than 50 pieces at an individual destination, provided there is a total of at least 50 Parcel Post pieces for all of the entry points for that single mailing job listed on the PVDS register or PVDS postage statement.
- d. Pieces must be deposited at a destination BMC or destination ASF or other equivalent facility, destination SCF, or destination delivery unit, as applicable for the rate claimed and as specified by the USPS.
- e. Pieces must be addressed for delivery within the ZIP Code ranges that the applicable entry facility serves. [E751.1.2]

### 2.2.2 DBMC Rates

For DBMC rates, pieces must meet the applicable standards in [2.1](#) through [2.6](#) and the following:

- a. Pieces must be part of a Parcel Post mailing that is deposited at a BMC or ASF under [L601](#) or [L602](#).
- b. Except as provided in [Exhibit 2.2.2, BMC/ASF—DBMC Rate Eligibility](#), pieces deposited at each BMC or ASF must be addressed for delivery within the ZIP Code range of that facility.
- c. Pieces must be within a ZIP Code eligible for DBMC rates under [Exhibit 2.2.2](#), and if sacked or palletized must be prepared in accordance with [455.4.0, Preparation for Parcel Post](#), and [705.8.0, Preparation for Pallets](#). Mail meeting the additional criteria in [2.5](#) may be deposited at an SCF. [E751.1.3]



# 456

## Discount Parcels: Parcel Post Enter and Deposit

456.2.2.2

### Exhibit 2.2.2 BMC/ASF – DBMC Rate Eligibility

| ELIGIBLE DESTINATION ZIP CODES   | ENTRY FACILITY                    |
|--|-----------------------------------|
| 005, 068-079, 085-098, 100-119, 124-127  | BMC New Jersey NJ 00102           |
| 010-067, 120-123, 128,129  | BMC Springfield MA 05500          |
| 130-136, 140-149 [Except machinable parcels]   | ASF Buffalo NY 140                |
| 130-136, 140-168, 260-266, 439-447 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels] | BMC Pittsburgh PA 15195           |
| 150-168, 260-266, 439-447 [Except machinable parcels]  | BMC Pittsburgh PA 15195           |
| 080-084, 137-139, 169-199  | BMC Philadelphia PA 19205         |
| 200-212, 214-239, 244, 254, 267, 268   | BMC Washington DC 20499           |
| 240-243, 245-249, 270-297, 376   | BMC Greensboro NC 27075           |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399   | BMC Atlanta GA 31195              |
| 299, 313-316, 320-342, 344, 346, 347, 349.   | BMC Jacksonville FL 32099         |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729  | BMC Memphis TN 38999              |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC Cincinnati OH 45900           |
| 434-436, 465-468, 480-497  | BMC Detroit MI 48399              |
| 500-516, 520-528, 612, 680, 681, 683-689   | BMC Des Moines IA 50999           |
| 498, 499, 540-551, 553-564, 566  | BMC Minneapolis/St. Paul MN 55202 |
| 570-577  | ASF Sioux Falls SD 570            |
| 565, 567, 580-588  | ASF Fargo ND 580                  |
| 590-599, 821   | ASF Billings MT 590               |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613   | BMC Chicago IL 60808              |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639  | BMC St. Louis MO 63299            |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC Kansas City KS 64399          |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749   | ASF Oklahoma City OK 730          |
| 706, 710-712, 718, 733, 747, 750-799, 885  | BMC Dallas TX 75199               |
| 690-693, 800-816, 820, 822-831, 856, 857   | BMC Denver CO 80088               |
| 832-834, 836, 837, 840-847, 898, 979   | ASF Salt Lake City UT 840         |
| 850, 852, 853, 855, 859, 860, 863, 864   | ASF Phoenix AZ 852                |
| 865, 870-875, 877-884  | ASF Albuquerque NM 870            |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC Los Angeles CA 90901          |
| 894, 895, 897, 936-966   | BMC San Francisco CA 94850        |
| 835, 838, 970-978, 980-986, 988-994  | BMC Seattle WA 98000              |

[Exhibit E751.1.3]



### 2.2.3 DSCF and DDU Rates

For DSCF and DDU rates, pieces must meet the applicable standards in [2.1](#) through [2.6](#) and the following criteria:

- a. For DSCF rates, be part of a mailing of parcels sorted to 5-digit scheme or 5-digit destinations and deposited at a designated SCF under [L005](#) (or at a BMC under [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#)); addressed for delivery within the ZIP Code service area of that SCF under [L005](#); and prepared under [455.4.0, Preparation for Parcel Post](#), or [705.8.0, Preparation for Pallets](#). Nonmachinable parcels sorted to 3-digit ZIP Code prefixes and claimed at a DSCF rate must be entered at a designated SCF under [L005](#) and are subject to the nonmachinable surcharge. For 5-digit ZIP Code areas listed under [Exhibit 2.6, BMC Deposit of DSCF Rate Pallets](#), mail prepared on pallets must be entered at the corresponding BMC facility shown in that Exhibit (not at the SCF) unless an exception is requested 15 days in advance of the mailing in writing and granted by the Area Manager, Operations Support, having jurisdiction over the BMC and SCF. Exceptions, if granted, will be for a limited time. Mailers must not prepare mail on pallets (including pallet boxes on pallets) for the DSCF rate if the 5-digit delivery facility is unable to handle pallets. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)) to determine which 5-digit delivery facilities can handle pallets (including pallet boxes on pallets). There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility where the majority of city carrier routes are located for purposes of determining if the delivery facility can handle pallets, unless the 5-digit ZIP Code is listed in [Exhibit 2.7, Delivery Facility Exceptions to the "Majority of City Carriers" Rule](#), or [Exhibit 2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#). For ZIP Codes in [Exhibit 2.7](#) and [Exhibit 2.8](#) use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit along with the Drop Shipment Product to determine if pallets may be prepared for one of those 5-digit areas.
- b. For DDU rates, be part of a Parcel Post mailing prepared in accordance with [455.4.0, Preparation for Parcel Post](#), or [705.8.0, Preparation for Pallets](#), and deposited at a designated DDU facility that delivers parcels to the addresses appearing on the pieces. There is no required minimum number of pieces that must be deposited for the DDU rate and no specific preparation requirements; however, the pieces must be part of a mailing of at least 50 Parcel Post rate pieces and must be prepared by 5-digit scheme (optional) and 5-digit sorts. To determine the location for entry of 5-digit scheme sorted pieces, use Column B of [L606](#). To determine the location for entry of 5-digit sorted pieces or whether a 5-digit delivery facility can handle pallets (and pallet boxes), refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). There is a charge for the Drop Shipment Product. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU mail must be entered and to determine whether that facility can handle pallets,



### 456.2.2.4

unless the 5-digit ZIP Code is listed in [Exhibit 2.7, Delivery Facility Exceptions to the "Majority of City Carriers" Rule](#), or [Exhibit 2.8, Delivery Facilities Different From Those in the Drop Shipment Product](#). For ZIP Codes in [Exhibit 2.7](#) and [Exhibit 2.8](#) use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit as the facility at which DDU mail must be entered for that 5-digit ZIP Code. This facility name should be used along with the Drop Shipment Product to determine if that facility can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit. [E751.1.4]

#### **2.2.4 Postage Payment**

Postage payment for DBMC, DSCF, and DDU rate mail is subject to the same standards that apply generally to Parcel Post. Except for plant-verified drop shipments (see [705.15.0](#)) or metered mail drop shipment (see [705.17.0](#)), the mailer must have a meter license or permit imprint authorization at the destination facility parent post office for mailings deposited for entry at a DBMC or ASF, at a destination sectional center facility, or at the parent post office of a destination delivery unit. Postage and fees are paid to the post office that verifies the mailings. The mailer must ensure that Form 8125 accompanies all plant-verified drop shipments. [E751.1.5]

#### **2.2.5 BMC as Agent**

The DBMC may act as acceptance agent only for its parent post office (see [Exhibit 2.2.5](#)) and only if authorized by Form 4410 for each mailer depositing DBMC entry rate mail. [E751.1.6]

**Exhibit 2.2.5 BMC/ASF Parent Post Office**

| <b>FACILITY</b>        | <b>PARENT POST OFFICE</b>    | <b>ZONE CHART</b> |
|------------------------|------------------------------|-------------------|
| Albuquerque ASF        | Albuquerque NM 87101-9998    | 870               |
| Atlanta BMC            | Atlanta GA 30304-9998        | 300               |
| Billings ASF           | Billings MT 59101-9998       | 590               |
| Buffalo ASF            | Buffalo NY 14240-9998        | 140               |
| Chicago BMC            | Chicago IL 60607-9998        | 600               |
| Cincinnati BMC         | Cincinnati OH 45234-9998     | 410               |
| Dallas BMC             | Dallas TX 75260-9998         | 750               |
| Denver BMC             | Denver CO 80202-9998         | 800               |
| Des Moines BMC         | Des Moines IA 50318-9998     | 500               |
| Detroit BMC            | Detroit MI 48233-9998        | 480               |
| Fargo ASF              | Fargo ND 58102-9998          | 580               |
| Greensboro BMC         | Greensboro NC 27420-9998     | 270               |
| Jacksonville BMC       | Jacksonville FL 32203-9998   | 320               |
| Kansas City BMC        | Kansas City KS 66106-9998    | 640               |
| Los Angeles BMC        | Los Angeles CA 90052-9998    | 900               |
| Memphis BMC            | Memphis TN 38101-9998        | 375               |
| Minneapolis BMC        | Minneapolis MN 55401-9998    | 540               |
| New Jersey Int'l & BMC | Newark NJ 07102-9998         | 070               |
| Oklahoma City ASF      | Oklahoma City OK 73125-9998  | 730               |
| Philadelphia BMC       | Philadelphia PA 19104-9998   | 080               |
| Phoenix ASF            | Phoenix AZ 85026-9998        | 850               |
| Pittsburgh BMC         | Pittsburgh PA 15290-9998     | 150               |
| St. Louis BMC          | Saint Louis MO 63155-9998    | 620               |
| Salt Lake City ASF     | Salt Lake City UT 84199-9998 | 840               |
| San Francisco BMC      | Oakland CA 94615-9998        | 945               |
| Seattle BMC            | Seattle WA 98109-9998        | 980               |
| Sioux Falls ASF        | Sioux Falls SD 57101-9998    | 570               |
| Springfield BMC        | Springfield MA 01101-9998    | 010               |
| Washington BMC         | Southern MD 20790-9998       | 206               |

[Exhibit E751.1.6]

**2.3 Preparation for Parcel Select****2.3.1 Bedloaded Parcels**

A mailer may present bedloaded DBMC parcels if the mailer's vehicle has a road-to-bed height of 50 ( $\pm 2$ ) inches. If applicable, the mail to be entered at different destinations must be separated to prevent mixing of mailings for deposit at different destinations. DBMC rate mailings may be bedloaded for deposit at BMCs/ASFs and



### 456.2.3.2

DDU rate mailings may be bedloaded for deposit at DDUs. Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see [608.8.1](#) for address) to determine dock requirements for a DDU facility. (There is a charge for the drop shipment product.) [E751.2.1]

#### **2.3.2 Containers**

DBMC rate mailings (if not bedloaded), DDU rate mailings (if not bedloaded), and all DSCF rate mailings must be prepared as follows:

- a. Machinable parcels for which a DBMC, DSCF, or DDU rate is claimed must be sacked under [455.4.0, Preparation for Parcel Post](#), or prepared on pallets under [705.8.0](#).
- b. For DBMC rate, nonmachinable parcels that each weigh 35 pounds or less must be sacked under [455.4.0, Preparation for Parcel Post](#), if the parcels do not contain perishables and the size of the parcels allows a sack to hold at least two pieces. DBMC rate nonmachinable parcels that cannot be sacked in this manner or that weigh more than 35 pounds must be transported as outside (unsacked) pieces. If authorized in advance by the USPS, DBMC rate nonmachinable parcels may be palletized.
- c. For DSCF rate, if sacked under [455.4.0, Preparation for Parcel Post](#), must contain at least seven pieces per sack. If the sack is overflow from a 5-digit scheme, 5-digit, or 3-digit sack that contains at least seven pieces, then a sack may contain fewer than seven pieces. For DSCF rate, if sacked under [705.8.0](#) as overflow from a 5-digit scheme, 5-digit, or 3-digit pallet that meets the applicable pallet minimum, may contain any number of pieces. Machinable and nonmachinable pieces may be included in the same sack.
- d. For DSCF rate, 5-digit scheme, 5-digit, and 3-digit sacks may be bedloaded or be placed on SCF pallets that are labeled and otherwise prepared under [705.8.0](#).
- e. For DSCF rate and DDU rate, nonmachinable parcels may be palletized (including pallet boxes on pallets). Nonmachinable parcels may be combined with machinable parcels on 5-digit scheme, 5-digit, and 3-digit pallets (including pallet boxes on pallets) claimed at DSCF or DDU rates under [705.8.0](#).
- f. For DDU rate, there are no minimums for sacks, pallets, or pallet boxes on pallets. DDU rate mail must be separated by 5-digit scheme and 5-digit (even if bedloaded) and, if placed in sacks or on pallets (including boxes on pallets), it must be properly labeled to the 5-digit scheme or 5-digit destination. Machinable and nonmachinable pieces may be combined in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets (including pallet boxes). [E751.2.2]

## **2.4 Deposit for Parcel Select**

### **2.4.1 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility (BMC, SCF, or delivery unit), appropriate to the mailing and the rate claimed. [E751.3.0]

### 2.4.2 Freight

Drop shipments are freight until deposited and accepted as mail at the destination facility. The mailer may request use of a numbered PVDS band seal to secure mailer vehicles transporting plant-verified drop shipments. [E751.4.1]

### 2.4.3 Mail Separation and Presentation

Destination entry rate mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination sectional center facility, or other designated destination postal facility. Only PVDS mailings may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a BMEU. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each piece of DBMC, DSCF, or DDU rate Parcel Post must be marked "Parcel Post" or "Parcel Select."
- b. Separation by zone for DBMC rate mailings is required only for permit imprint mailings of identical-weight pieces that are not mailed using a postage payment system under 705.2.0, *Manifest Mailing System (MMS)*, 705.3.0, *Optional Procedure (OP) Mailing System*, or 705.4.0, *Alternate Mailing System (AMS)*, or not mailed under 455.4.1.4, *Commingled Zones*.
- c. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- d. Mail must be separated from freight transported on the same vehicle.
- e. If Periodicals mail is on the same vehicle as Parcel Post, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- f. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings. [E751.4.2]

### 2.4.4 BMC as Agent

The DBMC may verify and accept mail if authorized by Form 4410 to act as agent for the parent post office where the mailer's account or license is held. [E751.4.3]

### 2.4.5 Appointments

Appointments must be made for destination entry rate mail as follows:

- a. Except for local mailers, for mailings of perishable commodities (601.9.0) under 2.4.6, *Exception to Scheduling Standard*, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one day in advance. Same day appointments may be granted by a control center on the basis of a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to thirty (30) calendar days prior to a desired appointment date. Mailers must comply with the scheduled mail deposit time



### 456.2.4.6

and location. The mailer must cancel any appointment by notifying the appropriate control center at least a day in advance of a scheduled appointment time.

- b. Electronic appointments may be made by mailers/agents using a USPS-issued computer logon ID. Electronic appointments or cancelations must be made at least 12 hours prior to the desired time and date. All information required by the USPS appointment system regarding a mailing must be furnished.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, a mailer must notify the DDU at least a day in advance of a scheduled appointment. Recurring (standing) appointments will be allowed if shipment frequency is weekly or more often. [E751.4.4]

#### **2.4.6 Exception to Scheduling Standard**

Exceptions are as follows:

- a. The scheduling standard in [2.4.5, Appointments](#), does not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment system authorization. Under this exception, the mailer may claim the DBMC rates for mailings or portions of such mailings deposited at the local post office if the local post office is the DBMC/ASF or designated SCF that meets the application standards.
- b. Exceptions to the scheduling standard are made for shipments of products recognized by the Postal Service as perishables under [601.9.0](#). While an appointment is not required for shipments of perishables, the destination facility must be notified at least 24 hours in advance of deposit to facilitate timely handling of the load.
- c. No appointment is required for shipments containing 100% Periodicals mail, nor is notification to the destination facility of their arrival required. An advance notice of 24 hours is recommended to facilitate the development of facility unloading schedules. [E751.4.5]

#### **2.4.7 Redirection by USPS**

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints. [E751.4.6]

#### **2.4.8 Advance Scheduling**

A mailer must schedule deposit of destination rate mailings at least 24 hours in advance by contacting the proper district, BMC control center, or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center. Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared, and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.
- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type. [E751.4.7]

#### **2.4.9 Deposit Conditions**

Deposit of mail also is subject to these conditions:

- a. Destination facilities may refuse mailings that are unscheduled or late (i.e., if vehicles arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs and more than 20 minutes late at delivery units). If a mailing is refused, a mailer is permitted to make a new appointment.
- b. A mailer may request recurring appointments, renewable for a 6-month period, by writing to the BMC control center or the district control center that administers the service area in which the destination facility is located. The mailer must present comparable mailings (by product and volume) on a consistent frequency of at least once a week. Failure to adhere to scheduled appointment procedures can cause revocation of the recurring appointment.
- c. Drop and pick procedures may be approved by the BMC for Parcel Post mailers only. The BMC specifies the time limit for vehicle retrieval. [E751.4.8]

#### **2.4.10 Recurring Appointments**

*Recurring* refers to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (sacks/parcels).
- d. Containerization.



456.2.4.11

- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule. [E751.4.9]

### **2.4.11 Vehicle Unloading**

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. The driver must unload bedloaded shipments within 8 hours of arrival at BMCs, ASFs, and SCFs. Combination containerized and bedloaded drop shipment mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail, whether bedloaded, sacked, or palletized (including pallet boxes on pallets) within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. The driver may be required to place bedloaded pieces in containers provided by the delivery unit in order to maintain separation by 5-digit ZIP Codes or to place containerized mail so as to maintain the separation of 5-digit ZIP Codes.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except the dock and designated driver rest area. [E751.4.10]

### **2.4.12 Demurrage**

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination rate mailings. [E751.4.11]

### **2.4.13 Appeals**

Mailers who believe that they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility. [E751.4.12]

### **2.4.14 Documentation**

A postage statement must accompany each destination entry rate mailing. Any other documentation must be submitted as required by the standards for the rate claimed or the postage payment method used. [E751.4.13]

## **2.5 Acceptance at Designated SCF**

A mailing that is otherwise eligible for the DBMC rate may be deposited and accepted at an SCF designated by the USPS when it benefits the USPS and:

- a. The mailing contains only machinable parcels prepared in 5-digit scheme and 5-digit sacks, pallets, or containers and nonmachinable parcels prepared under [2.3.2, Containers](#).



- b. All DBMC rate parcels are for delivery within the service area of the SCF at which they are deposited by the mailer.
- c. Postage on all parcels deposited at the SCF is computed using the zone chart for that postal facility.
- d. The marking required by [455.4.0, Preparation for Parcel Post](#), contains the correct information.
- e. The mailer is directed to deposit the mailing at that SCF by the district control center in whose area is located the BMC or ASF where the DBMC parcels would otherwise be deposited. [E751.5.0]

**2.6 DSCF Mail Entered at a Designated BMC**

DSCF rate mail prepared on pallets (including pallet boxes on pallets) that is for a 5-digit ZIP Code listed in [Exhibit 2.6](#) must be entered at the corresponding BMC facility listed on that exhibit instead of at the DSCF unless an exception has been granted under [2.2.3a, DSCF and DDU Rates](#). Sacked DSCF rate mail for the 5-digit ZIP Codes in [Exhibit 2.6](#) must be entered at the DSCF. [E751.6.0]



456.2.6

### Exhibit 2.6 BMC Deposit of DSCF Rate Pallets

| <b>BMC</b>   | <b>DESTINATION ZIP CODE</b>   |
|--------------|---|
| Atlanta      | <b>300</b> 06-08, 30-37, 60-69, 71, 80-86, 88-90<br><b>303</b> 05-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 60, 62-63, 66, 76<br><b>311</b> 01<br><b>399</b> 01  |
| Chicago      | <b>531</b> 40-44<br><b>534</b> 01-08<br><b>600</b> 16-17, 19, 25, 53, 56, 68, 70, 76-77<br><b>601</b> 03, 05-07, 20-23, 31, 33, 60-65, 76<br><b>604</b> 09, 11-12, 15, 22, 25, 30-36, 38-41, 46, 53-59, 62-65, 67, 73, 77-78, 82, 90<br><b>605</b> 04-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98, 99<br><b>606</b> 01, 05, 08-60, 67, 81, 90, 93-94<br><b>607</b> 14<br><b>608</b> 03-05  |
| Cincinnati   | None  |
| Dallas       | None  |
| Denver       | <b>691</b> 90<br><b>800</b> 01-19, 32, 40-42, 44, 46-47<br><b>801</b> 10-15, 20-30, 50-56, 60-63, 65-67<br><b>802</b> 15, 21-22, 24-29, 31-33, 35-37, 41, 51<br><b>804</b> 01-19<br><b>805</b> 21-28, 53-54<br><b>806</b> 31-39   |
| Des Moines   | None  |
| Detroit      | <b>480</b> 07, 21, 25-26, 34, 37, 45, 46, 66-73, 75-76, 80-84, 86, 89, 91-93, 98-99<br><b>481</b> 03-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98<br><b>482</b> 04, 20-21, 27-28, 35<br><b>483</b> 10-18, 40, 42, 43, 97   |
| Greensboro   | <b>271</b> 01-02<br><b>274</b> 08-10<br><b>275</b> 14-16<br><b>277</b> 01   |
| Jacksonville | <b>315</b> 20-25, 27<br><b>320</b> 03, 65, 67, 73, 80, 84-86, 91-92, 95<br><b>321</b> 73-76<br><b>322</b> 05, 07, 10-11, 16, 20-21, 24-25, 30, 36, 38-39, 45, 47, 54, 77<br><b>329</b> 01-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78<br><b>334</b> 27-29, 31-34, 54, 60-67, 81, 86-88, 96-99<br><b>337</b> 55-67, 70-79<br><b>338</b> 80-85, 88<br><b>341</b> 01-06, 08-10, 12-14, 16-17, 19-20<br><b>344</b> 70-82<br><b>349</b> 45-51, 54, 79-82, 94-97 |
| Kansas City  | <b>640</b> 13-15, 50-51, 55-56, 58<br><b>641</b> 16-19, 51, 53-54, 57-61, 63-64, 67, 88, 90<br><b>660</b> 02, 44-49   |
| Los Angeles  | <b>902</b> 20-23, 40-42, 80   |

| <b>BMC</b>           | <b>DESTINATION ZIP CODE</b>  |
|----------------------|--|
| Memphis              | <b>380</b> 18, 88<br><b>381</b> 15, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 93, 95<br><b>386</b> 14<br><b>387</b> 32, 33  |
| Minneapolis/St. Paul | None   |
| New Jersey           | None   |
| Philadelphia         | <b>190</b> 01-99<br><b>191</b> 11, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60  |
| Pittsburgh           | None   |
| St. Louis            | <b>620</b> 02, 40<br><b>622</b> 20-23, 26<br><b>630</b> 05-06, 11, 17, 21-22, 24, 31-34, 42-45, 74<br><b>631</b> 04-41, 43-44, 46-47, 51, 57-58<br><b>633</b> 01-04  |
| San Francisco        | <b>939</b> 21-23<br><b>940</b> 02-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 85-89<br><b>944</b> 01-99<br><b>945</b> 03, 06, 13, 15-16, 18-24, 26-27, 29, 33, 35-45, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99<br><b>948</b> 01-04, 06-08, 20, 50 |
| Seattle              | <b>980</b> 02-04, 23, 31, 35, 63-64, 92-93   |
| Springfield          | None   |
| Washington           | None   |

[Exhibit E751.6.0]

**2.7 Delivery Facility Exceptions to the “Majority of City Carriers” Rule**

For ZIP Codes in [Exhibit 2.7](#) use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. See [2.1](#) and [2.2.2](#). This listing identifies 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” that is used to determine the parcel facility for a 5-digit ZIP Code in instances where a ZIP Code is served by multiple facilities. The name of the primary facility for parcel delivery is listed beside each 5-digit ZIP Code. Additional information about the facility including drop ship address and whether the facility can handle a pallet is included in the Drop Shipment Product. At a future date this list will be available in the Drop Shipment Product. [E751.7.0]



456.2.7

### Exhibit 2.7 Delivery Facility Exceptions to the “Majority of City Carriers” Rule

| ZIP CODE          | FACILITY NAME               | DROP SITE KEY |
|-------------------|-----------------------------|---------------|
| <b>Alabama</b>    |                             |               |
| 36130             | Montgomery                  | EY10814       |
| <b>Alaska</b>     |                             |               |
| 99701             | Main Office                 | SZ10189       |
| 99709             | Main Office                 | SZ10189       |
| 99801             | Mendenhall                  | SZ10198       |
| <b>California</b> |                             |               |
| 92623             | Harvest Station             | SZ24031       |
| 92693             | San Juan Capistrano         | PZ22821       |
| 94087             | Sunnyvale                   | PZ23492       |
| 94304             | Palo Alto                   | PZ22396       |
| <b>Florida</b>    |                             |               |
| 34482             | Paddock Branch              | BY22630       |
| 34747             | Celebration                 | BY27124       |
| <b>Georgia</b>    |                             |               |
| 31704             | Albany                      | PX10019       |
| <b>Iowa</b>       |                             |               |
| 52401             | Cedar Rapids                | EW10239       |
| <b>Kansas</b>     |                             |               |
| 66044             | Jayhawk                     | SW20762       |
| <b>Kentucky</b>   |                             |               |
| 40763             | Williamsburg                | PX16803       |
| 41730             | Hyden                       | PX15380       |
| 42338             | Hartford                    | PX15261       |
| <b>Louisiana</b>  |                             |               |
| 70503             | Oil Center                  | SY24264       |
| 71201             | Monroe                      | EY26868       |
| <b>Maine</b>      |                             |               |
| 04043             | Kennebunk                   | PV24959       |
| 04402             | Eastern Maine Carrier Annex | 4V24870       |

| ZIP CODE              | FACILITY NAME              | DROP SITE KEY |
|-----------------------|----------------------------|---------------|
| <b>Michigan</b>       |                            |               |
| 48170                 | Plymouth                   | PY12584       |
| <b>Minnesota</b>      |                            |               |
| 55369                 | Maple Grove                | BY25765       |
| 55378                 | Burnsville                 | BY24936       |
| 56387                 | Waite Park                 | BY26611       |
| <b>Missouri</b>       |                            |               |
| 64113                 | Country Club               | SW16257       |
| <b>Montana</b>        |                            |               |
| 59102                 | Billings                   | PZ13046       |
| 59103                 | Billings                   | PZ13046       |
| <b>New Hampshire</b>  |                            |               |
| 03224                 | Tilton                     | PV25759       |
| <b>New Jersey</b>     |                            |               |
| 07470                 | Wayne                      | PV11690       |
| <b>New York</b>       |                            |               |
| 10583                 | Scarsdale Main Post Office | PV15954       |
| <b>North Carolina</b> |                            |               |
| 27706                 | Durham                     | PY15179       |
| 28018                 | Forest City                | PY15338       |
| 28309                 | Lafayette                  | SY15700       |
| <b>Ohio</b>           |                            |               |
| 45013                 | Hamilton                   | PX21234       |
| <b>Pennsylvania</b>   |                            |               |
| 19136                 | Holmesburg Carrier Unit    | SX18929       |
| <b>Texas</b>          |                            |               |
| 75501                 | Texarkana                  | EW26504       |
| 75903                 | Lufkin                     | EW24562       |
| <b>Virginia</b>       |                            |               |
| 22320                 | Alexandria                 | PX26003       |
| 22405                 | Fredericksburg             | PX26669       |
| 23433                 | Driver                     | SX26514       |
| 23521                 | L C Page                   | SX26952       |



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| <b>ZIP CODE</b>      | <b>FACILITY NAME</b> | <b>DROP SITE KEY</b> |
|----------------------|----------------------|----------------------|
| <b>Washington</b>    |                      |                      |
| 98055                | Renton               | PZ17357              |
| 98223                | Smokey Point Branch  | SZ17464              |
| 98324                | Carbonado            | PZ16562              |
| 98375                | South Hill Annex     | BZ17481              |
| 98387                | Spanaway             | PZ17488              |
| 98687                | East Vancouver DCU   | 4Z18088              |
| <b>West Virginia</b> |                      |                      |
| 25801                | Beckley              | PX28152              |

[Exhibit E751.7.0]

**2.8 Delivery Facilities Different from Those in the Drop Shipment Product**

For ZIP Codes in [Exhibit 2.8](#) use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. Parcel Post mailings for the ZIP Codes shown must be deposited at the facilities listed in order to qualify for destination delivery unit rates. The listing identifies 5-digit ZIP Codes and facilities that are different from the ones indicated in the Drop Shipment Product for letters and flats. At a future date this information will be available in the Drop Shipment Product. [E751.8.0]

**Exhibit 2.8 Delivery Facilities Different From Those in the Drop Shipment Product**

| ZIP CODES SERVED   | DESTINATION DELIVERY UNIT LOCATION   | DROP SITE KEY |
|--|--|---------------|
| <b>Alaska</b>  |  |               |
| 99702  | Fairbanks<br>5400 Mail Trail<br>Fairbanks, AK 99709-9998                                 | SZ10189       |
| <b>California</b>  |  |               |
| 92684  | Westminster<br>15030 Goldenwest Circle<br>Westminster, CA 92685-9998                     | PZ23848       |
| 94102-05, 07, 08, 10, 11, 14, 16, 18, 21-26, 28-30, 40, 41, 46, 47, 59, 64 | Napolean Street Parcel Post Annex<br>180 Napolean Street<br>San Francisco, CA 94124-9711 | SZ22122       |
| <b>Florida</b>   |  |               |
| 34278  | Manasota P&DC<br>850 Tallevast Road<br>Sarasota, FL 34243-3249                           | EY22324       |
| <b>Maryland</b>  |  |               |
| 20852  | Rockville<br>500 N Washington Street<br>Rockville, MD 20850-9998                         | PV24288       |
| <b>Massachusetts</b>   |  |               |
| 02456, 59, 61, 64-66, 68, 95   | Newtonville Post Office<br>897 Washington Street<br>Newtonville, MA 02460-9998           | BV22179       |
| <b>Mississippi</b>   |  |               |
| 39563  | Pascagoula<br>911 Jackson Avenue<br>Pascagoula, MS 39567-9998                            | PY14174       |
| <b>Minnesota</b>   |  |               |
| 55102  | Saint Paul<br>180 Kellogg Blvd E<br>Saint Paul, MN 55101-9997                            | PY26254       |



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| ZIP CODES SERVED  | DESTINATION DELIVERY UNIT LOCATION  | DROP SITE KEY |
|---|---|---------------|
| <b>Montana</b>  |   |               |
| 59401, 04, 05, 14   | Great Falls Annex<br>1409 14th Street SW<br>Great Falls, MT 59404-9998    | EZ13197       |
| <b>New Jersey</b>   |   |               |
| 08837   | Edison<br>2101 State Route 27<br>Edison, NJ 08817                         | PV10401       |
| <b>New York</b>   |   |               |
| 10001-07, 09, 10-14, 16, 18, 19, 23-25, 36, 38, 41, 60, 69, 90, 95, 98<br>10102-07, 10, 14, 17-23, 25, 32, 33, 38, 57, 58, 60, 99<br>10211-13, 65, 69-71, 73, 75, 77-82 | Central Parcel Post Facility<br>341 9th Avenue<br>New York, NY 10199-9991 | EV19160       |
| 10017, 21, 22, 28, 44, 55<br>10126, 28, 30, 31, 51-55, 62, 64-78  | FDR Station<br>909 3rd Avenue<br>New York, NY 10022-9998                  | V13429        |
| 10045<br>10267  | Church Street Station<br>380 W 33rd Street<br>New York, NY 10001-9998     | SV12586       |
| 10020<br>10124, 85  | Times Square Station<br>340 W 42nd Street<br>New York, NY 10036-9998      | SV16531       |
| 10026   | Manhattanville Station<br>365 W 125th Street<br>New York, NY 10027-9998   | SV14509       |
| 10029, 30, 31, 35, 37, 39   | East Side Parcel Post Annex<br>500 E 132nd Street<br>Bronx, NY 10454-4619 | G000083       |
| 10032, 33, 34   | Fort George Station<br>4558 Broadway<br>New York, NY 10040-9998           | SV13396       |
| 10043, 79, 81, 87<br>10116  | JAF<br>441 8th Avenue<br>New York, NY 10001-9998                          | SV14060       |
| 10156   | Murray Hill Finance Station<br>115 E 34th Street<br>New York, NY 10016    | SV14818       |
| 10451   | Highbridge Station<br>1315 Inwood Avenue<br>Bronx, NY 10452-9998          | SV13862       |
| 10461   | Soundview<br>1687 Gleason Avenue<br>Bronx, NY 10472-9998                  | SV16156       |
| 10603, 05   | White Plains<br>100 Fisher Avenue<br>White Plains, NY 10601-1953          | PV17010       |



| <b>ZIP CODES SERVED</b>   | <b>DESTINATION DELIVERY UNIT<br/>LOCATION</b>   | <b>DROP SITE<br/>KEY</b> |
|---------------------------|---|--------------------------|
| 10803, 04                 | New Rochelle<br>255 North Avenue<br>New Rochelle, NY 10801-9998                           | PV14957                  |
| 11101-06, 09              | Long Island City Parcel Post Annex<br>4310 10th Street<br>Long Island City, NY 11101-9998 | SV15304                  |
| 11354, 58, 67             | Flushing Main Office<br>4165 Main Street<br>Flushing, NY 11355-9998                       | SV14481                  |
| 11360, 62, 63             | Bayside Annex<br>41-29 216th Street<br>Flushing, NY 11361-9998                            | 4V12091                  |
| 11374, 78, 85             | Woodside Post Office<br>3925 61st Street<br>Flushing, NY 11377-9998                       | SV17090                  |
| 13088                     | Bayberry Station<br>Bayberry Plaza<br>7608 Oswego Road<br>Liverpool, NY 13090             | BV12081                  |
| <b>Pennsylvania</b>       |   |                          |
| 15201                     | Bloomfield<br>5182 Liberty Avenue<br>Pittsburgh, PA 15224-9998                            | SX17251                  |
| 15223                     | Glenshaw<br>1541 Butler Park Road<br>Pittsburgh, PA 15116-9998                            | PX18635                  |
| 15225                     | Woods Run Annex<br>2840 New Beaver Avenue<br>Pittsburgh, PA 15233-9998                    | 4X1C586                  |
| 15240                     | Oakland<br>347 S. Bouquet Street<br>Pittsburgh, PA 15213-9998                             | SX1A281                  |
| 15244                     | Greentree<br>770 Trumbull Drive<br>Pittsburgh, PA 15220                                   | BX18723                  |
| 17735                     | Canton<br>55 Troy Street<br>Canton, PA 17724-9998   | PX17496                  |
| <b>Puerto Rico</b>        |   |                          |
| 00901, 08, 20, 21, 34, 68 | GPO<br>585 Ave FD Roosevelt<br>San Juan, PR 00936-9998                                    | PV17274                  |
| 00925, 27                 | Cupey Station<br>369 Ave San Claudio<br>Cupey, PR 00926-9998                              | SV18853                  |
| 00956, 57                 | Bayamon<br>100 Ave Ramon L. Rodriguez<br>Bayamon, PR 00959-9998                           | BV17152                  |



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| <b>ZIP CODES SERVED</b> | <b>DESTINATION DELIVERY UNIT LOCATION</b>   | <b>DROP SITE KEY</b> |
|-------------------------|---|----------------------|
| <b>South Carolina</b>   |   |                      |
| 29632, 34               | Clemson Post Office<br>519 College Avenue<br>Clemson, SC 29631                    | PX23702              |
| <b>Tennessee</b>        |   |                      |
| 37616                   | Chuckey<br>8140 E. Andrew Johnson Hwy<br>Chuckey, TN 37641-9998                   | PX25010              |
| <b>Virginia</b>         |   |                      |
| 37625                   | Main Post Office<br>1116th Street<br>Bristol, TN 37621-9998                       | PX24953              |
| <b>Washington</b>       |   |                      |
| 98057                   | Renton Main Office<br>17200 116th Avenue SE<br>Renton, WA 98058-9998              | PZ17357              |
| 98907                   | Yakima Main Office<br>205 W. Washington Avenue<br>Yakima, WA 98903-9998           | PZ17764              |
| 98405                   | Tacoma General Carrier Facility<br>3825 S. Warner Street<br>Tacoma, WA 98409-9998 | SZ18343              |

[Exhibit E751.8.0]

## **460 Discount Parcels Bound Printed Matter**

463 Rates and Eligibility

464 Postage Payment and Documentation

465 Mail Preparation

466 Enter and Deposit



## 463 Rates and Eligibility

### Overview

- 1.0 Bound Printed Matter Rates and Fees
- 2.0 Content Standards for Bound Printed Matter Parcels
- 3.0 Rate Eligibility for Bound Printed Matter Parcels
- 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

### 1.0 Bound Printed Matter Rates and Fees

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Bound Printed Matter Rate Application

The presorted Bound Printed Matter rate has a per piece charge and a per pound charge. Postage is based on the rate that applies to the weight (postage) increment of each addressed piece and on the zone to which the piece is addressed. The minimum postage rate for an addressed piece is one unit of the per piece charge plus the per pound charge for an addressed piece weighing 1 pound. [P013.5.1 and P013.5.6]

#### 1.3 Bound Printed Matter Presorted, Carrier Route, and Destination Entry Rates

| Each piece is subject to both a per piece rate and a pound rate. <sup>1</sup> |                          | Presorted <sup>2</sup> |   |                | Carrier Route  |   |                |
|---|--------------------------|------------------------|---|----------------|----------------|---|----------------|
|   |                          | Rate per piece         | + | Rate per pound | Rate per piece | + | Rate per pound |
| Zone  | Local, 1&2               | \$1.155                | + | \$0.090        | \$1.055        | + | \$0.090        |
|   | 3                        | 1.155                  | + | 0.112          | 1.055          | + | 0.112          |
|   | 4                        | 1.155                  | + | 0.149          | 1.055          | + | 0.149          |
|   | 5                        | 1.155                  | + | 0.198          | 1.055          | + | 0.198          |
|   | 6                        | 1.155                  | + | 0.248          | 1.055          | + | 0.248          |
|   | 7                        | 1.155                  | + | 0.308          | 1.055          | + | 0.308          |
|   | 8                        | 1.155                  | + | 0.419          | 1.055          | + | 0.419          |
|   | <b>Destination Entry</b> |                        |   |                |                |   |                |
| DBMC  | 1&2                      | 0.895                  | + | 0.073          | 0.795          | + | 0.073          |
|   | 3                        | 0.895                  | + | 0.102          | 0.795          | + | 0.102          |
|   | 4                        | 0.895                  | + | 0.139          | 0.795          | + | 0.139          |
|   | 5                        | 0.895                  | + | 0.187          | 0.795          | + | 0.187          |
| DSCF  |                          | 0.680                  | + | 0.060          | 0.580          | + | 0.060          |
| DDU   |                          | 0.609                  | + | 0.030          | 0.509          | + | 0.030          |

1. Multiply the number of pounds in the mailing by rate per pound. Multiply the number of pieces in the mailing by rate per piece. Add both totals.

2. Machinable presorted parcels may be eligible for barcoded discount of \$0.03 per parcel, except for parcels mailed at presorted DDU or DSCF rates.

[R700.2.4 and R700.2.6]



463.1.4

### 1.4 Destination Entry Mailing Fee

Destination entry mailing fee for Bound Printed Matter, per 12-month period: \$150.00. [R700.5.1]

### 1.5 Computing Postage for Bound Printed Matter

#### 1.5.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

#### 1.5.2 Computing Postage for Affixed Postage

Presorted and Carrier Route Bound Printed Matter mailings with postage affixed are charged a per pound rate and a per piece rate as follows:

- a. For each addressed piece, calculate the per pound rate:
  1. *If the piece weighs 1 pound or less*, the per pound rate is the rate listed in [1.3](#) and [1.4](#) for the rate category and zone.
  2. *If the piece weighs more than 1 pound*, compute the per pound rate by multiplying the unrounded weight of the piece by the pound rate for the category and zone. Do not round this result.
- b. Postage per piece. Compute the postage for each piece by adding the calculated per pound rate to the per piece rate for the category and zone. Round this number up to the next tenth of a cent. Affix this amount of postage to the piece.
- c. Total Postage for Mailing. Add all of the affixed postage amounts for each piece in the mailing. [P013.9.4]

#### 1.5.3 Computing Postage for Permit Imprint

Presorted and Carrier Route Bound Printed Matter mailings paid with permit imprint are charged a per pound rate and a per piece rate as follows:

- a. Per pound rate:
  1. *For pieces weighing 1 pound or less*, compute the per pound rate by multiplying the total number of addressed pieces by the 1-pound rate for the rate category and zone. Do not round this result.
  2. *For pieces weighing more than 1 pound*, compute the per pound rate by multiplying the unrounded total weight of the addressed pieces by the pound rate for the category and zone. Do not round this result.
- b. Per piece rate. Multiply the total number of addressed pieces by the applicable piece rate.
- c. Total Postage. Calculate total postage by adding the total per piece calculation to the total per pound calculation. Round off the total postage to the nearest whole cent. [P013.9.3]

## 2.0 Content Standards for Bound Printed Matter Parcels

### 2.1 Basic Content Standards

Bound Printed Matter (BPM) is a subclass of Package Services and must:

- a. Meet the basic standards in [2.0](#).
- b. Weigh no more than 15 pounds. Pieces might be subject to other minimum weights or dimensions based on the standards for specific rates.
- c. Consist of advertising, promotional, directory, or editorial material (or any combination of such material).
- d. Be securely bound by permanent fastenings such as staples, spiral binding, glue, or stitching. Loose-leaf binders and similar fastenings are not considered permanent.
- e. Consist of sheets of which at least 90% are imprinted by any process other than handwriting or typewriting with words, letters, characters, figures, or images (or any combination of them).
- f. Not have the nature of personal correspondence.
- g. Not be stationery, such as pads of blank printed forms. [E712.1.1]
- h. Consist of mailable matter that is neither mailed or required to be mailed as First-Class Mail or Customized MarketMail under [705.1.0](#) nor entered as Periodicals (except as permitted under [2.2](#) or permitted or required under [707.7.9](#)). [E710.1.1]

### 2.2 Attachments or Enclosures of Periodicals Sample Copies

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

### 2.3 Postal Inspection

Bound Printed Matter mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Bound Printed Matter rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

### 2.4 Attachments and Enclosures

#### 2.4.1 Invoice

An invoice, whether it also serves as a bill, may be placed either inside a Bound Printed Matter piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]



#### **2.4.2 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Bound Printed Matter piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Bound Printed Matter rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

#### **2.4.3 Additional Enclosures**

Bound Printed Matter may have the following additions and enclosures:

- a. Any printed matter mailable as Standard Mail.
- b. Nonprint attachments and enclosures. The combined weight of all nonprint attachments and enclosures in the mailpiece must be less than or equal to 25% of the weight of the BPM in the mailpiece. The individual cost of each nonprint attachment or enclosure must be less than or equal to the cost of a “low cost” item as defined in 703.1.6.11. In addition, the combined cost of all nonprint attachments and enclosures must not exceed two times the cost of a “low cost” item as defined in 703.1.6.11. [E712.1.2]

### **2.5 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender’s and the addressee’s names, occupations, and addresses, preceded by “From” or “To,” and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as “Do Not Open Until Christmas” and “Happy Birthday, Mother.”
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.



- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

## 3.0 Rate Eligibility for Bound Printed Matter Parcels

### 3.1 Rate Eligibility

BPM rates are based on the weight of a single addressed piece or 1 pound, whichever is higher, and the zone (where applicable) to which the piece is addressed. Rate categories are as follows:

- a. Presorted Rate. The Presorted rate applies to BPM prepared in a mailing of at least 300 pieces, prepared and presorted as specified in [465.5.0, Preparation for Presorted Parcels](#), or [705.8.0, Preparation for Pallets](#).
- b. Carrier Route Rate. The Carrier Route rate applies to BPM prepared in a mailing of at least 300 pieces presorted to carrier routes, prepared and presorted as specified in [465.6.0, Preparation for Carrier Route Parcels](#), or [705.8.0, Preparation for Pallets](#).
- c. Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see [401.1.5](#)) that bear a correct, readable barcode under [708.5.0, Barcoding Standards for Parcels](#), for the ZIP Code of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more BPM parcels or part of a presort rate mailing of at least 300 BPM parcels prepared under [465.5.0, Preparation for Presorted Parcels](#), and [465.6.0, Preparation for Carrier Route Parcels](#), and [705.8.0, Preparation for Pallets](#). The barcoded discount is not available for parcels mailed at Presorted DDU or DSCF rates, or for Presorted DBMC rate mailings entered at an ASF other than the Phoenix, AZ, ASF. Carrier route rate mail is not eligible for the barcoded discount. [E712.2.0]

### 3.2 Nonidentical Weight Pieces

Mailings may contain nonidentical-weight pieces only if the correct postage is affixed to each piece or if Business Mailer Support (BMS) has authorized payment of postage by permit imprint under [705.2.0, Manifest Mailing System \(MMS\)](#), or [705.4.0, Alternate Mailing System \(AMS\)](#). [E712.1.3]

### 3.3 ZIP Code Accuracy

#### 3.3.1 Basic Standards

The ZIP Code accuracy standard is a means of ensuring that the 5-digit ZIP Code in the delivery address correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific 5-digit ZIP Code. Addresses used on pieces claiming certain rates under [3.3.1d](#) that are subject to the ZIP Code accuracy standard must meet these requirements:

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [3.3.2](#).



### 463.3.3.2

- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addressees used on pieces claiming the Bound Printed Matter Presort and carrier route rates, regardless of any required surcharges, must meet the ZIP Code accuracy standard. [A030.2.2 and A030.2.3]

#### **3.3.2 USPS-Approved Methods**

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  - 1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
  - 2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
  - 3. Any mailing list service in [507.6.0](#).
  - 4. An authorized service provider.
  - 5. CASS-certified matching software.
  - 6. USPS Web site [www.usps.com](http://www.usps.com). [A030.2.4]

#### **3.3.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.2.5]

### **3.4 Delivery and Return Addresses**

All Bound Printed Matter must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address, except unendorsed Bound Printed Matter. [E710.3.1]

## 4.0 Additional Eligibility Standards for Presorted and Carrier Route Bound Printed Matter Parcels

### 4.1 Basic Standard

In addition to the standards in [2.0](#) and [3.0](#), all pieces in a Bound Printed Matter mailing must:

- a. Bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:
  1. The ZIP Code accuracy standard in [3.3](#).
  2. The carrier route accuracy standard in [4.2](#). [E712.3.2a1]
  3. If an alternative addressing format is used, the additional standards in [602.3.0](#).
  4. If pieces are prepared with detached address labels, the additional standards in [602.4.0](#).
- b. Meet the preparation standards under [465.5.0, Preparation for Presorted Parcels](#), or [705.8.0, Preparation for Pallets](#). [E712.3.1]

### 4.2 Carrier Route Accuracy

#### 4.2.1 Basic Standards

The carrier route accuracy standard is a means of ensuring that the carrier route code correctly matches the delivery address information. For the purposes of this standard, *address* means a specific address associated with a specific carrier route code. Addresses used on pieces claiming carrier route rates under [4.2.1d](#) that are subject to the carrier route accuracy standard must meet these requirements:

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [4.2.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate. [A030.3.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming the Bound Printed Matter carrier route rates must meet the ZIP Code accuracy standard. [A030.3.2]

#### 4.2.2 USPS-Approved Methods

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

[A030.3.4]



463.4.2.3

### **4.2.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.3.5]

### **4.3 Destination Entry**

See [466.2.0](#) through [466.5.0](#) for destination entry eligibility, preparation, and deposit standards.

# 464 Postage Payment and Documentation

## Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Bound Printed Matter mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces provided the mail can be separated at acceptance into groups that each contain pieces subject to the same zone and same combination of rates (e.g., all are zone 4 and presort rate). Identical-weight permit imprint mail also may be mailed under [705.2.0](#) through [705.4.0](#) in *Advanced Preparation and Special Postage Payment Systems*. [P700.1.1]

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

### 2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]



464.2.4

### **2.4 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

### **2.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607](#). [P012.1.5]

### **2.6 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

### **2.7 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

# 465 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparation for Presorted Parcels](#)
- [6.0 Preparation for Carrier Route Parcels](#)
- [7.0 Standards for Barcoded Discounts](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. [M011.1.1]

### 1.2 Definition of Mailings

A mailing is defined as a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together. [M011.1.4]

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- b. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- c. *3-digit*: the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.



- e. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- f. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- g. *ADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- h. *ASF/BMC*: all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).
- i. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- j. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for Bound Printed Matter parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for rate eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. An *origin 3-digit* (or *origin 3-digit scheme*) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray/sack must be prepared for each.



- e. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- f. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- g. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs. *Entry BMC* includes subordinate ASFs unless otherwise specified.
- h. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- i. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [2.0](#).
- j. A “*logical presort destination*” represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Bound Printed Matter “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement. [M011.1.3]



## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in 2.0. [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in 2.3, all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).

- d. Except under [705.8.5.11, Bundles on Pallets](#), bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

## 2.5 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Bound Printed Matter must meet the applicable minimum and maximum bundle size standards in [5.0, Preparation for Presorted Parcels](#), and [705.8.0, Preparation for Pallets](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Except for mixed ADC bundles and for carrier route bundles prepared in sacks, each physical bundle of Bound Printed Matter must contain at least two pieces. For carrier route rate Bound Printed Matter prepared in sacks, the last physical bundle to an individual carrier route may consist of a single addressed piece, provided that all other bundles to that carrier route destination contain at least two addressed pieces, and that the total group of pieces to that carrier route (the logical bundle) meets the carrier route rate eligibility minimum in [463, Rates and Eligibility](#). Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route rate mail, must always contain at least two pieces. [M020.1.6]

## 2.6 Pieces With Simplified Addresses

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, and for Bound Printed Matter in sacks, specific weight limits in [5.0, Preparation for Presorted Parcels](#), and [6.0, Preparation for Carrier Route Parcels](#). [M020.2.3]

## 2.7 Labeling Bundles

Unless excepted by standard, the presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under [708.7.0](#) or with a barcoded pressure-sensitive bundle label. The label may be



placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

### **2.8 Use of Optional Endorsement Lines (OEL)**

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under [708.7.0](#). [M013.1.1]

### **2.9 Use of Carrier Route Information Lines**

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [705.8.0, Preparation for Pallets](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]

### **2.10 Facing Slips—All Carrier Route Mail**

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “BPM IRR P CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office. [M020.3.0]

## **3.0 Sacks**

### **3.1 Preparation**

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds. [M033.2.4]

## **4.0 Sack Labels**

### **4.1 Basic Standards**

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable.

[M031.1.1]

**4.2 Physical Standards of a Sack Label**

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]

**4.3 Line 1 (Destination Line)**

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

**4.4 Line 2 (Content Line)**

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]



- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE            | CODE   |
|-------------------------|--|
| Carrier Route           | C (type of route)  |
| Carrier Routes          | CR-RT or CR-RTS  |
| Digit                   | D  |
| General Delivery Unit   | G  |
| Highway Contract Route  | H  |
| Irregular Parcels       | IRREG  |
| Machinable              | MACH   |
| Mixed                   | MXD  |
| Nonbarcoded             | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0) |
| Package Services        | PSVC   |
| Parcels                 | PARCELS  |
| Post Office Box Section | B  |
| Rural Route             | R  |
| Scheme                  | SCH  |
| Working                 | WKG  |

[M031.5.0]

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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

#### 4.6 Abbreviations for Lines 1 and 3

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

#### 4.7 Placement of Extraneous Information

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3. [M031.1.5]

## 4.8 Barcoded Sack Labels

### 4.8.1 Basic Standards for Barcoded Sack Labels

Barcoded labels are not required for Bound Printed Matter. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

### 4.8.2 Physical Standards for Barcoded Sack Labels

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation for Presorted Parcels

### 5.1 Basic Standards

#### 5.1.1 General Preparation Requirements

All mailings of Presorted Bound Printed Matter (BPM) are subject to these general standards:

- a. Each mailing must meet the applicable eligibility standards in [402.2.0](#), [Placement and Content of Markings](#), [463](#), [Rates and Eligibility](#), [465](#), [Mail Preparation](#), and [466](#), [Enter and Deposit](#),
- b. All pieces in a mailing must be within the same processing category as described in [401.1.1](#). A BPM irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5.1](#). Irregular parcels also are pieces that meet the



### 465.5.1.2

size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under 601.7.0.

- c. All pieces must be sorted to the finest extent possible under 5.2, *Preparation for Irregular Parcels Weighing Less Than 10 Pounds*, and 5.3, *Preparation for Irregular Parcels Weighing 10 Pounds or More*, or palletized under 705.8.0.
- d. Subject to 402.2.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Presorted” (or “PRSRT”). [M722.1.1]

#### 5.1.2 Separation

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together and the sacks do not have to be separated by zone for verification if any of the following apply:

- a. Full (exact) postage is affixed to each piece in the mailing.
- b. The mailing is prepared under 705.2.0, *Manifest Mailing System (MMS)*, 705.4.0, *Alternate Mailing System (AMS)*, or 5.1.3, *Commingling Zones*. [M722.1.3]

#### 5.1.3 Commingling Zones

Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the BMS manager. The mail must be prepared and documented as follows:

- a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
- b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number, the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage. [M722.1.4]



## 5.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds

### 5.2.1 Required Bundling

Bundling is required before sacking, except for pieces placed in 5-digit scheme and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle size is met. Otherwise, a bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces or 10 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC bundles). The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit scheme and 5-digit sacks or prepared for and entered at DDU rates may weigh a maximum of 40 pounds each. Each physical bundle must contain at least two addressed pieces (except mixed ADC bundles). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both. [M722.3.1]

### 5.2.2 Bundling and Labeling

Preparation sequence and labeling:

- a. 5-digit (required); red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); green Label 3 or OEL.
- c. ADC (required); pink Label A or OEL.
- d. Mixed ADC (required); tan Label X or OEL. [M722.3.2]

### 5.2.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Sacking is not required for 5-digit bundles when prepared for and entered at DDU rates. Such bundles may be bedloaded and may weigh up to 40 pounds. Smaller volumes are not permitted. Sacking also is subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be prepared using the 10-piece minimum, those that weigh more must be prepared using the 20-pound minimum.



- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight. [M722.3.3]

### 5.2.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  - 1. Line 1: [L606](#), Column B.
  - 2. Line 2: “PSVC IRREG 5D SCHEME” or “PSVC IRREG 5D SCH.”
- b. 5-digit (required); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
  - 2. Line 2: “PSVC IRREG 5D.”
- c. 3-digit (required); labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: “PSVC IRREG 3D.”
- d. SCF (optional); labeling:
  - 1. Line 1: [L005](#), Column B.
  - 2. Line 2: “PSVC IRREG SCF.”
- e. ADC (required); labeling:
  - 1. Line 1: [L004](#), Column B.
  - 2. Line 2: “PSVC IRREG ADC.”
- f. Mixed ADC (required); labeling:
  - 1. [\[03-17-05\]](#) [\[02-03-05\]](#) Line 1: “MXD” followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#), Column B. If placed on an ASF or BMC pallet under option in [705.8.10.2](#), use [L010](#).
  - 2. Line 2: “PSVC IRREG WKG.” [M722.3.4]

## 5.3 Preparation for Irregular Parcels Weighing 10 Pounds or More

### 5.3.1 Piece Preparation

Each piece must be enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag. Bundling is not permitted for pieces weighing 10 pounds or more except under [5.3.2, Required Sacking](#). [M722.4.1]

### 5.3.2 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 20 pounds. Smaller volumes are not permitted (except mixed ADC sacks). Optional 5-digit scheme and optional SCF sacks may be prepared only when there are at least 20 pounds. Smaller volumes are not permitted. Sacking is not required for 5-digit bundles when prepared for and entered at DDU rates. Such bundles may be bedloaded and may weigh up to 40 pounds. [M722.4.2]

### 5.3.3 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  1. Line 1: L606, Column B.
  2. Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."
- b. 5-digit (required); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
  2. Line 2: "PSVC IRREG 5D."
- c. 3-digit (required); labeling:
  1. Line 1: L002, Column A.
  2. Line 2: "PSVC IRREG 3D."
- d. SCF (optional); labeling:
  1. Line 1: L005, Column B.
  2. Line 2: "PSVC IRREG SCF."
- e. ADC (required); labeling:
  1. Line 1: L004, Column B.
  2. Line 2: "PSVC IRREG ADC."
- f. Mixed ADC (required); labeling:
  1. [03-17-05] [02-03-05] Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in L004, Column B. If placed on an ASF or BMC pallet under option in 705.8.10.2, use L010.
  2. Line 2: "PSVC IRREG WKG." [M722.4.3]

## 5.4 Preparation for Machinable Parcels Not Claiming DBMC Rates

### 5.4.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Sacking also is subject to these conditions:



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- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight. [M722.5.1]

#### 5.4.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  1. Line 1: L606, Column B.
  2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. 5-digit (required); labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
  2. Line 2: "PSVC MACH 5D."
- c. BMC (required); labeling:
  1. Line 1: L601, Column B.
  2. Line 2: "PSVC MACH BMC."
- d. Mixed BMC (required); labeling:
  1. Line 1: "MXD" followed by the L601, Column B, information for the BMC serving the 3-digit ZIP Code prefix of entry post office.
  2. Line 2: "PSVC MACH WKG." [M722.5.2]

### 5.5 Preparation for Machinable Parcels Claiming DBMC Rates

#### 5.5.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches either 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted (except origin (mixed) BMC sacks). Optional 5-digit scheme and optional ASF sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. See 466.3.0 for DBMC rate eligibility. Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.

- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies) or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight. [M722.5.3]

### 5.5.2 DBMC Rates—Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme (optional); labeling:
  - 1. Line 1: [L606](#), Column B.
  - 2. Line 2: “PSVC MACH 5D SCHEME” or “PSVC MACH 5D SCH.”
- b. 5-digit (required); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
  - 2. Line 2: “PSVC MACH 5D.”
- c. ASF (optional, allowed only for mail deposited at an ASF to claim DBMC rate); labeling:
  - 1. Line 1: [L602](#), Column B. DBMC rate eligibility determined by [466.3.0](#), [Destination Bulk Mail Center \(DBMC\) Entry](#), and [Exhibit 466.3.3](#), [BMC/ASF—DBMC Rate Eligibility](#).
  - 2. Line 2: “PSVC MACH ASF.”
- d. BMC (required); labeling:
  - 1. Line 1: [L601](#), Column B. DBMC rate eligibility determined by [466.3.0](#), [Destination Bulk Mail Center \(DBMC\) Entry](#), and [Exhibit 466.3.3](#), [BMC/ASF—DBMC Rate Eligibility](#).
  - 2. Line 2: “PSVC MACH BMC.”
- e. Mixed BMC (required); labeling:
  - 1. Line 1: “MXD” followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code prefix of entry post office.
  - 2. Line 2: “PSVC MACH WKG.” [M722.5.4]



## 6.0 Preparation for Carrier Route Parcels

### 6.1 Basic Standards

#### 6.1.1 General Standards for Carrier Route Preparation

All mailings of Carrier Route Bound Printed Matter (BPM) are subject to the standards in 6.2 through 6.4 in *Preparation for Carrier Route Parcels* and to these general standards:

- a. Each mailing must meet the applicable eligibility standards in 463, mail preparation standards in 2.0, through 4.0, and deposit and entry standards in 466.
- b. All pieces in a mailing must be within the same processing category as described in 401.1.0. A BPM irregular parcel is a piece that is not a machinable parcel as defined in 401.1.5.1. Irregular parcels also are pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under 601.7.0.
- c. All pieces must be sorted to the finest extent possible under 6.0, *Preparation for Carrier Route Parcels*, or palletized under 705.8.0, *Preparation for Pallets*.
- d. Subject to 402.2.0, pieces must be marked “Bound Printed Matter” (or “BPM”) and “Carrier Route Presort” (or “CAR-RT SORT”). [M723.1.1]

#### 6.1.2 Separation

Pieces for each zone must be sacked separately. When presented for verification, sacks must be separated by zone. *Exception:* Pieces for different zones may be sacked together and the sacks do not have to be separated for verification if any of the following apply:

- a. Full postage is affixed to each piece in the mailing.
- b. The mailing is prepared under 6.1.3, *Commingling Zones*. [M723.1.3]

#### 6.1.3 Commingling Zones

Zoned BPM need not be separated by zones when presented other than as individual pieces or with full correct postage affixed to each piece, subject to this section. Nonidentical-weight pieces not bearing the full correct postage may not be commingled unless authorized by the manager, Business Mailer Support, USPS Headquarters. The mail must be prepared and documented as follows:

- a. A unique number is assigned to each pallet in the mailing and printed on a separate line at the top of the pallet label (above the Line 1 information).
- b. A detailed list accompanies each mailing or mailing segment, sequenced numerically by the numbers assigned to the pallets in the mailing, that shows the post office where the mail is to be entered (entry post office), a unique identifier for the mailing or mailing segment that also appears on the corresponding postage statement, the name and address of the mailer, the permit number (if applicable), the date of mailing, individual line entries for each pallet, and the total number of pieces to each zone and in the entire mailing or mailing segment. Line entries for pallets containing mail for only one zone must show the pallet number, the sortation level, the zone for which the mail is

destined, and the total number of pieces for the pallet. Entries for pallets containing mail for more than one zone must also show (by zone) the number of pieces to each 3-digit ZIP Code area and the total number of pieces for that zone for the pallet. Mailings are not accepted if there are discrepancies between the information in the detailed listing or on the postage statement and the results of USPS random verification of piece counts and postage. [M723.1.4]

#### 6.1.4 Residual Pieces

Residual pieces not sorted under 6.2 and 6.3 may be prepared as a Presorted Bound Printed Matter mailing under 5.0, *Preparation for Presorted Parcels*, provided that they are part of the same mailing job and reported on the same postage statement. Residual pieces paid at the Presorted rate do not need to meet a separate 300 piece minimum. These pieces must be separated from the Carrier Route portion when presented to the USPS for verification. [M723.1.5]

## 6.2 Preparation for Irregular Parcels Weighing Less Than 10 Pounds

### 6.2.1 Bundle Preparation

Bundling is not required in direct carrier route sacks. Otherwise, a carrier route bundle (or bundles) must be prepared when the quantity of addressed pieces for a carrier route reaches a minimum of 10 pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. The maximum weight of each physical bundle is 40 pounds. Each bundle must contain at least two addressed pieces except for the last bundle for each carrier route destination under 2.0. Bundles must be labeled with a facing slip unless the bundle is labeled using a carrier route information line (708.6.0) or an optional endorsement line (708.7.0). Bundling also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or bundle by the actual piece count or mail weight for each bundle destination, provided that documentation can be provided with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count, weight, or both. [M723.3.1]

### 6.2.2 Required Sacking

A direct carrier route sack must be prepared when the quantity of mail for an individual carrier route reaches a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Smaller volumes are not permitted. Remaining bundles must be placed in 5-digit scheme or 5-digit carrier routes sacks, which have no minimum sack size. Carrier route sacks also are subject to these conditions:



### 465.6.2.3

- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight. [M723.3.2]

#### **6.2.3 Sack Preparation**

Sack preparation sequence and Line 1 labeling:

- a. Carrier route: required; for Line 1, use city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
- b. 5-digit scheme carrier routes: optional (no minimum); for Line 1, use L606, Column B.
- c. 5-digit carrier routes: required (no minimum); for Line 1, use city, state, and 5-digit ZIP Code destination of bundles (for military mail, the ZIP Code is preceded by the prefixes under 4.3). [M723.3.3]

#### **6.2.4 Sack Label Line 2**

Line 2 information:

- a. Carrier route: "PSVC IRREG CR," followed by the route type and number.
- b. 5-digit scheme carrier routes: "PSVC IRREG CR-RTS SCH."
- c. 5-digit carrier routes: "PSVC IRREG CR-RTS." [M723.3.4]

#### **6.2.5 Exception to Sacking**

Sacking is not required for bundles when prepared for and entered at DDU rates; such bundles may be bedloaded and may weigh up to 40 pounds. [M723.3.5]

### **6.3 Preparation for Irregular Parcels Weighing 10 Pounds or More**

Irregular parcels must be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 20 pounds. Required preparation:

- a. Line 1: use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC IRREG CR," followed by the route type and number. [M723.4.0]

### **6.4 Preparation for Machinable Parcels**

#### **6.4.1 Required Carrier Route Sacking**

Machinable parcels may be prepared only in direct carrier route sacks. Each carrier route sack must contain a minimum of 10 addressed pieces or 20 pounds, whichever occurs first. Carrier route sacks also are subject to these conditions:



- a. Identical-weight pieces that weigh 2 pounds or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 20-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies), or sack by the actual piece count or mail weight for each sack destination, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the accompanying postage statement whether they applied the piece count or weight. [M723.5.1]

#### 6.4.2 Sack Label

Required preparation:

- a. Line 1: Use city, state, and 5-digit ZIP Code destination of the pieces.
- b. Line 2: "PSVC MACH CR," followed by the route type and number. [M723.5.2]

## 7.0 Standards for Barcoded Discounts

### 7.1 Standards for Barcoded Mail

Barcoded Discount—Machinable Parcels. The barcoded discount applies only to BPM machinable parcels (see [401.1.5.1](#)) that bear a correct, readable barcode under [465.5.0](#) for the ZIP Code of the delivery address. The pieces must be part of a single-piece rate mailing of 50 or more BPM parcels or part of a presort rate mailing of at least 300 BPM parcels prepared under [5.0, Preparation for Presorted Parcels](#), or [6.0, Preparation for Carrier Route Parcels](#), and [705.8.0, Preparation for Pallets](#). The barcoded discount is not available for parcels mailed at Presorted DDU or DSCF rates, or for Presorted DBMC rate mailings entered at an ASF other than the Phoenix, AZ, ASF. Carrier route rate mail is not eligible for the barcoded discount. [E712.2.0d]



# 466 Enter and Deposit

## Overview

- [1.0 Presenting a Mailing](#)
- [2.0 Destination Entry](#)
- [3.0 Destination Bulk Mail Center \(DBMC\) Entry](#)
- [4.0 Destination Sectional Center Facility \(DSCF\) Entry](#)
- [5.0 Destination Delivery Unit \(DDU\) Entry](#)

## 1.0 Presenting a Mailing

### 1.1 Verification and Entry

All presorted, carrier route, destination entry, and barcoded discount mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-verified drop shipment (PVDS) mailings must be presented for verification, acceptance, and entry under [705.15.0](#). Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). [D700.2.2]

### 1.2 Office of Mailing

Bound Printed Matter must be mailed at the post office from which the zone rate postage was computed, except under [1.3](#) and [1.4](#). [E710.2.1]

### 1.3 Redirected Mailings

A mailer who presents large mailings of Bound Printed Matter may be authorized or directed to deposit such mailings at another postal facility when processing or logistics make such an alternative desirable for the USPS, subject to these conditions:

- a. Zoned postage need not be recomputed if both the original post office of mailing and the alternative facility use the same zone chart for computing zoned postage, based on the 3-digit prefix of their ZIP Codes.
- b. Postage *must* be recomputed on pieces in mailings redirected to a postal facility that uses a different zone chart for computing zoned postage. [E710.2.2]

### 1.4 BMC Acceptance

A mailer may present zoned Bound Printed Matter at a BMC for acceptance if:

- a. Metered postage is paid through a postage meter licensed at the BMC parent post office, or permit imprint postage is paid through an advance deposit account at the BMC parent post office or another post office in the BMC service area, unless otherwise permitted by standard.
- b. Zoned postage is computed from the BMC parent post office.
- c. The BMC is authorized by Form 4410 to act as acceptance agent for the entry post office. [E710.2.3]



466.1.5

### 1.5 Drop Shipment Information

Essential information for entering drop shipment Package Services mailings at specific postal facilities can be found in the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.1](#)). There is a charge for the Drop Shipment Product. [D700.2.4]

## 2.0 Destination Entry

### 2.1 General

Destination entry rates apply to Presorted and Carrier Route Bound Printed Matter (BPM) that is deposited at a destination bulk mail center (DBMC), destination sectional center facility (DSCF), or destination delivery unit (DDU) as specified below. Eligibility for a destination entry rate is determined by the sort level, processing category of the mail, and the type of container the mail is in (i.e., sacked or palletized). Each piece can claim only one destination entry rate; an individual pallet may contain pieces claimed at different destination entry rates. [E752.1.1]

### 2.2 Minimum Volume

A destination entry rate BPM mailing is subject to these minimum volume requirements:

- a. Each mailing must contain at least 300 Presorted addressed pieces or 300 Carrier Route addressed pieces.
- b. Except as provided in [2.2e](#), each group of pieces prepared for deposit at different destination entry post offices must be presented as a separate mailing meeting separate minimum volume requirements and be accompanied by the appropriate Form 3605 postage statement.
- c. Separate Presorted and Carrier Route mailings may be copalletized under [705.8.0](#).
- d. Pieces deposited at the same destination entry post office but claimed at different destination entry rates may be included in a single mailing and reported on the same postage statement (subject to one minimum volume requirement) if the destination entry post office is the proper facility for claiming each of the destination entry discounts.
- e. When Presorted or Carrier Route mailings are presented together under the plant-verified drop shipment (PVDS) procedures in [705.15.0](#), a mailer may use the total piece count from a single presort file (i.e., mailing job) for all line items to all destinations reported on a single Form 3605 and accompanied by a postage statement register to meet the separate 300-piece minimum volume requirement for each mailing. Under this alternative, a mailer may enter fewer than 300 pieces for a Presorted or Carrier Route mailing entered at a single destination entry post office if there is a total of at least 300 Presorted rate pieces and/or 300 Carrier Route pieces for all entry points combined for the single presort file listed on Form 3605 and the postage statement register. [E752.1.2]

**2.3 Postage Payment**

Postage payment for destination entry mailings is subject to the same standards that apply generally to BPM. Postage and fees are paid to the post office that verifies the mailings. [E752.1.3]

**2.4 Mailing Fee**

A destination entry mailing fee (463.1.4) must be paid once each 12-month period at each postal facility where the mailing(s) are verified. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment. [E752.1.4]

**2.5 Documentation**

Each mailing must be accompanied by the appropriate Form 3605 and, if applicable, Form 8125. No additional documentation is required for destination entry rates. [E752.1.5]

**2.6 Plant Loads**

Plant load mailings, including expedited plant load shipments, are not eligible for destination entry discounts. [E752.1.6]

**2.7 Bedloaded Mailings**

Bedloaded BPM bundles are permitted only when prepared for and entered at DDU rates. These bundles must be prepared under the applicable sortation standards for flat-size mail and are not eligible for the barcoded discount. [E752.1.7]

**2.8 Verification****2.8.1 Place**

As directed by the postmaster, the mailer must present destination entry mailings to USPS employees for verification either:

- a. At the origin mailer's plant or the origin post office serving the mailer's plant under an authorized plant-verified drop shipment system.
- b. At the destination post office or business mail entry unit. [E752.5.1]

**2.8.2 Mail Separation and Presentation**

Destination entry rate mail must be verified under a PVDS system (705.15.0) or be presented for verification and acceptance at a BMEU located at a destination BMC, destination SCF, or other designated destination postal facility. Only plant-verified drop shipments may be deposited at a destination delivery unit not co-located with a post office or other postal facility having a business mail entry unit. When presented to the USPS, destination entry mailings must meet the following requirements:

- a. Each mailing must be separated from other mailings for verification. For PVDS, destination entry rate mailings for deposit at one destination postal facility must be separated from mailings for deposit at other facilities to allow for reconciliation with each accompanying Form 8125, 8125-C, or 8125-CD.
- b. Mail must be separated from freight transported on the same vehicle.



### 466.2.8.3

- c. If Periodicals mail is on the same vehicle as BPM, then the Periodicals mail should be loaded toward the tail of the vehicle so that, for each destination entry, Periodicals mail can be offloaded first.
- d. Form 8125, 8125-C, or 8125-CD must accompany all PVDS mailings. [E752.5.2]

#### **2.8.3 Form 8125**

When mailings are verified and paid for at a postal facility different from the one at which they are accepted as mail and deposited into the mailstream, the mailer must ensure that they are accompanied by a Form 8125 completed by the mailer and the verifying post office. [E752.5.3]

#### **2.8.4 At BMC**

For a mailing to be verified at a BMC, the post office where the mailer's account or license is held must be within the service area of that BMC. The post office must authorize the BMC to act as its agent by sending Form 4410 to the BMC. [E752.5.4]

#### **2.8.5 PVDS Seal**

The mailer may ask that a PVDS band seal secure the vehicle containing verified mailings before dispatch to the destination facility. [E752.5.5]

#### **2.8.6 Mailer Transport**

The mailer must transport the PVDS mailing from the place where it was verified to the destination postal facility. [E752.5.6]

#### **2.8.7 Volume Standards**

Except as permitted for a local mailer under [2.9.12](#), destination entry mailings are subject to these volume standards:

- a. Regardless of total volume, the pieces for which a destination rate is claimed must represent more than 50% of the mail (by weight or pieces, whichever is greater) presented by the same mailer within any 24-hour period. For this standard, mailer is the party presenting the material to the USPS (or for whom a transportation company has presented the material to the USPS).
- b. The same mailer may not in a 24-hour period present for verification and acceptance more than four destination rate mailings at the same destination postal facility (or at another acting as its agent). The mailer may ask for a waiver of this limit when scheduling the deposit of the mailings. There is no maximum for plant-verified drop shipments. [E752.5.7]

## **2.9 Deposit**

### **2.9.1 Time and Location of Deposit**

Each mailing claimed at a destination rate must be deposited at the time and location specified by the USPS. Mailings must be presented in vehicles that are compatible with dock, yard, and DDU operations, as applicable. [E752.6.1]

### **2.9.2 Freight**

Drop shipments are freight until deposited and accepted as mail at the destination facility. [E752.6.2]

### 2.9.3 Appointments

Appointments must be made for destination entry rate mail as follows:

- a. Except for a local mailer under [2.9.12](#) and mailings of perishable commodities, appointments for deposit of destination entry rate mail at BMCs, ASFs, and SCFs must be scheduled through the appropriate appointment control center at least one business day in advance. Same-day appointments may be granted by a control center only through a telephone request. All appointments for BMC loads must be scheduled by the appropriate BMC control center. Appointments for SCFs and ASFs must be scheduled through the appropriate district control center. Appointments may be made up to 30 calendar days before a desired appointment date. The mailer must adhere to the scheduled mail deposit time and location. The mailer must cancel any appointment by notifying the appropriate control center at least 24 hours in advance of a scheduled appointment.
- b. Electronic appointments may be made through the Dropship Appointment System (DSAS) by a mailer or agent using a USPS-issued computer logon ID. Electronic appointments or cancelations must be made at least 12 hours before the desired time and date. All information required by the USPS appointment system regarding a mailing must be provided.
- c. For deposit of DDU mailings, an appointment must be made by contacting the DDU at least 24 hours in advance. If the appointment must be canceled, the mailer must notify the DDU at least one business day in advance of a scheduled appointment. Recurring appointments are allowed if shipment frequency is once a week or more often.
- d. When Periodicals are transported together with BPM as a mixed load ([707.28.0, Destination Entry Rate Eligibility](#)), an appointment must be obtained for deposit at a destination entry facility. [E752.6.3]

### 2.9.4 Advance Scheduling

Except under [2.9.12](#), a mailer must schedule deposit of destination entry rate mailings at least 24 hours in advance by contacting the proper district or BMC control center or destination delivery unit. Appointments at delivery units must be made by calling the delivery unit at least 24 hours in advance. Appointments for ASFs, SCFs, or for any multistop loads must be made through the USPS district control center or DSAS in [2.9.3](#). Appointments for BMC loads must be scheduled by the proper BMC control center. When making an appointment, or as soon as available, the mailer must provide the control center or DDU with the following information:

- a. Mailer's name and address and, when applicable, the name and telephone number of the mailer's agent or local contact.
- b. Description of what is being mailed, product name, number of mailings, volume of mail, how prepared and whether containerized (e.g., pallets). For DDU entries, the mailer also must provide the 5-digit ZIP Code(s) of the mail being deposited.
- c. Where the mailing was verified.
- d. Postage payment method.



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- e. Requested date and destination facility for mailing.
- f. Vehicle identification number, size, and type. [E752.6.4]

### **2.9.5 Adherence to Schedule**

The mailer must follow the scheduled deposit time or cancel the appointment by notifying the designated control center. Destination facilities may refuse acceptance or deposit of unscheduled mailings or shipments that arrive more than 2 hours after the scheduled appointment at ASFs, BMCs, or SCFs or more than 20 minutes at delivery units. [E752.6.5]

### **2.9.6 Redirection by USPS**

A mailer may be directed to transport destination entry rate mailings to a facility other than the designated DDU, SCF, or BMC due to facility restrictions, building expansions, peak season mail volumes, or emergency constraints. [E752.6.6]

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

For service reasons, a mailer may ask to transport destination SCF rate mail to a facility other than the designated SCF. This exception may be approved only by the district control center serving the destination facility. To qualify for the SCF rate in this situation, mail deposited at a facility other than the SCF must destinate for processing within that facility and must not require backhauling to the SCF. [E752.6.7]

### **2.9.8 Recurring Appointments**

Recurring appointments refer to a drop shipment that is delivered to a destination office with a frequency of at least once a week on the same time and day(s). Mailings must be of a comparable product in terms of mail class, size, volume, and containerization (pallets, pallet boxes, etc.). A request to establish recurring appointments must be written on company letterhead to the postal facility manager/postmaster. The drop shipment appointment control office/postmaster will respond to all requests within 10 days. Recurring appointments may be made for a period not to exceed 6 months. Thereafter, a new application must be submitted to ensure that up-to-date mailer information is on file. Written request for an additional 6 months may be made within 60 days prior to the expiration of a current arrangement. Failure to adhere to scheduled appointments or other abuse of the procedures will result in revocation of recurring appointment privileges. Requests for recurring appointments must include the following:

- a. Name, address, and telephone number of the mailer.
- b. Transportation agent's name (contact person) and telephone number(s).
- c. Mail volume and preparation (trays/sacks/parcels).
- d. Containerization.
- e. Size and type of trailer(s) transporting mail.
- f. Frequency/schedule. [E752.6.8]



### 2.9.9 Vehicle Unloading

Unloading of destination entry mailings is subject to these conditions:

- a. Properly prepared containerized loads (e.g., pallets) are unloaded by the USPS at BMCs, ASFs, and SCFs. The USPS does not unload or permit the mailer (or mailer's agent) to unload palletized loads that are unstable or severely leaning or that have otherwise not maintained their integrity in transit.
- b. At BMCs and ASFs, the driver must unload bedloaded shipments within 8 hours of arrival. Combination containerized and bedloaded mailings are classified as bedloaded shipments for unload times. The USPS may assist in unloading.
- c. At delivery units, the driver must unload all mail within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver is required to unload, unstack, and unstrap them. If a mailer transports palletized mail (including sacks on pallets) to a DDU facility that cannot handle pallets, then the driver must unload the pallets into a container specified by the delivery unit.
- d. When driver unloading is required, the driver or assistant must stay with and continue to unload the vehicle once at the dock.
- e. The driver must remove the vehicle from USPS property after unloading. The driver and assistant are not permitted in USPS facilities except for the dock and designated driver rest area. [E752.6.9]

### 2.9.10 Demurrage

The USPS is not responsible for demurrage or detention charges incurred by a mailer who presents destination entry rate mailings. [E752.6.10]

### 2.9.11 Appeals

Mailers who believe they are denied equitable treatment may appeal to the manager, Customer Service (district), responsible for the destination postal facility. [E752.6.11]

### 2.9.12 Exception for Local Mailer

The restrictions in [2.8.7, Volume Standards](#), and [2.9.3, Appointments](#), do not apply when a mailer deposits mailings for verification and acceptance at the local post office serving the facility where the mail was prepared, if the mailings are not verified under a plant load authorization or plant-verified drop shipment postage payment authorization. Under this exception, the mailer may claim the destination entry rates for mailings or portions of mailings deposited at the local post office that meet the standards in [3.0, Destination Bulk Mail Center \(DBMC\) Entry](#), [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), or [5.0, Destination Delivery Unit \(DDU\) Entry](#). [E752.7.0]

## 3.0 Destination Bulk Mail Center (DBMC) Entry

### 3.1 Eligibility

Pieces in a mailing meeting the standards in [2.0, Destination Entry](#), and [3.0](#) are eligible for the DBMC rate when they meet all of the following conditions:



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- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are deposited at a BMC or ASF.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the BMC or ASF where deposited that are listed in [Exhibit 3.3](#).
- d. Are placed in a sack or pallet that is labeled to the BMC or ASF where deposited, or labeled to a postal facility within that BMC's or ASF's service area (see [Exhibit 3.3](#)). [E752.2.1]

### 3.2 Presorted Machinable Parcels

Presorted machinable parcels in sacks or on pallets at all sort levels may claim DBMC rates. Machinable parcels sacked under [465.5.0, Preparation for Presorted Parcels](#), or palletized under [705.8.0](#) may be sorted to destination BMCs under [L601](#) or to destination BMCs and ASFs under [L601](#) and [L602](#). Except as provided in [Exhibit 3.3](#), sortation of machinable parcels to ASFs is optional but is required for the ASF mail to be eligible for DBMC rates. Mailers may opt to sort some or all machinable parcels for ASF service area ZIP Codes to ASFs only when the mail will be deposited at the respective ASFs where the DBMC rates are claimed, under applicable volume standards, using [L602](#). Mailers also may opt to sort machinable parcels only to destination BMCs under [L601](#). When machinable parcels are sorted under [L601](#), only mail for 3-digit ZIP Codes served by a BMC as listed in [Exhibit 3.3](#) is eligible for DBMC rates (i.e., mail for 3-digit ZIP Codes served by an ASF in [Exhibit 3.3](#) is *not* eligible for DBMC rates, nor are 3-digit ZIP Codes that do not appear on [Exhibit 3.3](#)). Machinable parcels prepared in mixed BMC sacks or on mixed BMC pallets that are sorted to the origin BMC under [465.5.0, Preparation for Presorted Parcels](#), or [705.8.0, Preparation for Pallets](#), are eligible for the DBMC rates if both of the following conditions are met:

- a. The mixed BMC sack or pallet is entered at the origin BMC facility to which it is labeled.
- b. The pieces are for 3-digit ZIP Codes listed as eligible destination ZIP Codes for that BMC in [Exhibit 3.3](#). [E752.2.3]

### 3.3 Presorted Irregular Parcels

Presorted irregular parcels in sacks or on pallets at all sort levels may claim DBMC rates. All pieces in an ADC sack or in a palletized ADC bundle are eligible for the DBMC discount if the ADC facility ZIP Code (as shown in Line 1 of the corresponding sack label or the ADC facility that is the destination of the palletized ADC bundle as would be shown on an ADC sack label for that facility using [L004](#), Column B) is within the service area of the BMC at which the sack is deposited under [Exhibit 3.3](#). Separate mixed ADC sacks must be prepared for pieces eligible for and claimed at the DBMC rate and for parcels not claimed at the DBMC rate. Use the "label to" ZIP Code for the ADC to assign ADC bundles to the respective mixed ADC sack. Use the address on the parcels to assign parcels to the respective mixed ADC bundle or sack, as appropriate. Mail must be entered at the appropriate facility under [3.1](#). [E752.2.4]

**Exhibit 3.3 BMC/ASF – DBMC Rate Eligibility**

| <b>ELIGIBLE DESTINATION ZIP CODES</b>  | <b>ENTRY FACILITY</b>             |
|--|-----------------------------------|
| 005, 068-079, 085-098, 100-119, 124-127  | BMC New Jersey NJ 00102           |
| 010-067, 120-123, 128,129  | BMC Springfield MA 05500          |
| 130-136, 140-149 [Except machinable parcels]   | ASF Buffalo NY 140                |
| 130-136, 140-168, 260-266, 439-447 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels] | BMC Pittsburgh PA 15195           |
| 150-168, 260-266, 439-447 [Except machinable parcels]  | BMC Pittsburgh PA 15195           |
| 080-084, 137-139, 169-199  | BMC Philadelphia PA 19205         |
| 200-212, 214-239, 244, 254, 267, 268   | BMC Washington DC 20499           |
| 240-243, 245-249, 270-297, 376   | BMC Greensboro NC 27075           |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399   | BMC Atlanta GA 31195              |
| 299, 313-316, 320-342, 344, 346, 347, 349.   | BMC Jacksonville FL 32099         |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729  | BMC Memphis TN 38999              |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC Cincinnati OH 45900           |
| 434-436, 465-468, 480-497  | BMC Detroit MI 48399              |
| 500-516, 520-528, 612, 680, 681, 683-689   | BMC Des Moines IA 50999           |
| 498, 499, 540-551, 553-564, 566  | BMC Minneapolis/St. Paul MN 55202 |
| 570-577  | ASF Sioux Falls SD 570            |
| 565, 567, 580-588  | ASF Fargo ND 580                  |
| 590-599, 821   | ASF Billings MT 590               |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613   | BMC Chicago IL 60808              |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639  | BMC St. Louis MO 63299            |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC Kansas City KS 64399          |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749   | ASF Oklahoma City OK 730          |
| 706, 710-712, 718, 733, 747, 750-799, 885  | BMC Dallas TX 75199               |
| 690-693, 800-816, 820, 822-831, 856, 857   | BMC Denver CO 80088               |
| 832-834, 836, 837, 840-847, 898, 979   | ASF Salt Lake City UT 840         |
| 850, 852, 853, 855, 859, 860, 863, 864   | ASF Phoenix AZ 852                |
| 865, 870-875, 877-884  | ASF Albuquerque NM 870            |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC Los Angeles CA 90901          |
| 894, 895, 897, 936-966   | BMC San Francisco CA 94850        |
| 835, 838, 970-978, 980-986, 988-994  | BMC Seattle WA 98000              |

[Exhibit E751.1.3]



466.3.4

### **3.4 Carrier Route Machinable Parcels**

Carrier Route machinable parcels in individual carrier route sacks may claim DBMC rates. Mail must be entered at the appropriate facility under [3.1, Eligibility](#). [E752.2.6]

### **3.5 Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels or on pallets at all sort levels may claim DBMC rates. Mail must be entered at the appropriate facility under [3.1, Eligibility](#). [E752.2.7]

## **4.0 Destination Sectional Center Facility (DSCF) Entry**

### **4.1 Eligibility**

Pieces in a mailing meeting the standards in [2.0, Destination Entry](#), and [4.0, Destination Sectional Center Facility \(DSCF\) Entry](#), are eligible for the DSCF rate when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are deposited at an SCF listed in [L005](#) or [L006](#), except that machinable parcels prepared on pallets for the 5-digit ZIP Codes listed in [Exhibit 4.1](#) must be entered at the corresponding BMC facility shown in that exhibit (not at the SCF) unless an exception is requested and granted. An exception to [Exhibit 4.1](#) must be requested at least 15 days in advance of the mailing in writing from the area manager, Operations Support, who has jurisdiction over the BMC and SCF. Exceptions, if granted, are for a limited time.
- c. Are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where the mail is deposited.
- d. Are placed in a sack or pallet that is labeled to the facility where deposited or labeled to a postal facility within that facility's service area. [E752.3.1]

**Exhibit 4.1 BMC Deposit of DSCF Rate Pallets**

| <b>BMC</b>   | <b>DESTINATION ZIP CODE</b>   |
|--------------|---|
| Atlanta      | <b>300</b> 06-08, 30-37, 60-69, 71, 80-86, 88-90<br><b>303</b> 05-07, 19, 24, 28-29, 38, 40-42, 45-46, 59, 60, 62-63, 66, 76<br><b>311</b> 01<br><b>399</b> 01  |
| Chicago      | <b>531</b> 40-44<br><b>534</b> 01-08<br><b>600</b> 16-17, 19, 25, 53, 56, 68, 70, 76-77<br><b>601</b> 03, 05-07, 20-23, 31, 33, 60-65, 76<br><b>604</b> 09, 11-12, 15, 22, 25, 30-36, 38-41, 46, 53-59, 62-65, 67, 73, 77-78, 82, 90<br><b>605</b> 04-05, 15-17, 21-23, 25-26, 40, 42, 63-68, 98, 99<br><b>606</b> 01, 05, 08-60, 67, 81, 90, 93-94<br><b>607</b> 14<br><b>608</b> 03-05  |
| Cincinnati   | None  |
| Dallas       | None  |
| Denver       | <b>691</b> 90<br><b>800</b> 01-19, 32, 40-42, 44, 46-47<br><b>801</b> 10-15, 20-30, 50-56, 60-63, 65-67<br><b>802</b> 15, 21-22, 24-29, 31-33, 35-37, 41, 51<br><b>804</b> 01-19<br><b>805</b> 21-28, 53-54<br><b>806</b> 31-39   |
| Des Moines   | None  |
| Detroit      | <b>480</b> 07, 21, 25-26, 34, 37, 45, 46, 66-73, 75-76, 80-84, 86, 89, 91-93, 98-99<br><b>481</b> 03-04, 06-09, 11-13, 20-28, 30, 34, 41, 50-54, 61-62, 70, 74, 80, 82-88, 92, 95, 97-98<br><b>482</b> 04, 20-21, 27-28, 35<br><b>483</b> 10-18, 40, 42, 43, 97   |
| Greensboro   | <b>271</b> 01-02<br><b>274</b> 08-10<br><b>275</b> 14-16<br><b>277</b> 01   |
| Jacksonville | <b>315</b> 20-25, 27<br><b>320</b> 03, 65, 67, 73, 80, 84-86, 91-92, 95<br><b>321</b> 73-76<br><b>322</b> 05, 07, 10-11, 16, 20-21, 24-25, 30, 36, 38-39, 45, 47, 54, 77<br><b>329</b> 01-12, 19, 22-32, 34-37, 40-41, 51-56, 58-69, 76-78<br><b>334</b> 27-29, 31-34, 54, 60-67, 81, 86-88, 96-99<br><b>337</b> 55-67, 70-79<br><b>338</b> 80-85, 88<br><b>341</b> 01-06, 08-10, 12-14, 16-17, 19-20<br><b>344</b> 70-82<br><b>349</b> 45-51, 54, 79-82, 94-97 |
| Kansas City  | <b>640</b> 13-15, 50-51, 55-56, 58<br><b>641</b> 16-19, 51, 53-54, 57-61, 63-64, 67, 88, 90<br><b>660</b> 02, 44-49   |
| Los Angeles  | <b>902</b> 20-23, 40-42, 80   |



466.4.2

| BMC                  | DESTINATION ZIP CODE   |
|----------------------|--|
| Memphis              | <b>380</b> 18, 88<br><b>381</b> 15, 18, 25, 33-35, 38-39, 41, 75, 81, 83-84, 93, 95<br><b>386</b> 14<br><b>387</b> 32, 33  |
| Minneapolis/St. Paul | None   |
| New Jersey           | None   |
| Philadelphia         | <b>190</b> 01-99<br><b>191</b> 11, 14-16, 19-20, 24, 28, 34-37, 40, 44, 49, 52, 54-55, 60  |
| Pittsburgh           | None   |
| St. Louis            | <b>620</b> 02, 40<br><b>622</b> 20-23, 26<br><b>630</b> 05-06, 11, 17, 21-22, 24, 31-34, 42-45, 74<br><b>631</b> 04-41, 43-44, 46-47, 51, 57-58<br><b>633</b> 01-04  |
| San Francisco        | <b>939</b> 21-23<br><b>940</b> 02-03, 10-12, 22-28, 30, 35, 39-43, 59, 61-65, 70, 85-89<br><b>944</b> 01-99<br><b>945</b> 03, 06, 13, 15-16, 18-24, 26-27, 29, 33, 35-45, 55-56, 58-61, 63, 70, 74-75, 77-81, 83, 85, 89-99<br><b>948</b> 01-04, 06-08, 20, 50 |
| Seattle              | <b>980</b> 02-04, 23, 31, 35, 63-64, 92-93   |
| Springfield          | None   |
| Washington           | None   |

[Exhibit E751.6.0]

#### 4.2 Presorted Machinable Parcels

Presorted machinable parcels in sacks or on pallets at the 5-digit scheme and 5-digit sort levels may claim DSCF rates. For palletized mail, see [4.1d, Eligibility](#). Mail must be entered at the appropriate facility under [4.1, Eligibility](#). [E752.3.3]

#### 4.3 Presorted Irregular Parcels

Presorted irregular parcels in sacks at the 5-digit scheme, 5-digit, 3-digit, and SCF sort levels, or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [4.1, Eligibility](#). [E752.3.4]

#### 4.4 Carrier Route Machinable Parcels

Carrier Route machinable parcels in individual carrier route sacks may claim DSCF rates. Mail must be entered at the appropriate facility under [4.1, Eligibility](#). [E752.3.6]

#### 4.5 Carrier Route Irregular Parcels

Carrier Route irregular parcels in sacks at all sort levels or on pallets at the 5-digit scheme, 5-digit, 3-digit, SCF, and ASF sort levels may claim DSCF rates. Mail must be entered at the appropriate facility under [4.1, Eligibility](#). [E752.3.7]

## 5.0 Destination Delivery Unit (DDU) Entry

### 5.1 Eligibility

Pieces in a mailing meeting the standards in [2.0, Destination Entry](#), and [5.0, Destination Delivery Unit \(DDU\) Entry](#), are eligible for the DDU rate when they meet all of the following conditions:

- a. Are eligible for and prepared to qualify for Presorted or Carrier Route rates, subject to the corresponding standards for those rates.
- b. Are addressed for delivery within the ZIP Code(s) served by the destination delivery unit.
- c. For irregular and machinable parcels prepared using the optional 5-digit scheme sort, use Column B of [L606](#) to determine the 5-digit scheme destination. For irregular and machinable parcels prepared using the 5-digit sort, the Drop Shipment Product must be used to determine the 5-digit destination. When the Drop Shipment Product shows that mail for a single 5-digit ZIP Code area is delivered out of more than one postal facility, use the facility from which the majority of city carrier routes are delivered as the facility at which the DDU parcels must be entered and to determine whether that facility can handle pallets, unless the 5-digit ZIP Code is listed in [Exhibit 5.1c.1](#) or [Exhibit 5.1c.2](#). For ZIP Codes in [Exhibit 5.1c.1](#) or [Exhibit 5.1c.2](#), use the name of the facility associated with the 5-digit ZIP Code on the respective exhibit as the facility at which DDU mail must be entered for that 5-digit ZIP Code. This facility name should be used along with the Drop Shipment Product to determine if that facility can handle pallets. If a DDU facility cannot handle pallets and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. [L606](#) is used only for mailings prepared using the 5-digit scheme sort. [E752.4.1]
  1. Delivery Facility Exceptions to the “Majority of City Carriers” Rule. For ZIP Codes in [Exhibit 5.1c.1](#) use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. This listing identifies 5-digit ZIP Codes that are exceptions to the “majority of city carriers rule” that is used to determine the parcel facility for a 5-digit ZIP Code in instances where a ZIP Code is served by multiple facilities. The name of the primary facility for parcel delivery is listed beside each 5-digit ZIP Code. Additional information about the facility including drop ship address and whether the facility can handle a pallet is included in the Drop Shipment Product. At a future date this list will be available in the Drop Shipment Product. [E751.7.0]



466.5.1

**Exhibit 5.1c1 Delivery Facility Exceptions to the “Majority of City Carriers” Rule**

| <b>ZIP CODE</b>   | <b>FACILITY NAME</b>        | <b>DROP SITE KEY</b> |
|-------------------|-----------------------------|----------------------|
| <b>Alabama</b>    |                             |                      |
| 36130             | Montgomery                  | EY10814              |
| <b>Alaska</b>     |                             |                      |
| 99701             | Main Office                 | SZ10189              |
| 99709             | Main Office                 | SZ10189              |
| 99801             | Mendenhall                  | SZ10198              |
| <b>California</b> |                             |                      |
| 92623             | Harvest Station             | SZ24031              |
| 92693             | San Juan Capistrano         | PZ22821              |
| 94087             | Sunnyvale                   | PZ23492              |
| 94304             | Palo Alto                   | PZ22396              |
| <b>Florida</b>    |                             |                      |
| 34482             | Paddock Branch              | BY22630              |
| 34747             | Celebration                 | BY27124              |
| <b>Georgia</b>    |                             |                      |
| 31704             | Albany                      | PX10019              |
| <b>Iowa</b>       |                             |                      |
| 52401             | Cedar Rapids                | EW10239              |
| <b>Kansas</b>     |                             |                      |
| 66044             | Jayhawk                     | SW20762              |
| <b>Kentucky</b>   |                             |                      |
| 40763             | Williamsburg                | PX16803              |
| 41730             | Hyden                       | PX15380              |
| 42338             | Hartford                    | PX15261              |
| <b>Louisiana</b>  |                             |                      |
| 70503             | Oil Center                  | SY24264              |
| 71201             | Monroe                      | EY26868              |
| <b>Maine</b>      |                             |                      |
| 04043             | Kennebunk                   | PV24959              |
| 04402             | Eastern Maine Carrier Annex | 4V24870              |
| <b>Michigan</b>   |                             |                      |
| 48170             | Plymouth                    | PY12584              |



| ZIP CODE              | FACILITY NAME              | DROP SITE KEY |
|-----------------------|----------------------------|---------------|
| <b>Minnesota</b>      |                            |               |
| 55369                 | Maple Grove                | BY25765       |
| 55378                 | Burnsville                 | BY24936       |
| 56387                 | Waite Park                 | BY26611       |
| <b>Missouri</b>       |                            |               |
| 64113                 | Country Club               | SW16257       |
| <b>Montana</b>        |                            |               |
| 59102                 | Billings                   | PZ13046       |
| 59103                 | Billings                   | PZ13046       |
| <b>New Hampshire</b>  |                            |               |
| 03224                 | Tilton                     | PV25759       |
| <b>New Jersey</b>     |                            |               |
| 07470                 | Wayne                      | PV11690       |
| <b>New York</b>       |                            |               |
| 10583                 | Scarsdale Main Post Office | PV15954       |
| <b>North Carolina</b> |                            |               |
| 27706                 | Durham                     | PY15179       |
| 28018                 | Forest City                | PY15338       |
| 28309                 | Lafayette                  | SY15700       |
| <b>Ohio</b>           |                            |               |
| 45013                 | Hamilton                   | PX21234       |
| <b>Pennsylvania</b>   |                            |               |
| 19136                 | Holmesburg Carrier Unit    | SX18929       |
| <b>Texas</b>          |                            |               |
| 75501                 | Texarkana                  | EW26504       |
| 75903                 | Lufkin                     | EW24562       |
| <b>Virginia</b>       |                            |               |
| 22320                 | Alexandria                 | PX26003       |
| 22405                 | Fredericksburg             | PX26669       |
| 23433                 | Driver                     | SX26514       |
| 23521                 | L C Page                   | SX26952       |



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## Discount Parcels: Bound Printed Matter Enter and Deposit

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466.5.1

| <b>ZIP CODE</b>      | <b>FACILITY NAME</b> | <b>DROP SITE KEY</b> |
|----------------------|----------------------|----------------------|
| <b>Washington</b>    |                      |                      |
| 98055                | Renton               | PZ17357              |
| 98223                | Smokey Point Branch  | SZ17464              |
| 98324                | Carbonado            | PZ16562              |
| 98375                | South Hill Annex     | BZ17481              |
| 98387                | Spanaway             | PZ17488              |
| 98687                | East Vancouver DCU   | 4Z18088              |
| <b>West Virginia</b> |                      |                      |
| 25801                | Beckley              | PX28152              |

[Exhibit E751.7.0]

2. Delivery Facilities Different From Those in the Drop Shipment Product. For ZIP Codes in [Exhibit 5.1c.2](#) use the name of the facility associated with the 5-digit ZIP Code in that exhibit as the facility at which DDU rate mail for that 5-digit ZIP Code must be entered and, for both DDU and DSCF mail, to determine whether that 5-digit facility can handle pallets. Bound Printed Matter mailings for the ZIP Codes shown must be deposited at the facilities listed in order to qualify for destination delivery unit rates. The listing identifies 5-digit ZIP Codes and facilities that are different from the ones indicated in the Drop Shipment Product for letters and flats. At a future date this information will be available in the Drop Shipment Product. [E751.8.0]

**Exhibit 5.1c2 Delivery Facilities Different From Those in the Drop Shipment Product**

| ZIP CODES SERVED   | DESTINATION DELIVERY UNIT LOCATION   | DROP SITE KEY |
|--|--|---------------|
| <b>Alaska</b>  |  |               |
| 99702  | Fairbanks<br>5400 Mail Trail<br>Fairbanks, AK 99709-9998                                 | SZ10189       |
| <b>California</b>  |  |               |
| 92684  | Westminster<br>15030 Goldenwest Circle<br>Westminster, CA 92685-9998                     | PZ23848       |
| 94102-05, 07, 08, 10, 11, 14, 16, 18, 21-26, 28-30, 40, 41, 46, 47, 59, 64 | Napolean Street Parcel Post Annex<br>180 Napolean Street<br>San Francisco, CA 94124-9711 | SZ22122       |
| <b>Florida</b>   |  |               |
| 34278  | Manasota P&DC<br>850 Tallevast Road<br>Sarasota, FL 34243-3249                           | EY22324       |
| <b>Maryland</b>  |  |               |
| 20852  | Rockville<br>500 N Washington Street<br>Rockville, MD 20850-9998                         | PV24288       |
| <b>Massachusetts</b>   |  |               |
| 02456, 59, 61, 64-66, 68, 95   | Newtonville Post Office<br>897 Washington Street<br>Newtonville, MA 02460-9998           | BV22179       |
| <b>Mississippi</b>   |  |               |
| 39563  | Pascagoula<br>911 Jackson Avenue<br>Pascagoula, MS 39567-9998                            | PY14174       |



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## Discount Parcels: Bound Printed Matter Enter and Deposit

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| ZIP CODES SERVED   | DESTINATION DELIVERY UNIT LOCATION  | DROP SITE KEY |
|--|---|---------------|
| <b>Minnesota</b>   |   |               |
| 55102  | Saint Paul<br>180 Kellogg Blvd E<br>Saint Paul, MN 55101-9997             | PY26254       |
| <b>Montana</b>   |   |               |
| 59401, 04, 05, 14  | Great Falls Annex<br>1409 14th Street SW<br>Great Falls, MT 59404-9998    | EZ13197       |
| <b>New Jersey</b>  |   |               |
| 08837  | Edison<br>2101 State Route 27<br>Edison, NJ 08817                         | PV10401       |
| <b>New York</b>  |   |               |
| 10001-07, 09, 10-14, 16, 18, 19, 23-25, 36, 38, 41, 60, 69, 90, 95, 98 | Central Parcel Post Facility<br>341 9th Avenue<br>New York, NY 10199-9991 | EV19160       |
| 10102-07, 10, 14, 17-23, 25, 32, 33, 38, 57, 58, 60, 99                |   |               |
| 10211-13, 65, 69-71, 73, 75, 77-82                                     |   |               |
| 10017, 21, 22, 28, 44, 55  | FDR Station<br>909 3rd Avenue<br>New York, NY 10022-9998                  | V13429        |
| 10126, 28, 30, 31, 51-55, 62, 64-78                                    |   |               |
| 10045  | Church Street Station<br>380 W 33rd Street<br>New York, NY 10001-9998     | SV12586       |
| 10267  |   |               |
| 10020  | Times Square Station<br>340 W 42nd Street<br>New York, NY 10036-9998      | SV16531       |
| 10124, 85  |   |               |
| 10026  | Manhattanville Station<br>365 W 125th Street<br>New York, NY 10027-9998   | SV14509       |
| 10029, 30, 31, 35, 37, 39  | East Side Parcel Post Annex<br>500 E 132nd Street<br>Bronx, NY 10454-4619 | G000083       |
| 10032, 33, 34  | Fort George Station<br>4558 Broadway<br>New York, NY 10040-9998           | SV13396       |
| 10043, 79, 81, 87  | JAF<br>441 8th Avenue<br>New York, NY 10001-9998                          | SV14060       |
| 10116  |   |               |
| 10156  | Murray Hill Finance Station<br>115 E 34th Street<br>New York, NY 10016    | SV14818       |
| 10451  | Highbridge Station<br>1315 Inwood Avenue<br>Bronx, NY 10452-9998          | SV13862       |

| <b>ZIP CODES SERVED</b> | <b>DESTINATION DELIVERY UNIT LOCATION</b>   | <b>DROP SITE KEY</b> |
|-------------------------|---|----------------------|
| <b>10461</b>            | Soundview<br>1687 Gleason Avenue<br>Bronx, NY 10472-9998                                  | SV16156              |
| <b>10603, 05</b>        | White Plains<br>100 Fisher Avenue<br>White Plains, NY 10601-1953                          | PV17010              |
| <b>10803, 04</b>        | New Rochelle<br>255 North Avenue<br>New Rochelle, NY 10801-9998                           | PV14957              |
| <b>11101-06, 09</b>     | Long Island City Parcel Post Annex<br>4310 10th Street<br>Long Island City, NY 11101-9998 | SV15304              |
| <b>11354, 58, 67</b>    | Flushing Main Office<br>4165 Main Street<br>Flushing, NY 11355-9998                       | SV14481              |
| <b>11360, 62, 63</b>    | Bayside Annex<br>41-29 216th Street<br>Flushing, NY 11361-9998                            | 4V12091              |
| <b>11374, 78, 85</b>    | Woodside Post Office<br>3925 61st Street<br>Flushing, NY 11377-9998                       | SV17090              |
| <b>13088</b>            | Bayberry Station<br>Bayberry Plaza<br>7608 Oswego Road<br>Liverpool, NY 13090             | BV12081              |
| <b>Pennsylvania</b>     |   |                      |
| <b>15201</b>            | Bloomfield<br>5182 Liberty Avenue<br>Pittsburgh, PA 15224-9998                            | SX17251              |
| <b>15223</b>            | Glenshaw<br>1541 Butler Park Road<br>Pittsburgh, PA 15116-9998                            | PX18635              |
| <b>15225</b>            | Woods Run Annex<br>2840 New Beaver Avenue<br>Pittsburgh, PA 15233-9998                    | 4X1C586              |
| <b>15240</b>            | Oakland<br>347 S. Bouquet Street<br>Pittsburgh, PA 15213-9998                             | SX1A281              |
| <b>15244</b>            | Greentree<br>770 Trumbull Drive<br>Pittsburgh, PA 15220                                   | BX18723              |
| <b>17735</b>            | Canton<br>55 Troy Street<br>Canton, PA 17724-9998   | PX17496              |



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| ZIP CODES SERVED          | DESTINATION DELIVERY UNIT LOCATION  | DROP SITE KEY |
|---------------------------|---|---------------|
| <b>Puerto Rico</b>        |   |               |
| 00901, 08, 20, 21, 34, 68 | GPO<br>585 Ave FD Roosevelt<br>San Juan, PR 00936-9998                            | PV17274       |
| 00925, 27                 | Cupey Station<br>369 Ave San Claudio<br>Cupey, PR 00926-9998                      | SV18853       |
| 00956, 57                 | Bayamon<br>100 Ave Ramon L. Rodriguez<br>Bayamon, PR 00959-9998                   | BV17152       |
| <b>South Carolina</b>     |   |               |
| 29632, 34                 | Clemson Post Office<br>519 College Avenue<br>Clemson, SC 29631                    | PX23702       |
| <b>Tennessee</b>          |   |               |
| 37616                     | Chuckey<br>8140 E. Andrew Johnson Hwy<br>Chuckey, TN 37641-9998                   | PX25010       |
| <b>Virginia</b>           |   |               |
| 37625                     | Main Post Office<br>1116th Street<br>Bristol, TN 37621-9998                       | PX24953       |
| <b>Washington</b>         |   |               |
| 98057                     | Renton Main Office<br>17200 116th Avenue SE<br>Renton, WA 98058-9998              | PZ17357       |
| 98907                     | Yakima Main Office<br>205 W. Washington Avenue<br>Yakima, WA 98903-9998           | PZ17764       |
| 98405                     | Tacoma General Carrier Facility<br>3825 S. Warner Street<br>Tacoma, WA 98409-9998 | SZ18343       |

[Exhibit E751.8.0]

### 5.2 Presorted Machinable Parcels

Presorted machinable parcels in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets may claim DDU rates. Mail must be entered at the appropriate facility under 5.1. [E752.4.3]

### 5.3 Presorted Irregular Parcels

Presorted irregular parcels in 5-digit scheme and 5-digit sacks, on 5-digit scheme and 5-digit pallets, or prepared as bedloaded 5-digit bundles may claim DDU rates. Mail must be entered at the appropriate facility under 5.1. [E752.4.4]

**5.4 Carrier Route Machinable Parcels**

Carrier Route machinable parcels sorted to carrier route sacks may claim DDU rates. Mail must be entered at the appropriate facility under [5.1](#). [E752.4.6]

**5.5 Carrier Route Irregular Parcels**

Carrier Route irregular parcels in sacks at all sort levels, on 5-digit scheme and 5-digit pallets, or prepared as bedloaded bundles may claim DDU rates. Mail must be entered at the appropriate facility under [5.1](#). [E752.4.7]





## **470 Discount Parcels Media Mail**

473 Rates and Eligibility

474 Postage Payment and Documentation

475 Mail Preparation

476 Enter and Deposit



## 473 Rates and Eligibility

### Overview

- [1.0 Media Mail Rates and Fees](#)
- [2.0 Content Standards for Media Mail Parcels](#)
- [3.0 Rate Eligibility for Media Mail Parcels](#)

### 1.0 Media Mail Rates and Fees

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Media Mail Rate Application

The Media Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. (Rate application is identical for the single-piece and presort rates.) For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per piece is that for a piece weighing 1 pound. [P013.5.4]

#### 1.3 Media Mail Presorted Rates

See [Exhibit 1.3 Media Mail Presorted Rates](#) [R700.3.0]

#### 1.4 Mailing Fee

A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Media Mail rates. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment. Presort mailing fees for Media Mail, per 12-month period: \$150.00. [E713.3.2 and R700.5.3]

#### 1.5 Computing Postage for Media Mail

##### 1.5.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

##### 1.5.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any discounts). To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece. [P013.9.2]



### Exhibit 1.3 Media Mail Presorted Rates

| Weight Not Over (pounds) | Basic <sup>1</sup> | 5-Digit | Weight Not Over (pounds) | Basic <sup>1</sup> | 5-Digit |
|--------------------------|--------------------|---------|--------------------------|--------------------|---------|
| 1                        | \$1.12             | \$0.80  | 36                       | \$12.34            | \$12.02 |
| 2                        | 1.54               | 1.22    | 37                       | 12.64              | 12.32   |
| 3                        | 1.96               | 1.64    | 38                       | 12.94              | 12.62   |
| 4                        | 2.38               | 2.06    | 39                       | 13.24              | 12.92   |
| 5                        | 2.80               | 2.48    | 40                       | 13.54              | 13.22   |
| 6                        | 3.22               | 2.90    | 41                       | 13.84              | 13.52   |
| 7                        | 3.64               | 3.32    | 42                       | 14.14              | 13.82   |
| 8                        | 3.94               | 3.62    | 43                       | 14.44              | 14.12   |
| 9                        | 4.24               | 3.92    | 44                       | 14.74              | 14.42   |
| 10                       | 4.54               | 4.22    | 45                       | 15.04              | 14.72   |
| 11                       | 4.84               | 4.52    | 46                       | 15.34              | 15.02   |
| 12                       | 5.14               | 4.82    | 47                       | 15.64              | 15.32   |
| 13                       | 5.44               | 5.12    | 48                       | 15.94              | 15.62   |
| 14                       | 5.74               | 5.42    | 49                       | 16.24              | 15.92   |
| 15                       | 6.04               | 5.72    | 50                       | 16.54              | 16.22   |
| 16                       | 6.34               | 6.02    | 51                       | 16.84              | 16.52   |
| 17                       | 6.64               | 6.32    | 52                       | 17.14              | 16.82   |
| 18                       | 6.94               | 6.62    | 53                       | 17.44              | 17.12   |
| 19                       | 7.24               | 6.92    | 54                       | 17.74              | 17.42   |
| 20                       | 7.54               | 7.22    | 55                       | 18.04              | 17.72   |
| 21                       | 7.84               | 7.52    | 56                       | 18.34              | 18.02   |
| 22                       | 8.14               | 7.82    | 57                       | 18.64              | 18.32   |
| 23                       | 8.44               | 8.12    | 58                       | 18.94              | 18.62   |
| 24                       | 8.74               | 8.42    | 59                       | 19.24              | 18.92   |
| 25                       | 9.04               | 8.72    | 60                       | 19.54              | 19.22   |
| 26                       | 9.34               | 9.02    | 61                       | 19.84              | 19.52   |
| 27                       | 9.64               | 9.32    | 62                       | 20.14              | 19.82   |
| 28                       | 9.94               | 9.62    | 63                       | 20.44              | 20.12   |
| 29                       | 10.24              | 9.92    | 64                       | 20.74              | 20.42   |
| 30                       | 10.54              | 10.22   | 65                       | 21.04              | 20.72   |
| 31                       | 10.84              | 10.52   | 66                       | 21.34              | 21.02   |
| 32                       | 11.14              | 10.82   | 67                       | 21.64              | 21.32   |
| 33                       | 11.44              | 11.12   | 68                       | 21.94              | 21.62   |
| 34                       | 11.74              | 11.42   | 69                       | 22.24              | 21.92   |
| 35                       | 12.04              | 11.72   | 70                       | 22.54              | 22.22   |

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

[R700.3.0]

**1.5.3 Computing Postage for Permit Imprint**

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent. [P013.9.1]

**2.0 Content Standards for Media Mail Parcels****2.1 General**

Mailable matter meeting one of the specific eligibility standards in 2.2, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Media Mail. [E710.1.1]

**2.2 Content Standards**

Only these items may be mailed at the Media Mail rates:

- a. Books, including books issued to supplement other books, of at least eight printed pages, consisting wholly of reading matter or scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising matter other than incidental announcements of books. Advertising includes paid advertising and the publishers' own advertising in display, classified, or editorial style.
- b. 16-millimeter or narrower width films, which must be positive prints in final form for viewing, and catalogs of such films of 24 pages or more (at least 22 of which are printed). Films and film catalogs sent to or from commercial theaters do not qualify for the Media Mail rate.
- c. Printed music, whether in bound or sheet form.
- d. Printed objective test materials and their accessories used by or on behalf of educational institutions to test ability, aptitude, achievement, interests, and other mental and personal qualities with or without answers, test scores, or identifying information recorded thereon in writing or by mark.
- e. Sound recordings, including incidental announcements of recordings and guides or scripts prepared solely for use with such recordings. Video recordings and player piano rolls are classified as sound recordings.
- f. Playscripts and manuscripts for books, periodicals, and music.
- g. Printed educational reference charts designed to instruct or train individuals for improving or developing their capabilities. Each chart must be a single printed sheet of information designed for educational reference. The information on the chart, which may be printed on one or both sides of the sheet, must be conveyed primarily by graphs, diagrams, tables, or other nonnarrative matter. An educational reference chart is normally but not necessarily devoted to one subject. A chart on which the information is conveyed primarily by textual matter in a narrative form does not qualify as a printed educational reference chart for mailing at the Media Mail rates even if it includes graphs, diagrams, or tables. Examples of qualifying charts include maps produced primarily for educational



reference, tables of mathematical or scientific equations, noun declensions or verb conjugations used in the study of languages, periodic table of elements, botanical or zoological tables, and other tables used in the study of science.

- h. Loose-leaf pages and their binders consisting of medical information for distribution to doctors, hospitals, medical schools, and medical students.
- i. Computer-readable media containing prerecorded information and guides or scripts prepared solely for use with such media. [E713.1.1]

### **2.3 Postal Inspection**

Media Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Media Mail rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

### **2.4 Attachments and Enclosures**

#### **2.4.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Media Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

#### **2.4.2 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Media Mail piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Media Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

#### **2.4.3 Loose Enclosures**

Any printed matter that is mailable as Standard Mail may be included loose with any qualifying material mailed at the Media Mail rates. [E713.1.2]

#### **2.4.4 Enclosures in Books**

Enclosures in books mailed at Media Mail rates are subject to these additional standards:

- a. Either one envelope or one addressed postcard may be bound into the pages of a book. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.4.4b](#).

- b. One order form may be bound into the pages of a book. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.4.4a](#).
- c. Announcements of books may appear as book pages. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related or other materials or services. Announcements may fully describe the conditions and methods of ordering books and may contain ordering instructions for use with a separate order form. Up to three of these announcements may contain as part of their format a single order form, which may also serve as a postcard. The order forms permitted with these announcements are in addition to, and not in place of, order forms that may be enclosed under [2.4.4a](#) or [2.4.4b](#). [E713.1.3]

## 2.5 Written Additions

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]

## 3.0 Rate Eligibility for Media Mail Parcels

### 3.1 Basic Weight Standards

There is no minimum weight for Media Mail. A single piece of Media Mail can weigh no more than 70 pounds. [E710.1.2]



### 3.2 Rate Eligibility Standards

A Presorted Media Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic rates. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort rate and those pieces that meet the basic presort requirements are eligible for the basic rates, subject to the preparation standards in [475.5.0, Preparation for Media Mail Parcels](#), or [705.8.0, Preparation for Pallets](#). Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters. [E713.3.1]

### 3.3 Delivery and Return Addresses

All Media Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) or detached address labels under [602.4.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

### 3.4 Rate Categories for Media Mail

Media Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. To qualify for the 5-digit rate, a piece must be prepared and sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under [475.5.0, Preparation for Media Mail Parcels](#), or to 5-digit scheme (machinable parcels only) and 5-digit pallets under [705.8.0](#). All logical 5-digit bundles on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit rate if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office. [E713.3.3]
- b. All pieces prepared and sorted under [475.5.0, Preparation for Media Mail Parcels](#), or [705.8.0, Preparation for Pallets](#), that are not eligible for the 5-digit rate qualify for the basic rate. Nonmachinable parcels may qualify for the basic rate if prepared to preserve sortation by BMC as prescribed by the postmaster of the mailing office. [E713.3.4]
- c. Barcoded Discount. The barcoded discount applies to Media Mail machinable parcels (see [401.1.5.1](#)) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must be entered either at single-piece rates or basic rates and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [402.4.0](#). The barcoded discount is not available for pieces mailed at 5-digit rates. [E713.2.0]



# 474 Postage Payment and Documentation

## Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Media Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces. [P700.1.1]

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the separation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

### 2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

### 2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]



474.2.5

### **2.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#). [P012.1.5]

### **2.6 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

### **2.7 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

# 475 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparation for Media Mail Parcels](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

### 1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Media Mail and any other type of mail may not be part of the same mailing even if in the same processing category. [M011.1.4]

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **5-digit scheme (pallets and sacks) for Media Mail parcels:** the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- c. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **ADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. **ASF/BMC:** all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).



- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- g. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort for Media Mail parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for rate eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- e. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry* facility. *Entry BMC* includes subordinate ASFs unless otherwise specified.

- g. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- h. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#).
- i. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#). [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

All pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.



- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### 2.5 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Media Mail must meet the applicable minimum and maximum bundle size standards in [5.0, Preparation for Media Mail Parcels](#), and [705.8.0, Preparation for Pallets](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles.

Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route rate mail, must always contain at least two pieces. [M020.1.6]

### 2.6 Exception to Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

## 2.7 Labeling Bundles

The presort level of each bundle must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

## 2.8 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under 708.7.0. [M013.1.1]

## 3.0 Sacks

### 3.1 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds. [M033.2.4]

## 4.0 Sack Labels

### 4.1 Basic Standards for Labels

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. [M031.1.1]

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]



### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE            | CODE    |
|-------------------------|---------|
| Digit                   | D       |
| General Delivery Unit   | G       |
| Highway Contract Route  | H       |
| Irregular Parcels       | IRREG   |
| Machinable              | MACH    |
| Mixed                   | MXD     |
| Package Services        | PSVC    |
| Parcels                 | PARCELS |
| Post Office Box Section | B       |
| Rural Route             | R       |
| Working                 | WKG     |

[M031.5.0]



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

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

**4.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

**4.7 Placement of Extraneous Information**

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

[M031.1.5]

**4.8 Barcoded Sack Labels****4.8.1 Basic Standards for Barcoded Sack Labels**

Barcoded sack labels are not required on Presorted Media Mail mailings. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

**4.8.2 Physical Characteristics of Barcoded Sack Labels**

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#), *Barcode*.
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).



- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation for Media Mail Parcels

### 5.1 Basic Standards

All mailings of Presorted Media Mail are subject to the standards in 5.0 and to these general requirements:

- a. Each mailing must meet the applicable rate and eligibility standards in 473 and 1.0 through 4.0 in *Mail Preparation*.
- b. All pieces in a mailing must be within the same processing category as described in 401.1.0. A Media Mail irregular parcel is a piece that is not a machinable parcel as defined in 401.1.5. Pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under 601.7.0 also are irregular parcels.
- c. All pieces must be sorted to the finest extent possible or palletized under 705.8.0.
- d. Each piece claimed at Media Mail rates must be marked "Media Mail." Each piece claimed at Presorted Media Mail rates also must be marked "Presorted" or "PRSRT" under 402.2.0. [M730.1.1]

### 5.2 Preparation for Machinable Parcels

#### 5.2.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed BMC sacks). Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used. [M730.4.1]

### 5.2.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme: optional.
  1. Line 1: use [L606](#), Column B.
  2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. 5-digit: optional, but required for 5-digit rate eligibility.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).
  2. Line 2: "PSVC MACH 5D."
- c. BMC: required.
  1. Line 1: use [L601](#), Column B.
  2. Line 2: "PSVC MACH BMC."
- d. Mixed BMC: required (no minimum).
  1. Line 1: "MXD" followed by the [L601](#), Column B information for the BMC serving the 3-digit ZIP Code of entry post office.
  2. Line 2: "PSVC MACH WKG." [[M730.4.2](#)]

### 5.2.3 Standards for Barcoded Discount

The barcoded discount applies to Media Mail machinable parcels (see [401.1.5](#)) that are included in a mailing of at least 50 pieces of Media Mail. The pieces must be entered either at single-piece rates or basic rates and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#). The barcoded discount is not available for pieces mailed at 5-digit rates. [[E713.2.0](#)]

## 5.3 Preparation for Irregular Parcels

### 5.3.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling is also subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies), or



bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each bundle and their total weight.

- c. Mailers must note on the postage statement which sacking method was used. [M730.3.1]

#### 5.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M730.3.2]

#### 5.3.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks). Optional 5-digit scheme sacks may be prepared only when there are at least 10 addressed pieces or 20 pounds. Smaller volumes are not permitted (except in mixed ADC sacks). Sacking is also subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, mailers may sack by the actual piece count, mail weight for each destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces in each sack and their total weight.
- c. Mailers must note on the postage statement which sacking method was used. [M730.3.3]

#### 5.3.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme: optional.
  - 1. Line 1: use [L606](#), Column B.
  - 2. Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."
- b. 5-digit: optional, but required for 5-digit rate eligibility.
  - 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [4.3](#) for overseas military mail).

- 2. Line 2: "PSVC IRREG 5D."
- c. 3-digit: required.
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: "PSVC IRREG 3D."
- d. ADC: required.
  - 1. Line 1: use [L004](#), Column B.
  - 2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC: required (no minimum).
  - 1. [\[02-03-05\]](#) Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#). If placed on an ASF or BMC pallet under option in [705.8.10.4](#), use [L010](#).
  - 2. Line 2: "PSVC IRREG WKG." [\[M730.3.4\]](#)



## 476 Enter and Deposit

### Overview

[1.0 Verification and Deposit](#)

### 1.0 Verification and Deposit

#### 1.1 Verification and Entry

All presorted and barcoded discount mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). [D700.2.2]





## **480 Discount Parcels Library Mail**

483 Rates and Eligibility

484 Postage Payment and Documentation

485 Mail Preparation

486 Enter and Deposit



## 483 Rates and Eligibility

### Overview

- [1.0 Library Mail Rates and Fees](#)
- [2.0 Content Standards for Library Mail Parcels](#)
- [3.0 Rate Eligibility for Library Mail Parcels](#)

### 1.0 Library Mail Rates and Fees

#### 1.1 Rate Application

Postage is based on the rate that applies to the weight (postage) increment of each addressed piece. [P013.2.1]

#### 1.2 Library Mail Rate Application

The Library Mail rate is charged per pound or fraction thereof; any fraction of a pound is considered a whole pound. For example, if an item weighs 4.225 pounds, the weight (postage) increment is 5 pounds. The minimum postage rate per addressed piece is that for an addressed piece weighing 1 pound. [P013.5.5]

#### 1.3 Library Mail Presorted Rates

See [Exhibit 1.3 Library Mail Presorted Rates](#) [R700.4.0]

#### 1.4 Mailing Fee

A mailing fee must be paid once each 12-month period at each post office of mailing by or for any person who mails at the Presorted Library Mail rates. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that in effect on the date of payment.

Presort mailing fees for Library Mail, per 12-month period: \$150.00.

[E714.3.2 and R700.5.3]

#### 1.5 Computing Postage for Library Mail

##### 1.5.1 Determining Single-Piece Weight

To determine single-piece weight in any mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in a mailing of identical-weight pieces, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places.

[P013.1.3]

##### 1.5.2 Computing Postage for Affixed Postage

For each piece, affix the postage for the weight increment (including any discounts).

To calculate the total postage for the mailing, add all of the affixed postage amounts for each piece. [P013.9.2]

##### 1.5.3 Computing Postage for Permit Imprint

To compute the total postage for a mailing, for each weight increment, multiply the number of pieces by the applicable rate per piece. Round each product off to four decimal places. Add the products and round up the total postage to the nearest whole cent. [P013.9.1]



### Exhibit 1.3 Library Mail Presorted Rates

| Weight Not Over (pounds) | Basic <sup>1</sup> | 5-Digit |
|--------------------------|--------------------|---------|
| 1                        | \$1.06             | \$0.76  |
| 2                        | 1.46               | 1.16    |
| 3                        | 1.86               | 1.56    |
| 4                        | 2.26               | 1.96    |
| 5                        | 2.66               | 2.36    |
| 6                        | 3.06               | 2.76    |
| 7                        | 3.46               | 3.16    |
| 8                        | 3.75               | 3.45    |
| 9                        | 4.04               | 3.74    |
| 10                       | 4.33               | 4.03    |
| 11                       | 4.62               | 4.32    |
| 12                       | 4.91               | 4.61    |
| 13                       | 5.20               | 4.90    |
| 14                       | 5.49               | 5.19    |
| 15                       | 5.78               | 5.48    |
| 16                       | 6.07               | 5.77    |
| 17                       | 6.36               | 6.06    |
| 18                       | 6.65               | 6.35    |
| 19                       | 6.94               | 6.64    |
| 20                       | 7.23               | 6.93    |
| 21                       | 7.52               | 7.22    |
| 22                       | 7.81               | 7.51    |
| 23                       | 8.10               | 7.80    |
| 24                       | 8.39               | 8.09    |
| 25                       | 8.68               | 8.38    |
| 26                       | 8.97               | 8.67    |
| 27                       | 9.26               | 8.96    |
| 28                       | 9.55               | 9.25    |
| 29                       | 9.84               | 9.54    |
| 30                       | 10.13              | 9.83    |
| 31                       | 10.42              | 10.12   |
| 32                       | 10.71              | 10.41   |
| 33                       | 11.00              | 10.70   |
| 34                       | 11.29              | 10.99   |
| 35                       | 11.58              | 11.28   |

| Weight Not Over (pounds) | Basic <sup>1</sup> | 5-Digit |
|--------------------------|--------------------|---------|
| 36                       | \$11.87            | \$11.57 |
| 37                       | 12.16              | 11.86   |
| 38                       | 12.45              | 12.15   |
| 39                       | 12.74              | 12.44   |
| 40                       | 13.03              | 12.73   |
| 41                       | 13.32              | 13.02   |
| 42                       | 13.61              | 13.31   |
| 43                       | 13.90              | 13.60   |
| 44                       | 14.19              | 13.89   |
| 45                       | 14.48              | 14.18   |
| 46                       | 14.77              | 14.47   |
| 47                       | 15.06              | 14.76   |
| 48                       | 15.35              | 15.05   |
| 49                       | 15.64              | 15.34   |
| 50                       | 15.93              | 15.63   |
| 51                       | 16.22              | 15.92   |
| 52                       | 16.51              | 16.21   |
| 53                       | 16.80              | 16.50   |
| 54                       | 17.09              | 16.79   |
| 55                       | 17.38              | 17.08   |
| 56                       | 17.67              | 17.37   |
| 57                       | 17.96              | 17.66   |
| 58                       | 18.25              | 17.95   |
| 59                       | 18.54              | 18.24   |
| 60                       | 18.83              | 18.53   |
| 61                       | 19.12              | 18.82   |
| 62                       | 19.41              | 19.11   |
| 63                       | 19.70              | 19.40   |
| 64                       | 19.99              | 19.69   |
| 65                       | 20.28              | 19.98   |
| 66                       | 20.57              | 20.27   |
| 67                       | 20.86              | 20.56   |
| 68                       | 21.15              | 20.85   |
| 69                       | 21.44              | 21.14   |
| 70                       | 21.73              | 21.43   |

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

[R700.4.0]

## 2.0 Content Standards for Library Mail Parcels

### 2.1 General

Mailable matter meeting one of the specific eligibility standards in 2.3 or 2.4, as applicable, and that is neither mailed or required to be mailed as First-Class Mail nor entered as Periodicals, may be mailed as Library Mail. [E710.1.1]

### 2.2 Sender and Recipient Qualifications

Each piece must show in the address or return address the name of a school, college, university, public library, museum, or herbarium or the name of a nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organization or association. For Library Mail standards, these nonprofit organizations are defined in 703.1.0. [E714.1.1]

### 2.3 Content Standards for Mailings Between Entities

The items described in this section may be mailed at the Library Mail rate when sent between: (1) schools, colleges, universities, public libraries, museums, and herbariums and nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, and fraternal organizations or associations; (2) any such institution, organization, or association and an individual who has no financial interest in the sale, promotion, or distribution of the materials; or (3) any such institution, organization, or association and a publisher, if such institution, organization, or association has placed an order to buy such materials for delivery to itself:

- a. Books, consisting wholly of reading matter, scholarly bibliography, or reading matter with incidental blank spaces for notations and containing no advertising, except for incidental announcements of books.
- b. Printed music, whether in bound or sheet form.
- c. Bound volumes of academic theses, whether in typewritten or duplicated form.
- d. Periodicals, whether bound or unbound.
- e. Sound recordings.
- f. Other library materials in printed, duplicated, or photographic form or in the form of unpublished manuscripts.
- g. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials for informing and furthering the educational work and interests of museums and herbariums. [E714.1.2]

### 2.4 Qualified Mailings “To” or “From”

The following specific items may be mailed at the Library Mail rate when sent to or from schools, colleges, universities, public libraries, museums, and herbariums and to or from nonprofit religious, educational, scientific, philanthropic (charitable), agricultural, labor, veterans, or fraternal organizations:

- a. 16-millimeter or narrower width films, filmstrips, transparencies, slides, and microfilms. All must be positive prints in final form for viewing.
- b. Sound recordings.



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- c. Museum materials, specimens, collections, teaching aids, printed matter, and interpretive materials intended for informing and furthering the educational work and interests of museums and herbariums.
- d. Scientific or mathematical kits, instruments, or other devices.
- e. Catalogs of the materials in [2.4a.](#) through [2.4d](#) and guides or scripts prepared solely for use with such materials. [E714.1.3]

### **2.5 Postal Inspection**

Library Mail is not sealed against postal inspection. Regardless of physical closure, the mailing of articles at Library Mail rates constitutes consent by the mailer to postal inspection of the contents. [E710.1.3]

### **2.6 Attachments and Enclosures**

#### **2.6.1 Invoice**

An invoice, whether it also serves as a bill, may be placed either inside a Library Mail piece or in an envelope marked "Invoice Enclosed" and attached to the outside of the piece if the invoice relates solely to the matter with which it is mailed. The invoice may show this information:

- a. Names and addresses of the sender and addressee.
- b. Names and quantities of the articles enclosed, descriptions of each (e.g., price, tax, style, stock number, size, and quality, and, if defective, nature of defects).
- c. Order or file number, date of order, date and manner of shipment, shipping weight, postage paid, and initials or name of packer or checker. [E710.1.5]

#### **2.6.2 Incidental First-Class Attachments and Enclosures**

Incidental First-Class matter may be enclosed in or attached to any Library Mail piece without payment of First-Class postage. An incidental First-Class attachment or enclosure must be matter that, if mailed separately, would require First-Class postage, is closely associated with but secondary to the host piece, and is prepared so as not to interfere with postal processing. An incidental First-Class attachment or enclosure may be a bill for the product or publication, a statement of account for past products or publications, or a personal message or greeting included with a product, publication, or parcel. Postage at the Library Mail rate for the host piece is based on the combined weight of the host piece and the incidental First-Class attachment or enclosure. [E710.1.6]

#### **2.6.3 Enclosures in Books and Sound Recordings**

Books and sound recordings mailed at the Library Mail rate may contain these enclosures as well as the additions and enclosures permitted under [2.6.1](#), [2.6.2](#), and [2.7](#):

- a. Either one envelope or one addressed postcard. If also serving as an order form, the envelope or card may be in addition to the order form permitted by [2.6.3b](#).
- b. One order form. If also serving as an envelope or postcard, the order form may be in addition to the envelope or card permitted by [2.6.3a](#).

- c. With books, announcements of books in book pages or as loose enclosures. These announcements must be incidental and exclusively devoted to books, without extraneous advertising of book-related materials or services. Announcements may fully describe the conditions and methods of ordering books (such as by membership in book clubs) and may contain ordering instructions for use with the single order form.
- d. With sound recordings, announcements of sound recordings on title labels, on protective sleeves, on the carton or wrapper, or on loose enclosures. These announcements of sound recordings must be incidental and exclusively devoted to sound recordings. They may not contain extraneous advertising of recording-related materials or services. Announcements may fully describe the conditions and methods of ordering sound recordings (such as by membership in sound recording clubs) and may contain ordering instructions for use with the single order form. [E714.1.4]

#### **2.6.4 Other Enclosures**

Material mailed at the Library Mail rate other than books and sound recordings may contain only those additions and enclosures permitted under [2.6.1](#), [2.6.2](#), and [2.7](#). [E714.1.5]

### **2.7 Written Additions**

Markings that have the character of personal correspondence require, with certain exceptions, additional postage at the First-Class rates. The following written additions and enclosures do not require additional First-Class postage:

- a. The sender's and the addressee's names, occupations, and addresses, preceded by "From" or "To," and directions for handling.
- b. Marks, numbers, names, or letters describing the contents.
- c. Words or phrases such as "Do Not Open Until Christmas" and "Happy Birthday, Mother."
- d. Instructions and directions for the use of the item mailed.
- e. A manuscript dedication or inscription not having the nature of personal correspondence.
- f. Marks to call attention to words or passages in the text.
- g. Corrections of typographical errors in printed matter.
- h. Manuscripts accompanying related proof sheets and corrections of proof sheets including corrections of typographical and other errors, changes in the text, insertions of new text, marginal instructions to the printer, and corrective rewrites of parts.
- i. Handstamped imprints, unless the added material is in itself personal or converts the original matter to a personal communication.
- j. Matter mailable separately as Standard Mail printed on the wrapper, envelope, tag, or label. [E710.1.4]



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### 3.0 Rate Eligibility for Library Mail Parcels

#### 3.1 Basic Weight Standards

There is no minimum weight for Library Mail. A single piece of Library Mail can weigh no more than 70 pounds. [E710.1.2]

#### 3.2 Rate Eligibility Standards

A Presorted Library Mail mailing must contain a minimum of 300 pieces claimed at any combination of 5-digit and basic rates. Those pieces in the mailing that meet the 5-digit presort requirements are eligible for the 5-digit presort rate, and those pieces that meet the basic presort requirements are eligible for the basic rate, subject to the preparation standards in [485.5.0, Preparation of Library Mail Parcels](#), or [705.8.0, Preparation for Pallets](#). Pieces in a mailing do not need to be identical in size and content. Such nonidentical pieces may be merged, sorted together, and presented as a single mailing either with the correct postage affixed to each piece in the mailing or with postage paid with a permit imprint if authorized by Business Mailer Support (BMS), USPS headquarters. [E714.3.1]

#### 3.3 Delivery and Return Addresses

All Library Mail must bear a delivery address. The delivery address on each piece must include the correct ZIP Code or ZIP+4 code. Alternative addressing formats under [602.3.0](#) may be used. Each piece must bear the sender's return address. [E710.3.1]

#### 3.4 Rate Categories for Library Mail

Library Mail rates are based on the weight of the piece without regard to zone. The rate categories and discounts are as follows:

- a. To qualify for the 5-digit rate, a piece must be prepared and sorted to either 5-digit scheme (machinable parcels only) and 5-digit sacks under [485.5.0, Preparation of Library Mail Parcels](#), or to 5-digit scheme (machinable parcels only) and 5-digit pallets under [705.8.0](#). All logical 5-digit bundles on pallets must contain at least 10 pieces. Nonmachinable parcels may qualify for the 5-digit rate if prepared to preserve sortation by 5-digit ZIP Code as prescribed by the postmaster of the mailing office. [E714.3.3]
- b. All pieces prepared and sorted under [485.5.0, Preparation of Library Mail Parcels](#), or [705.8.0, Preparation for Pallets](#), that are not eligible for the 5-digit rate qualify for the basic rate. Nonmachinable parcels may qualify for the basic rate if prepared to preserve sortation by BMC as prescribed by the postmaster. [E714.3.4]
- c. Barcoded Discount. The barcoded discount applies to Library Mail machinable parcels (see [401.1.5](#)) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must be entered either at single-piece rates or basic rates and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#). The barcoded discount is not available for pieces mailed at 5-digit rates. [E714.2.0]



# 484 Postage Payment and Documentation

## Overview

- [1.0 Basic Standards for Postage Payment](#)
- [2.0 Mailing Documentation](#)

## 1.0 Basic Standards for Postage Payment

### 1.1 Postage Payment Options

The mailer is responsible for proper postage payment. Subject to the corresponding standards, postage for Library Mail may be paid by any method (see [604](#)) except precanceled stamps. Pieces with postage affixed must bear the correct postage. Permit imprint may be used for mailings that contain nonidentical-weight pieces only when authorized by Business Mailer Support. Permit imprint may be used for identical-weight pieces. [P700.1.1]

## 2.0 Mailing Documentation

### 2.1 Completing Postage Statements

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

### 2.2 Basic Documentation Standards

Generally, documentation is required from a mailer when a mailing is presented to the USPS. Supporting documentation of postage is required unless the correct rate is affixed to each piece or each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Documentation describes the preparation, rate levels, and content of the mailing; details the volume and postage data; and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

### 2.3 Preparing Documentation

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

### 2.4 Multiple Standards

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]



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### **2.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under [607.2.0](#). [P012.1.5]

### **2.6 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

### **2.7 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix optional). All parts, and line numbers within each part, must reflect those on the USPS form. In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the “Certification” and “USPS Use Only” fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. [P012.4.3]

# 485 Mail Preparation

## Overview

- [1.0 General Information for Mail Preparation](#)
- [2.0 Bundles](#)
- [3.0 Sacks](#)
- [4.0 Sack Labels](#)
- [5.0 Preparation of Library Mail Parcels](#)

## 1.0 General Information for Mail Preparation

### 1.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Not all presort levels are applicable in all situations. [M011.1.1]

### 1.2 Definition of Mailings

Mailings are defined as:

- a. **General.** A mailing is a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Library Mail and any other type of mail may not be part of the same mailing even if in the same processing category. [M011.1.4]

### 1.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. **5-digit:** the delivery address on all pieces includes the same 5-digit ZIP Code.
- b. **5-digit scheme (pallets and sacks) for Library Mail parcels:** the ZIP Code in the delivery address on all pieces begins with one of the 5-digit ZIP Code zones processed by the USPS as a single scheme, as shown in [L606](#).
- c. **3-digit:** the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- d. **ADC:** all pieces are addressed for delivery in the service area of the same area distribution center (ADC) (see [L004](#)).
- e. **ASF/BMC:** all pieces are addressed for delivery in the service area of the same auxiliary service facility (ASF) or bulk mail center (BMC) (see [L601](#), [L602](#), or [L605](#)).



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- f. *Mixed [BMC, ADC, etc.]*: the pieces are for delivery in the service area of more than one BMC, ADC, etc.
- g. *Residual* pieces/bundles/sacks contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [M011.1.2]

### 1.4 Preparation Definitions and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full sack* is defined in the standards for the class and rate claimed.
- c. A *5-digit scheme sort* for Library Mail *parcels* yields 5-digit scheme sacks or pallets for those 5-digit ZIP Codes listed in [L606](#) and 5-digit sacks or pallets for other ZIP Codes. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume (if required), with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is always optional, including when 5-digit sortation is required for rate eligibility. The 5-digit scheme sort need not be used for all possible 5-digit scheme sorts.
- d. The *required at [quantity]* instruction (e.g., “required at 10 pieces”) means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- e. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- f. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., “entry BMC”) that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer’s location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry* facility. *Entry BMC* includes subordinate ASFs unless otherwise specified.

- g. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- h. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#).
- i. A “*logical*” *presort destination* represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. [M011.1.3]

## 2.0 Bundles

### 2.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. Bundle preparation is described in [2.0](#). [M011.1.3z]

### 2.2 Arranging Pieces in a Bundle (“Facing”)

Except as noted in [2.3, Preparing Bundles of Pieces of Nonuniform Thickness \(“Counter-stacking”\)](#), all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

### 2.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counter-stacking”)

Bundles of pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.



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- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

### 2.4 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### 2.5 Bundle Sizes

Each logical bundle (the total group of pieces for a bundle destination) of Library Mail must meet the applicable minimum and maximum bundle size standards in [5.0, Preparation of Library Mail Parcels](#), or [705.8.0, Preparation for Pallets](#). The pieces in the logical bundle must then be secured in a physical bundle or bundles. Wherever possible, each physical bundle for a logical bundle destination should contain at least the minimum bundle size. The size of each physical bundle for a specific logical bundle destination may, however, contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum depending on the size of the pieces in the mailing or the total quantity of the pieces to that destination. Unless otherwise noted, the maximum weight for bundles in sacks is 20 pounds. Bundles prepared on pallets must meet the additional bundling requirements under [705.8.0](#) and each physical bundle, including carrier route rate mail, must always contain at least two pieces. [M020.1.6]

### 2.6 Exception to Bundle Sizes

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

## 2.7 Labeling Bundles

The presort level of each bundle (other than carrier route bundles) must be identified either with an optional endorsement line under 708.7.0 or with a barcoded pressure-sensitive bundle label. The label may be placed anywhere on the address side of the top piece in the bundle. Bundle labels must not be obscured by banding or shrinkwrap. The following colors and presort characters apply to bundle labels:

- a. Five-digit presort level, red Label 5.
- b. Three-digit presort level, green Label 3.
- c. ADC presort level, pink Label A.
- d. Mixed ADC presort level, tan Label X. [M020.1.3]

## 2.8 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece under 708.7.0. [M013.1.1]

## 3.0 Sacks

### 3.1 Sack Preparation

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds. [M033.2.4]

## 4.0 Sack Labels

### 4.1 Basic Standards

Only sack labels may be used for sacks. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. [M031.1.1]

### 4.2 Physical Characteristics of a Sack Label

A sack label must meet these specifications:

- a. Color: white or manila.
- b. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- c. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum. [M031.2.1]



### 4.3 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

### 4.4 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. [M031.1.3]
- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack labels.

| CONTENT TYPE            | CODE    |
|-------------------------|---------|
| Digit                   | D       |
| General Delivery Unit   | G       |
| Highway Contract Route  | H       |
| Irregular Parcels       | IRREG   |
| Machinable              | MACH    |
| Mixed                   | MXD     |
| Package Services        | PSVC    |
| Parcels                 | PARCELS |
| Post Office Box Section | B       |
| Rural Route             | R       |
| Working                 | WKG     |

[M031.5.0]



**4.5 Line 3 (Office of mailing or Mailer Information Line)**

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

**4.6 Abbreviations for Lines 1 and 3**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

**4.7 Placement of Extraneous Information**

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

- a. It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- b. It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as "Mailer," "From" (or "FR"), or "Entered at" may appear before the required information on Line 3.

[M031.1.5]

**4.8 Barcoded Sack Labels****4.8.1 Basic Standards for Barcoded Sack Labels**

Barcoded sack labels are not required on Presorted Library Mail mailings. If used, they must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [708.6.0](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

**4.8.2 Physical Characteristics of Barcoded Sack Labels**

A barcoded sack label must meet these specifications:

- a. Color: white or manila.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).



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- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

## 5.0 Preparation of Library Mail Parcels

### 5.1 Basic Standards

All mailings of Presorted Library Mail are subject to the standards in [5.0, Preparation of Library Mail Parcels](#), and to these general standards:

- a. Each mailing must meet the rate and eligibility standards in [483](#) and [1.0](#) through [4.0 in Mail Preparation](#).
- b. All pieces in a mailing must be within the same processing category as described in [401.1.0](#). A Library Mail irregular parcel is a piece that is not a machinable parcel as defined in [401.1.5](#). Pieces that meet the size and weight standards for a machinable parcel but are not individually boxed or packaged to withstand processing on BMC parcel sorters under [601.7.0](#) are also considered irregular parcels.
- c. All pieces must be sorted to the finest extent possible or palletized under [705.8.0](#).
- d. Each piece claimed at Library Mail rates must be marked "Library Mail." Each piece claimed at Presorted Library Mail rates also must be marked "Presorted" or "PRSRT." (See [402.](#)) [M740.1.1]

### 5.2 Preparation for Machinable Parcels

#### 5.2.1 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed BMC sacks). Sacking also is subject to these conditions:

- a. Identical-weight pieces that weigh 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternately, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, provided that documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used. [M740.4.1]

### 5.2.2 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme: optional.
  1. Line 1: use L606, Column B.
  2. Line 2: "PSVC MACH 5D SCHEME" or "PSVC MACH 5D SCH."
- b. 5-digit: optional, but required for 5-digit rate eligibility.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
  2. Line 2: "PSVC MACH 5D."
- c. BMC: required.
  1. Line 1: use L601, Column B.
  2. Line 2: "PSVC MACH BMC."
- d. Mixed BMC: required (no minimum).
  1. Line 1: "MXD" followed by the L601, Column B information for the BMC serving the 3-digit ZIP Code of entry post office.
  2. Line 2: "PSVC MACH WKG." [M740.4.2]

## 5.3 Preparation for Irregular Parcels

### 5.3.1 Required Bundling

A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches a minimum of 10 pieces. Smaller volumes are not permitted except for mixed ADC bundles. Bundling is not required for pieces placed in 5-digit scheme sacks and 5-digit sacks when such pieces are enclosed in an envelope, full-length sleeve, full-length wrapper, or polybag and the minimum bundle volume is met. The maximum weight of each physical bundle is 20 pounds, except that 5-digit bundles placed in 5-digit sacks may weigh a maximum of 40 pounds. Each physical bundle must contain at least two addressed pieces. Bundling is also subject to these conditions:

- a. Identical-weight pieces that weigh 1 pound or less must be prepared using the 10-piece minimum; those that weigh more than 1 pound must be prepared using the 10-pound minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies) or bundle by the actual piece count or mail weight for each sack, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used. [M740.3.1]



### 5.3.2 Bundling and Labeling

Preparation sequence, bundle size, and labeling:

- a. 5-digit (optional, but required for 5-digit rate eligibility); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M740.3.2]

### 5.3.3 Required Sacking

A sack must be prepared when the quantity of mail for a required presort destination reaches 10 addressed pieces or 20 pounds, whichever occurs first. At the mailer's option, a sack may be prepared when the quantity of mail reaches 1,000 cubic inches. Smaller volumes are not permitted (except in mixed ADC sacks).

Sacking is also subject to these conditions:

- a. Identical-weight pieces weighing 2 pounds or less must be sacked using the 10-piece minimum; those that weigh more must be sacked using the 20-pound or 1,000 cubic inch minimum.
- b. For nonidentical-weight pieces, mailers must use either the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 20-pound minimum applies). Alternatively, mailers may sack by the actual piece count, mail weight for each bundle destination, or 1,000 cubic inch minimum, if documentation can be provided with the mailing that shows (specifically for each sack) the number of pieces and their total weight.
- c. Mailers must note on the postage statement which sacking method was used. [M740.3.3]

### 5.3.4 Sacking and Labeling

Preparation sequence and labeling:

- a. 5-digit scheme: optional.
  1. Line 1: use L606, Column B.
  2. Line 2: "PSVC IRREG 5D SCHEME" or "PSVC IRREG 5D SCH."
- b. 5-digit: optional, but required for 5-digit rate eligibility.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see 4.3 for overseas military mail).
  2. Line 2: "PSVC IRREG 5D."
- c. 3-digit: required.
  1. Line 1: use L002, Column A.
  2. Line 2: "PSVC IRREG 3D."
- d. ADC: required.
  1. Line 1: use L004, Column B.

2. Line 2: "PSVC IRREG ADC."
- e. Mixed ADC: required (no minimum).
  1. [02-03-05] Line 1: "MXD" followed by city, state, and ZIP Code of ADC serving 3-digit ZIP Code prefix of entry post office, as shown in [L004](#). If placed on as ASF or BMC pallet under option in [705.8.10.4](#), use [L010](#).
  2. Line 2: "PSVC IRREG WKG." [M740.3.4]

**5.4 Standards for Barcoded Discount**

The barcoded discount applies to Library Mail machinable parcels (see [401.1.5](#)) that are included in a mailing of at least 50 pieces of Library Mail. The pieces must be entered either at single-piece rates or basic rates and bear a correct, readable barcode for the ZIP Code shown in the delivery address as required by [708.5.0](#). The barcoded discount is not available for pieces mailed at 5-digit rates. [E714.2.0]



## 486 Enter and Deposit

### Overview

[1.0 Verification and Deposit](#)

### 1.0 Verification and Deposit

#### 1.1 Verification and Entry

All presorted and barcoded discount mailings must be presented for verification and acceptance at the post office where the permit or license is held. All such mailings must be deposited at locations and times specified by the postmaster or designee at the office that verifies and accepts the mailing. Plant-loaded mailings must be presented as specified by the applicable standards and the plant load agreement. Metered mail may be deposited at other than the licensing post office only as permitted under [705.17.0](#). [D700.2.2]





# 500

## Additional Services

### 503 Extra Services

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

### 507 Mailer Services

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

### 508 Recipient Services

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

### 509 Other Services

- Address Information System Products
- Nonpostal Services



**500 Additional Services**

503 Extra Services

507 Mailer Services

508 Recipient Services

509 Other Services



## 503 Extra Services

### Overview

- 1.0 Extra Services for Express Mail
- 2.0 Registered Mail
- 3.0 Certified Mail
- 4.0 Insured Mail
- 5.0 Certificate of Mailing
- 6.0 Return Receipt
- 7.0 Restricted Delivery
- 8.0 Return Receipt for Merchandise
- 9.0 Delivery Confirmation
- 10.0 Signature Confirmation
- 11.0 Collect on Delivery (COD)
- 12.0 Special Handling
- 13.0 Confirm
- 14.0 Money Orders

## 1.0 Extra Services for Express Mail

### 1.1 Available Services

#### 1.1.1 Mailing Receipt

A receipt showing the time and date of mailing must be provided to the mailer on acceptance of Express Mail by the USPS. This receipt is a copy of the multipart Express Mail label affixed to the mailpiece and serves as evidence of mailing. Mailers authorized to present Express Mail under Express Mail Manifesting procedures in [705.2.0](#) must use a one-ply label and retain the verification manifest as the mailing receipt. [S500.1.1]

#### 1.1.2 Proof of Delivery

Proof of delivery information for Express Mail is available as follows:

- a. Individual requests by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811. A proof of delivery letter is provided via fax or mail.
- b. Bulk proof of delivery letters are available only to mailers using Express Mail Manifesting service and can be obtained in CD-ROM or Signature Extract File formats. For additional information see Publication 80, *Bulk Proof of Delivery Program*. [S500.1.2]

#### 1.1.3 Return Receipt

Return receipt service under [6.0](#) may be purchased for Express Mail. The return receipt serves as evidence of delivery. The fee paid for this service does not insure the mailpiece against loss or damage. If a return receipt is requested, the mailer must show a complete return address on the mailpiece. The return address on the Express Mail label meets this requirement. [S500.1.3]

503.1.1.4

**1.1.4 Restricted Delivery**

Restricted delivery service under 7.0 is not available for Express Mail. [S500.1.4]

**1.1.5 COD**

Collect on delivery (COD) service under 11.0 may be purchased with Express Mail next day and second day service only. [S500.1.5]

**1.1.6 Insurance and Indemnity**

Express Mail is insured against loss, damage, or rifling, subject to these standards:

- a. Insurance coverage for Express Mail drop shipment ends on receipt at the destination postal facility.
- b. All Express Mail signed for by the addressee, the addressee's agent, or the delivery employee constitutes a valid delivery, and no indemnity for loss is paid. A waiver of signature cannot be used for Express Mail Custom Designed Service, Express Mail COD, or Express Mail with additional insurance.
- c. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to a maximum liability of \$100. (Additional insurance under 1.1.7 may be purchased up to a maximum coverage of \$5,000.) Nonnegotiable documents are insured against loss, damage, or rifling, up to \$100 per piece, subject to the maximum limit per occurrence as defined in 609, *Filing Indemnity Claims for Loss or Damage*.
- d. Additional terms, coverage, and procedures of indemnity claims are in 609. [S500.1.6]

**1.1.7 Additional Insurance**

Additional insurance, up to a maximum coverage of \$5,000, may be purchased for merchandise valued at more than \$100 sent by Express Mail. The insurance fee is entered in the block marked "Insurance" on the mailing label. If the label does not contain this specific block, the mailer uses the "COD" block by crossing out "COD," writing "INS" to the right, and entering the fee for the applicable coverage. Coverage is limited to the actual value of the contents, regardless of the fee paid, or the highest insurance value increment for which the fee is fully paid, whichever is lower. If a waiver of signature is requested, additional insurance coverage is void.

[S500.1.7]

**1.1.8 Fees for Express Mail Insurance**

Fee, in addition to postage and other fees:

| <b>Express Mail Insurance</b>                       |   |
|---|---|
| (Amount for Merchandise Insurance Coverage Desired) |   |
|   | <b>Fee<sup>1</sup></b>  |
| \$0.01 to \$100.00                                  | \$0.00  |
| 100.01 to 5,000.00                                  | \$1.00 per \$100 or fraction thereof over \$100 in desired coverage |

1. Express Mail merchandise maximum coverage: \$5,000.00.  
Document reconstruction maximum liability: \$100.00.

[R900.11.0]

**1.2 Express Mail Drop Shipment**

For an Express Mail drop shipment, the content of each Express Mail pouch is considered one mailpiece for indemnity coverage, and the mail enclosed may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for First-Class Mail parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.
- b. Priority Mail pieces may be sent with Certified Mail service, special handling, electronic option Delivery Confirmation, or electronic option Signature Confirmation.
- c. Standard Mail pieces subject to the residual shape surcharge (except Customized MarketMail) may be sent with electronic option Delivery Confirmation service.
- d. Package Services mail may be sent with special handling or, for Package Services parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service. [S500.2.0]

503.2.1

## 2.0 Registered Mail

### 2.1 Registered Mail Fees

Fees and charges are in addition to postage:

| Declared Value      | Fee (in addition to postage) | Declared Value                          | Fee (in addition to postage) <sup>1</sup> |                                     |
|---------------------|------------------------------|---|---|-------------------------------------|
| \$0.00              | \$7.50                       | \$25,000.01 to \$1,000,000              | \$30.10                                   |                                     |
| 0.01 to 100         | 8.00                         |   | + handling charge of                      |                                     |
| 100.01 to 500       | 8.85                         |   | \$0.85 per each \$1,000 or fraction       |                                     |
| 500.01 to 1,000     | 9.70                         |   | thereof over first \$25,000               |                                     |
| 1,000.01 to 2,000   | 10.55                        |   | \$1,000,000.01 to \$15,000,000            | \$858.85                            |
| 2,000.01 to 3,000   | 11.40                        |   |   | + handling charge of                |
| 3,000.01 to 4,000   | 12.25                        |   |   | \$0.85 per each \$1,000 or fraction |
| 4,000.01 to 5,000   | 13.10                        |   |   | thereof over first \$1,000,000      |
| 5,000.01 to 6,000   | 13.95                        |   |   | Over \$15,000,000                   |
| 6,000.01 to 7,000   | 14.80                        |   | + amount determined by USPS               |                                     |
| 7,000.01 to 8,000   | 15.65                        | based on weight, space, & value         |   |                                     |
| 8,000.01 to 9,000   | 16.50                        |   |   |                                     |
| 9,000.01 to 10,000  | 17.35                        |   |   |                                     |
| 10,000.01 to 11,000 | 18.20                        | <b>Additional Services</b>              | <b>Fee (in addition to postage)</b>       |                                     |
| 11,000.01 to 12,000 | 19.05                        | COD Collection Charge                   | \$4.00                                    |                                     |
| 12,000.01 to 13,000 | 19.90                        | (maximum amount collectible is \$1000)  |   |                                     |
| 13,000.01 to 14,000 | 20.75                        | Restricted Delivery                     | 3.50                                      |                                     |
| 14,000.01 to 15,000 | 21.60                        | Return Receipts,                        | 1.75                                      |                                     |
| 15,000.01 to 16,000 | 22.45                        | requested at time of mailing showing to |   |                                     |
| 16,000.01 to 17,000 | 23.30                        | whom, signature, date of delivery, and  |   |                                     |
| 17,000.01 to 18,000 | 24.15                        | addressee's address (if different)      |   |                                     |
| 18,000.01 to 19,000 | 25.00                        | Return Receipts,                        | 3.25                                      |                                     |
| 19,000.01 to 20,000 | 25.85                        | requested after mailing showing only to |   |                                     |
| 20,000.01 to 21,000 | 26.70                        | whom and date delivered                 |   |                                     |
| 21,000.01 to 22,000 | 27.55                        |   |   |                                     |
| 22,000.01 to 23,000 | 28.40                        |   |   |                                     |
| 23,000.01 to 24,000 | 29.25                        |   |   |                                     |
| 24,000.01 to 25,000 | 30.10                        |   |   |                                     |

1. Fees for articles valued over \$25,000 are for handling only. Maximum amount of insurance coverage available is \$25,000.

[R900.21.0]

## 2.2 Basic Information about Registered Mail

### 2.2.1 Description

Registered Mail is the most secure service that the USPS offers. It incorporates a system of receipts to monitor the movement of the mail from the point of acceptance to delivery. Registered Mail provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the Postal Service. The



Postal Service maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See [6.0](#) for details. [S911.1.1]

### 2.2.2 Eligible Matter

Only matter prepaid with postage at the First-Class Mail rates may be registered. The face (address side) of the registered article must be at least 5 inches long and 3-1/2 inches high, regardless of thickness. Items returned under merchandise return service ([507.9.0](#)) may be registered without prepayment of postage and fees. [S911.1.2]

### 2.2.3 Place of Mailing

Registration may be obtained by presenting mail to the following:

- a. A retail employee at a post office, station, or branch (including any contractor-operated unit). A postmaster may require that an article of unusually high value be presented only at the main office or at designated stations and branches.
- b. A rural carrier on a rural route. The article and sufficient cash for postage and required fees for mailing the article may be left in a rural mailbox. The carrier must hand any change to the sender or place it in an envelope and leave the envelope in the box on the carrier's next trip. Responsibility is not assumed for the article or cash until a receipt is issued. No responsibility is assumed for the change left in the box by the carrier.
- c. A rural carrier at a nonpersonnel rural unit. The sender must meet the rural carrier to have mail registered. [S911.1.3]

### 2.2.4 Ineligible Matter

Registration may not be obtained for mail that is handled as follows:

- a. Sent as business reply mail or in a business reply envelope.
- b. Placed in a street letterbox or post office maildrop.
- c. Addressed to a post office to which it cannot be transported safely.
- d. Prepared improperly or packed inadequately to withstand normal handling (see [2.4.7, Fragile Item](#)).
- e. Tied or fastened with one or more articles, unless enclosed in the same envelope or wrapper.
- f. Presented for mailing in a padded envelope; envelope or mailer manufactured of spun-bonded olefin, such as Tyvek; plastic envelope or mailer; or envelope or mailer made of glossy-coated paper. [S911.1.4]

### 2.2.5 Additional Services

Purchasing Registered Mail service allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with Registered Mail if the applicable standards for the services are met and the additional service fees are paid:

- a. Collect on delivery (COD) service.
- b. Delivery Confirmation.

c. Signature Confirmation. [S911.1.5]

## 2.3 Fees and Liability

### 2.3.1 Full Value

Regardless of any insurance that may cover the article, the mailer must always declare its full value to the USPS when presenting it for registration and mailing (see chart below). The mailer must tell the USPS clerk (or enter on the firm sheet if a firm mailer) the full value of mail matter presented for registration. Private insurance carried on Registered Mail does not modify the requirements for declaring the full value. The accepting USPS employee may ask the mailer to show that the full value of the matter presented is declared, and may refuse to accept the matter as Registered Mail if a satisfactory declaration of value is not provided. Only articles of no value may be mailed as Registered Mail without insurance.

| MAIL MATTER   | VALUE TO BE DECLARED   |
|---|--|
| Negotiable Instrument (instruments payable to bearer, including stock certificates endorsed in blank)   | Market value (value based on value at time of mailing)                         |
| Nonnegotiable Instrument [registered bonds, warehouse receipts, checks, drafts, deeds, wills, abstracts, and similar documents (certificates of stock considered nonnegotiable so far as declaration of value is concerned unless endorsed in blank)] | No value or replacement cost if postal insurance coverage desired <sup>1</sup> |
| Money   | Full value   |
| Jewelry, Gems, Precious Metal   | Market value or cost   |
| Merchandise   | Market value or cost   |
| Nonvaluable (matter without intrinsic value such as letters, files, records)  | No value or replacement cost if postal insurance coverage desired <sup>1</sup> |

1. A mailer who does not know replacement costs should contact a person or firm familiar with such documents and determine replacement costs before mailing the articles.

[S911.2.1]

### 2.3.2 Fee and Postage

The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. If a permit imprint is used, the exact amount of postage and fees paid must be shown within the permit imprint. For pieces that are part of a manifest mailing, only the registry fee must be shown within the permit imprint. The fee and postage on official mail of authorized federal agencies may also be paid with penalty stamps, penalty meter stamps, or penalty permit imprints. The fees and postage on items registered with merchandise return service are paid through a postage due account under [507.9.0](#). [S911.2.2]

### 2.3.3 Postal Insurance

Postal insurance is provided for articles with a value of at least \$0.01 up to a maximum insured value of \$25,000. Insurance is included in the fee. Postal insurance is not available for articles with no value (\$0.00). [S911.2.3]

**2.3.4 Refund**

A fee for Registered Mail is not refunded after the USPS accepts the mail even if the sender later withdraws the mail under 2.4.10. A fee for return receipt service or restricted delivery service is not refunded unless the USPS fails to provide the service. The sender must present the Registered Mail receipt showing payment of these services. [S911.2.4]

**2.3.5 Official Mail**

Official mail of authorized government agencies, if prepared under applicable standards in 703.7.0 for transmission of mail without prepayment of postage, may be sent by Registered Mail without prepayment of a registration fee. [S911.2.5]

**2.3.6 Merchandise Return**

Matter registered with merchandise return service under 507.9.0 may be sent by Registered Mail without prepayment of postage and fees. [S911.2.6]

**2.3.7 Indemnity**

Except for matter registered with merchandise return service, no indemnity is paid for any matter registered without prepayment of postage and fees. If a government agency wants indemnity coverage, both the applicable postage and registry fee must be paid in full with stamps or meter stamps. [S911.2.7]

**2.4 Mailing****2.4.1 USPS**

USPS employees are not permitted to help customers prepare or seal mail to be registered. [S911.3.1]

**2.4.2 Addressing**

The mail must bear the complete names and addresses of both sender and addressee. [S911.3.2]

**2.4.3 Opened Envelope**

Any envelope or package that appears to have been opened and resealed, or otherwise improperly prepared, may not be registered. [S911.3.3]

503.2.4.4

**2.4.4 Label 200**

Registered Mail must bear a barcoded red Label 200 (see [Exhibit 2.4.4](#)). The label must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. A large-volume mailer can obtain Label 200 in rolls of 600. [S911.3.4]

**Exhibit 2.4.4 Label 200**

[Exhibit S911.3.4]

**2.4.5 Privately Printed Label 200**

If authorized, a mailer may use a privately printed Label 200 for domestic mail only. Privately printed labels must be nearly identical in design and color to the USPS form, with a barcode and human-readable numbers that meet USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109.

[S911.3.5]

**2.4.6 Sealing**

The mailer must securely seal envelopes. Paper or cellulose strips or wax or paper seals must not be placed over the intersections of flaps of letter-size envelopes where the postmark impressions are made. Packages must be sealed with mucilage or glue or with plain paper or cloth tape. Packages containing currency or securities may not be sealed exclusively by paper strips, but must first be sealed securely with mucilage or glue. Large envelopes (flats) that are completely sealed and that also have paper strips or paper tape across the intersections of the flaps may be considered packages for sealing requirements. To be used on Registered Mail, tape must visibly damage the envelope or wrapper if removed and must absorb the ink in a postmark impression. [S911.3.6]

**2.4.7 Fragile Item**

The mailer must tell the USPS employee whether the item is fragile and, if so, describe the interior packing. All articles presented for registration must be packed as specified in [601.2.0](#). The USPS may refuse packages not properly packed to withstand normal handling in the mail. Indemnity may be denied if articles are not properly packaged. [S911.3.7]

#### **2.4.8 Window Envelope**

A window envelope must have a transparent panel covering the opening to be eligible for registry. If the panel is glued to the envelope, the envelope may contain only matter without intrinsic value. If the panel is part of the envelope, the envelope may be used for all Registered Mail. [S911.3.8]

#### **2.4.9 Firm Sheet**

If three or more registered articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Registered Mail. The mailer submits the forms in duplicate and receives one copy as a mailing receipt after the entries are verified by the postal employee accepting the mailing. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line. [S911.3.9]

#### **2.4.10 Withdrawal or Recall**

The sender may withdraw or recall Registered Mail without charge before its delivery by writing on the receipt "Withdrawn before dispatch," and signing and surrendering the receipt; or filing a written request for its return after dispatch at the post office where the article was mailed, giving names and addresses of sender and addressee, the registry number, and date of mailing. The sender must pay for all telephone calls. If remailed, the article must be under new cover and bear new postage and fees. [S911.3.10]

### **2.5 Delivery**

#### **2.5.1 Basic Standards**

Delivery of Registered Mail is subject to [508.1.0, Recipient Options](#). The postmaster may require the addressee to call for Registered Mail at the post office if delivery by carrier would not be safe. [S911.4.1]

#### **2.5.2 Bad Condition**

If the addressee accepts a registered article in bad condition (i.e., one repaired with sealing stamps or reenclosed in a new envelope or wrapper), the addressee must open it without disturbing the seal, in the delivering employee's presence. If anything is missing, the envelope or wrapper must be given to the employee after it is endorsed to show what was missing. [S911.4.2]

### **2.6 Inquiry on Uninsured Article**

#### **2.6.1 Who May File**

If postal insurance was purchased, the claim procedures in [609](#) apply. The procedures in this section apply only to uninsured Registered Mail. Only the mailer may file an inquiry on uninsured Registered Mail. For matter registered without postal insurance with merchandise return service, only the permit holder may file an inquiry. [S911.5.1]

**2.6.2 When to File**

The mailer may not file any inquiry until 15 days after the mailing date of the article. An inquiry may be filed at any post office, classified station, or classified branch, except for an inquiry about matter registered with merchandise return service, which must be filed by the permit holder at the post office where the permit is held. Form 1000 must be used in processing an inquiry for uninsured Registered Mail. An inquiry may be filed in the following manner:

- a. Any mailer filing an inquiry for the alleged loss of Registered Mail must provide proof that a loss occurred before a post office may accept the inquiry.
- b. Proof may be provided by these methods:
  1. The mailer may obtain Form 1000 from any post office. The mailer must complete the form and send it to the addressee. USPS employees may not mail the inquiry for the mailer, but they may help a mailer complete the form if requested. The addressee must complete item 13 and items 17 through 19 on Form 1000 and return it to the mailer. If the addressee signs the claim form and indicates the article was not received 15 days or more after the mailing date, the mailer may then take the claim form, with the original mailing receipt, to a post office and file an inquiry.
  2. If the mailer has the addressee's written and signed documentation (such as a letter dated at least 15 days after the mailing date) stating the addressee did not receive the article, the mailer may take this documentation to a post office, with the original mailing receipt, and file an inquiry.
  3. If the mailer cannot obtain the addressee's cooperation in signing Form 1000 for a registered article or, if preferable, the mailer may send a check or money order for the "return receipt requested after mailing" fee in [6.1.1](#) to the post office of address and request a copy of the delivery record, if 15 days or more have passed since the mailing date. Any such request for a delivery record must contain the date the article was mailed, the registered number, and the complete names and addresses of the mailer and addressee. The response to this search of delivery records ends the inquiry process.
- c. A merchandise return permit holder must ask the addressee to complete items 1 through 12 and 14 through 16 of Form 1000 and return it, along with the original mailing receipt, to the permit holder. The permit holder must complete item 13 and items 17 through 19 and submit the completed form, along with the original mailing receipt, to the post office where the permit is held. An inquiry may be filed no sooner than 15 days after the mailing date. [S911.5.2]

**2.6.3 Duplicate Inquiry**

A duplicate inquiry may not be filed sooner than 30 days after the original inquiry. [S911.5.3]

## 3.0 Certified Mail

### 3.1 Certified Mail Fees

#### 3.1.1 Certified Fees

Fee, in addition to postage and other fees, per piece: \$2.30. [R900.7.0]

#### 3.1.2 Fee and Postage

The Certified Mail fee must be paid in addition to the correct postage. The fee and postage may be paid with ordinary postage stamps, meter stamps, or permit imprints. The fee and postage on official mail of federal government agencies and departments are collected under the applicable reimbursement procedures.

[S912.1.3]

### 3.2 Basic Information

#### 3.2.1 Description

Certified Mail service provides the sender with a mailing receipt and, upon request, electronic verification that an article was delivered or that a delivery attempt was made. Customers can retrieve the delivery status in three ways: (1) over the Internet at [www.usps.com](http://www.usps.com) by entering the article number shown on the mailing receipt; (2) by telephone at 1-800-222-1811; or (3) by bulk electronic file transfer for mailers who provide an electronic manifest to the Postal Service. Certified Mail is dispatched and handled in transit as ordinary mail. Delivery of Certified Mail is subject to [508.1.0](#) and [508.2.0](#). No insurance coverage is provided. The Postal Service maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See [6.0](#) for details. [S912.1.1]

#### 3.2.2 Eligible Matter

Only mailable matter on which postage is paid at a First-Class Mail rate (including Priority Mail) may be accepted as Certified Mail. [S912.1.2]

#### 3.2.3 Additional Services

Purchasing Certified Mail service allows customers to then purchase restricted delivery service or a return receipt. [S912.1.4]

#### 3.2.4 Delivery Record

Mailers may request a delivery record after mailing under [6.0, Return Receipt](#).

[S912.1.5]

### 3.3 Mailing

#### 3.3.1 Where to Mail

A mailer may mail Certified Mail at a post office, branch, or station or give it to a rural carrier. Certified Mail may also be deposited in a post office maildrop, a street letterbox, a nonpersonnel unit, or any other receptacle for First-Class Mail, subject to [3.3.5](#). [S912.2.1]

#### 3.3.2 Available Destinations

Certified Mail may be addressed for delivery only in the United States and its territories and possessions, through APOs and FPOs, or through the United Nations Post Office, New York. [S912.2.2]

### 3.3.3 Form 3800

Certified Mail must bear a barcoded green Form 3800 (see [Exhibit 3.3.3](#)). The label part of the form must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. [S912.2.3]

#### Exhibit 3.3.3 Form 3800

| U.S. Postal Service <sup>SM</sup><br>CERTIFIED MAIL <sup>SM</sup> RECEIPT<br><i>(Domestic Mail Only: No Insurance Coverage Provided)</i> |                  |
|--|------------------|
| For delivery information visit our website at <a href="http://www.usps.com">www.usps.com</a> .   |                  |
| <b>OFFICIAL USE</b>  |                  |
| Postage \$   | Postmark<br>Here |
| Certified Fee  |                  |
| Return Receipt Fee<br>(Endorsement Required)   |                  |
| Restricted Delivery Fee<br>(Endorsement Required)  |                  |
| Total Postage & Fees \$  |                  |
| Sent To:   |                  |
| Street, Apt. No.,<br>or PO Box No.   |                  |
| City, State, ZIP+4   |                  |
| PS Form 3800, June 2002 See Reverse for Instructions   |                  |

[Exhibit S912.2.3]

### 3.3.4 Privately Printed Form 3800

If authorized, a mailer may use a privately printed Form 3800. The privately printed form must be nearly identical in design, color, and fluorescent properties to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109. [S912.2.4]

### 3.3.5 Procedure

A mailer of Certified Mail must:

- a. Enter on Form 3800 the name and complete address of the person or firm to whom the mail is addressed.
- b. If a return receipt is requested, check the block on the mailing receipt to show the fee. Near the Certified Mail endorsement on the address side, add the endorsement "Return Receipt Requested." Enter the Certified Mail number on the return receipt card, address it to himself or herself, and attach it to the back of a small envelope or on the front of a package or large envelope, if the card does not cover the address. Enter the name and delivery address on the reverse of the return receipt to show where the receipt is to be sent. When a return receipt is requested, a complete return address (sender's name and delivery address) is required on the mailpiece. The name and delivery address entered on the reverse of the return receipt do not have to match the sender's name and return address on the mailpiece.
- c. Affix to the envelope enough postage to pay for the Certified Mail fee and First-Class Mail rate and, if requested, the return receipt fee.



- d. If a postmarked sender's receipt is requested, attach the Certified Mail sticker to the address side of the article and present the article and the completed receipt to the USPS employee, who then round-dates the receipt to show when the article was accepted. If asked to do so, the USPS employee also shows on the receipt the time the article was accepted. Otherwise, attach the "Certified Mail" sticker to the address side of the article, detach the receipt, and mail the article. Mark the receipt to show the date.
- e. If restricted delivery of Certified Mail to the addressee or someone named by the addressee in writing is requested, endorse the mail "Restricted Delivery." This service is available only for articles addressed to individuals by name. [S912.2.5]

### 3.3.6 Firm Sheet—Three or More Pieces

If three or more certified articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm sheets. Privately printed or computer-generated sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Certified Mail. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books become the mailer's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line. [S912.2.6]

## 4.0 Insured Mail

### 4.1 Insured Mail Fees

#### 4.1.1 Insurance Fees

Fee, in addition to postage and other fees, for merchandise insurance liability, per piece:

| Insurance<br>(Amount for Merchandise<br>Insurance Coverage Desired) | Fee <sup>1</sup>   |
|---|--|
| \$0.01 to \$50  | \$1.30   |
| 50.01 to 100  | 2.20   |
| 100.01 to 200   | 3.20   |
| 200.01 to 300   | 4.20   |
| 300.01 to 400   | 5.20   |
| 400.01 to 500   | 6.20   |
| 500.01 to 600   | 7.20   |
| 600.01 to 5,000<br>(maximum liability is \$5000)                    | \$7.20 plus \$1.00 per \$100 or<br>fraction thereof over \$600 in<br>desired coverage. |

1. Bulk insurance discount \$0.01 to \$50.00: \$0.60 per piece.  
(See 503.4.4 for eligibility.)
- Bulk insurance discount \$50.01 to \$5,000.00: \$0.80 per piece.  
(See 503.4.4 for eligibility.)

[R900.12.0]

**4.1.2 Fee and Postage**

The applicable insurance fee must be prepaid in addition to the postage, except on official mail sent under applicable provisions. The fee and postage may be paid with postage stamps, meter stamps, or permit imprints. The mailer guarantees to pay return and forwarding postage, unless the mailer writes instructions on the wrapper or envelope not to forward or return the mail. [S913.1.4]

**4.2 Basic Information****4.2.1 Description**

Insured mail provides the following features:

- a. Insured mail purchased at a retail post office provides up to \$5,000 indemnity coverage for a lost, rifled, or damaged article, subject to the standards for the service and payment of the applicable fee.
- b. Insured mail purchased online provides up to \$200 indemnity coverage for lost, rifled, or damaged articles, subject to the standards for the service and payment of the applicable fee.
- c. A bulk insurance discount is available for insured articles entered by authorized mailers who meet the criteria in 4.4. This service is not available for insurance purchased online.
- d. Insured mail service provides the mailer with a mailing receipt. No record of insured mail is kept at the office of mailing. For mail insured for more than \$50, the Postal Service maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See 6.0 for details. [S913.1.1]

**4.2.2 Eligible Matter**

The following types of mail may be insured:

- a. First-Class Mail (including Priority Mail), if it contains matter that may be mailed as Standard Mail or Package Services.
- b. Standard Mail pieces subject to the residual shape surcharge (bulk insurance only).
- c. Package Services.
- d. Official government mail endorsed "Postage and Fees Paid." [S913.1.2]

**4.2.3 Ineligible Matter**

The following types of mail may not be insured:

- a. Parcels containing matter offered for sale, addressed to prospective purchasers who have not ordered or authorized their sending. If such matter is mailed, payment is not made for loss, rifling, or damage.
- b. Nonmailable matter.
- c. Articles so fragile that they cannot be carried safely in the mail regardless of packaging.
- d. Articles not adequately prepared to withstand normal handling in the mail. As a rule, any mailable package should be insurable.

- e. Mail not bearing the complete names and addresses of the sender and addressee.
- f. Standard Mail pieces that are not subject to the residual shape surcharge.
- g. Matter mailed at First-Class Mail rates (including Priority Mail) that consists of items described in [123.3.0, Content Standards](#); [133.3.0, Content Standards](#); [233.2.0, Content Standards for First-Class Mail Letters](#); [333.2.0, Content Standards for First-Class Mail Flats](#); and [433.2.0, Content Standards for First-Class Mail Parcels](#), and required to be mailed at First-Class Mail rates. [S913.1.3]

#### 4.2.4 Additional Services

Insuring an item for more than \$50 allows customers to purchase restricted delivery service or return receipt service at a retail post office. The following additional services may be purchased at a retail post office and combined with insurance if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Parcel airlift service (PAL).
- c. Return receipt for merchandise (for items insured for up to \$50).
- d. Signature Confirmation.
- e. Special handling. [S913.1.5]

#### 4.2.5 Delivery Record

Mailers may request a delivery record after mailing under [6.3.2](#). [S913.1.6]

### 4.3 Mailing

#### 4.3.1 Where to Mail

Insured mail may be mailed as follows:

- a. A mailer must mail insured mail at a post office, branch, or station or give the mail to a rural carrier. Such mail may be placed in, but not on, a rural box. Such mail must not be placed in a post office maildrop or in or on a street letterbox. A mailer may leave the mail in a rural box with a note showing the requested amount of insurance, if stamps are affixed for postage and fees, or money for postage and fees is left in the box. The USPS is not liable for any article or money left in a rural box until the carrier receipts the article. A mailer at a nonpersonnel rural unit must meet the rural carrier at the unit for insurance service.
- b. A mailer who purchases insurance online may mail at a post office, branch, station, give the mail to the carrier assigned to that delivery address, or place the mail in a post office maildrop or a collection box. A mailer may leave the mail in a rural box, schedule an on-demand pickup, or schedule a carrier pickup using [www.usps.com](http://www.usps.com). The USPS is not liable for any article or money left in a rural box until the carrier receipts the article. [S913.2.1]

### 4.3.2 USPS Inquiries


USPS employees are required to ask whether the mailpiece presented for insurance contains anything liquid, fragile, perishable, flammable, or potentially hazardous. [S913.2.2]

### 4.3.3 Markings and Forms

The treatment of pieces is determined by the insurance amount:

- a. Retail insured for \$50 or less: Each piece must be stamped on the address side with an elliptical insured marking as shown in Exhibit 4.3.3. This marking must be placed above the delivery address and to the right of the return address.
- b. Retail insured for more than \$50: Each piece must have barcoded Form 3813-P (see Exhibit 4.3.3) affixed above the delivery address and to the right of the return address. Form 3813-P must not be used for pieces insured for \$50 or less.
- c. Mail for which insurance is purchased online must include the text “Insured” in the indicia area of the online label; the markings in 4.3.3a and 4.3.3b are not required.
- d. All insured pieces, regardless of insurance amount, must be postmarked unless postage is paid by postage meter stamp, permit imprint, or PC Postage (when insurance is purchased online). [S913.2.3]

### Exhibit 4.3.3 Insurance Marking and Form 3813-P

|   |   |
|---|---|
| VV 600 437 438 US<br>United States Postal Service®<br><b>INSURED MAIL</b><br>DOMESTIC - INTERNATIONAL<br><br>VV 600 437 438 US<br>VV 600 437 438 US<br><small>NOTE: To file a claim for damage or loss of contents, the article, container, and packaging must be presented.</small> | <b>U.S. Postal Service®</b><br><b>INSURED MAIL RECEIPT</b><br><b>OFFICIAL USE</b>   |
| Postage \$<br>Insurance Fee<br>Restricted Delivery Fee (Domestic only; endorsement required)<br>Special Handling Fee<br>Return Receipt Fee (Except for Canada; endorsement required)<br>Total Postage & Fees \$   | <input type="checkbox"/> Fragile <input type="checkbox"/> Liquid<br><input type="checkbox"/> Perishable<br>Insurance Coverage:<br><br>Postmark Here |
| Sent to:<br>Street, Apt. No., or PO Box No.<br>City, State, ZIP+4®, Country   |   |
| PS Form 3813-P, May 2004 <span style="float: right;">See Reverse for Instructions</span>  |   |



[Exhibit S913.2.3]

#### 4.3.4 Privately Printed Form 3813-P

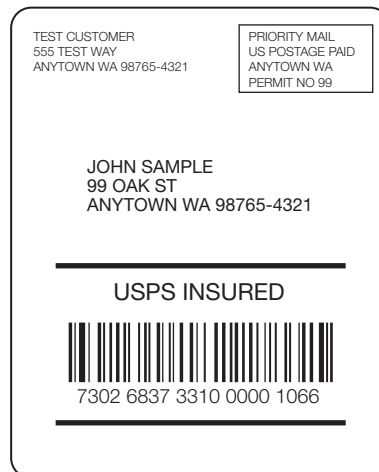
If authorized, a mailer may use a privately printed Form 3813-P for domestic mail only. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109. [S913.2.4]

#### 4.3.5 Integrated Barcodes

The following options are available for mailers who print their own labels:

- a. An integrated barcode may be used by Confirmation Services electronic option mailers who wish to combine insurance with Delivery Confirmation or insurance with Signature Confirmation into a single barcode on the shipping label to eliminate multiple labels and barcodes on packages. Additional information on the integrated barcode solution can be found in Publication 91, *Confirmation Services Technical Guide*.
- b. Mailers have another option for printing labels with insurance (see [Exhibit 4.3.5b](#)). The privately printed label must meet the specifications described in Publication 91. Applicable certification procedures must be followed, also as specified in Publication 91.

#### Exhibit 4.3.5b Mailer-Printed Label With Integrated Barcode



[Exhibit S913.2.5]

- c. An integrated barcode must be used when insurance is purchased online (see [Exhibit 4.3.5c](#)). This barcode combines the insurance and electronic option Delivery Confirmation or Signature Confirmation Services into a single barcode

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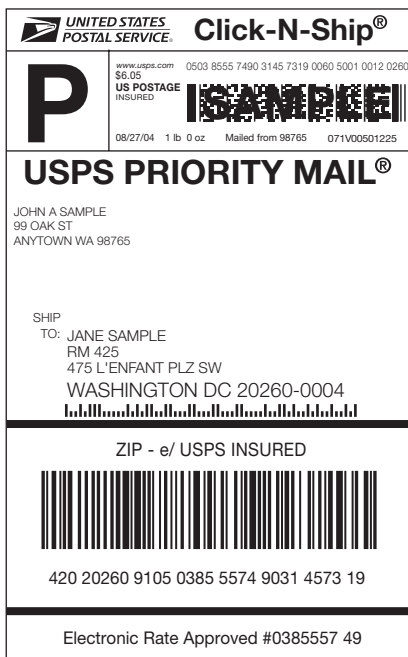
on the shipping label and is available for Priority Mail and parcels mailed as Parcel Post, First-Class Mail, and Media Mail. Additional information on the integrated barcode can be found in Publication 91.

1. Insurance purchased online for \$50 or less with electronic option confirmation services; the human readable text above the integrated barcode must state “e/USPS DELIVERY CONFIRMATION.”
2. Insurance purchased online for more than \$50 up to \$200 with electronic option Confirmation Services; the human readable text above the integrated barcode must state “e/USPS INSURED.”

**Exhibit 4.3.5c Integrated Barcodes With Routing ZIP Code**

Click-N-Ship Insurance Label

Click-N-Ship Delivery Confirmation Label



[S913.2.5]

**4.3.6 Prohibited Markings**

Private insurance endorsements or markings may not appear on the address side of mail but may appear elsewhere, if they do not resemble official postal endorsements and are not confused with postal endorsements. [S913.2.6]

**4.3.7 Receipt**

Receipts are provided as follows:

- a. For each retail insured mail article, the mailer receives a USPS sales receipt and the appropriate postmarked (i.e., round-dated) insured mail form as follows:
  1. Form 3813 when the insurance coverage is \$50 or less.
  2. Form 3813-P when the insurance coverage is more than \$50.

- b. For each online mail article, the mailer has access to an electronic record of purchase and the option for a printed record of purchase as follows:
  1. A computer printout from the web-based application through which the label was printed and insurance was purchased. The printout must clearly identify the following information: the Delivery Confirmation or Signature Confirmation services number of the insured piece, total postage paid, insurance fee paid, declared value, declared mailing/shipping date, origin ZIP Code, and delivery ZIP Code.
  2. A printed online label record. [S913.2.7]

#### **4.3.8 USPS Records**

The USPS keeps no mailing records for insured pieces. The mailer must write the addressee's name and address on the receipt and keep it. The mailer must show the receipt when making a claim for loss or filing an inquiry. [S913.2.8]

#### **4.3.9 Firm Sheet—Three or More Pieces**

If three or more insured articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet) or privately printed firm mailing bills. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to insured mail. The mailer must present the books with the articles to be mailed at a post office. The sheets become the mailer's receipts. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line. [S913.2.9]

### **4.4 Bulk Insurance for Standard Mail**

#### **4.4.1 Eligibility**

To mail at the bulk insured service rates, mailers must obtain an authorization under 4.4.2 and must meet the following criteria:

- a. Enter mailings of insured articles under an approved manifest mailing system agreement.
- b. Mail a minimum of 10,000 insured articles annually. To meet the minimum volume requirement, mailers may total all insured articles mailed at multiple locations.
- c. Provide a printed Form 3877 or facsimile and a copy of Form 3877 on a disk or other electronic medium.
- d. Effective at a future date, provide a soft (electronic) copy of Form 3877 in a new, approved format. [S913.3.1]
- e. Mailings on which bulk insurance is requested must have postage and fees paid with permit imprint under a manifest mailing system (705.2.0). [P600.5.1]

#### **4.4.2 Authorization**

Mailers must apply for authorization to mail at the bulk insured service rates through their local postmaster or designee by completing the customer portion of the bulk insured service verification form. The postmaster or designee will verify on this form

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that the mailer meets the requirements in 4.4.1. If the mailer does not meet the requirements, the application will be denied. If the mailer meets the requirements in 4.4.1, the postmaster or designee will certify on the bulk insured service verification form that the mailer qualifies and forward the form to the manager of Claims Processing at the St. Louis Accounting Service Center (ASC). After reviewing the information, the ASC will notify the postmaster of their concurrence of the application and provide a range of claim numbers to be used by the mailer for filing claims. The postmaster or designee will then provide the customer with the approval of the application and with information needed to file claims, including the assigned claim numbers. At a future date, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims. [S913.3.2]

**4.5 Delivery**

An item insured for \$50 or less is delivered as ordinary mail. Delivery of insured mail is subject to 508.1.0, *Recipient Options*, and 508.2.0, *Conditions of Delivery*. [S913.4.0]

**5.0 Certificate of Mailing****5.1 Certificate of Mailing Fees****5.1.1 Individual**

Fee, in addition to postage:

- a. For each piece (Form 3817): \$0.90.
- b. For each piece listed (Form 3877): \$0.30 (minimum charge \$0.90).
- c. For duplicate copy of Form 3817 or Form 3877, per page: \$0.90. [R900.6.1]

**5.1.2 Bulk**

Fee, in addition to postage:

- a. For first 1,000 pieces or fraction thereof (Form 3606): \$4.50.
- b. For each additional 1,000 pieces or fraction thereof (Form 3606): \$0.50.
- c. For duplicate copy of Form 3606, per page: \$0.90. [R900.6.2]

**5.1.3 Fee and Postage**

In addition to the correct postage, the applicable certificate of mailing fee must be paid for each article on Form 3817 or for additional copies of either Form 3817 or Form 3877. The correct fee, based on the quantity mailed, must be paid in addition to postage for mailings of identical pieces of First-Class Mail (including Priority Mail) and Package Services. Mailers paying with ordinary stamps, precanceled stamps, or meter stamps reported on Form 3606 must affix stamps or meter stamps to pay the bulk certificate of mailing fees. Mailers using Form 3877 with a permit imprint mailing can pay certificate of mailing fees with permit imprint. [S914.1.6]



## 5.2 Basic Information

### 5.2.1 Description

Certificate of mailing service provides evidence that mail has been presented to the Postal Service for mailing. Certificate of mailing service does not provide a record of delivery. [S914.1.1]

### 5.2.2 Eligible Matter—Single Piece

Form 3817 is used for a certificate for a single piece of First-Class Mail (including Priority Mail) or Package Services. Facsimile forms also may be used. [S914.1.3]

### 5.2.3 Three or More Pieces

When requesting a certificate of mailing for three or more pieces presented at one time, a mailer may use Form 3877 (firm sheet) or a facsimile, subject to payment of the applicable fee for each item listed. Facsimile Forms 3877 must contain the same information as the postal-provided form. The sheets of the books become the sender's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated by drawing a diagonal line through them. [S914.1.4]

### 5.2.4 Eligible Matter—Bulk Quantities

Form 3606 is used for a bulk mailing as a certificate to specify the number of pieces mailed. This certificate is provided only for a mailing of identical pieces of First-Class Mail, Standard Mail, and Package Services. This certificate states only the total number of articles mailed and must not be used as an itemized list. A certificate of mailing cannot be issued for a bulk mailing paid with a permit imprint. [S914.1.2]

### 5.2.5 Mailer Preparation

A certificate of mailing must be completed by the mailer, using a typewriter, ink, or ballpoint pen. Individual and firm sheet certificates must show the names and addresses of the sender and addressee and may show the amount of postage paid. The mailer may also place identifying invoice or order numbers on the certificate. [S914.1.5]

### 5.2.6 Additional Services

The following services may be combined with certificate of mailing on single pieces if the applicable standards for the services are met and the additional service fees are paid:

- a. Parcel airlift service (PAL).
- b. Special handling. [S914.1.7]

## 5.3 Presentation

### 5.3.1 Rural Carriers

A mailer on a rural route or at a nonpersonnel rural unit may provide mail to the rural carrier with the fee for the certificate. The carrier obtains the certificate at the post office, attaches the stamps, cancels them by postmark, and delivers the certificate to the mailer on the next trip. [S914.2.1]

## 503.5.3.2

**5.3.2 Quantity Mailings**

When the number of articles ordinarily presented justifies such action, the mailer must comply with these standards:

- a. When the mailer wants individual certificates on Form 3817, the forms must be affixed by the stub to the pieces, or the forms must be numbered consecutively and fastened together.
- b. When the mailer describes and lists the pieces on firm sheets or approved forms, but does not present the pieces in the order shown on the sheets, the mailer must consecutively number each entry and lightly number each piece to show the sheet and line number on which described. [S914.2.2]

**5.3.3 After Mailing**

To obtain an additional certificate after mailing, the mailer must present the original certificate and an additional certificate endorsed "Duplicate" or a copy showing the original dates of mailing. The additional certificate must be postmarked to show the current date. [S914.2.3]

## 6.0 Return Receipt

**6.1 Return Receipt Fees****6.1.1 Fees**

Fee, in addition to postage and other fees, per piece:

| <b>Return Receipt</b><br>(Form 3811 in conjunction with<br>another service) | <b>Fee</b> |
|---|------------|
| Requested at time of mailing<br>(receive by mail)                           | \$1.75     |
| Requested at time of mailing<br>(receive electronically)                    | 1.30       |
| Requested after mailing (Form 3811A)<br>(receive by fax, mail, e-mail)      | 3.25       |

[R900.23.0]

**6.1.2 Fee and Postage**

The applicable fee for return receipt service must be paid in addition to postage and other fees. For purposes of computing postage, the weight of the return receipt is *excluded* from the weight of the mailpiece to which it is attached. [S915.1.4]

**6.1.3 Refund**

Return receipt fees are refunded only if the USPS fails to furnish a return receipt.

[S915.1.6]

**6.2 Basic Information****6.2.1 Description**

Return receipt service provides a mailer with evidence of delivery (to whom the mail was delivered and date of delivery), along with information about the recipient's actual delivery address. A mailer purchasing return receipt service at the time of

mailing may choose to receive the return receipt by mail or electronically. The electronic option is not available for items mailed to APO or FPO addresses or U.S. territories, possessions, and freely associated states. A mailer purchasing return receipt service after mailing may choose to receive the proof of delivery record by fax, mail, or electronically. Electronic return receipts requested at the time of mailing also are available in bulk to mailers using privately printed Certified Mail, Registered Mail, numbered insured mail, or COD labels. Bulk delivery information can be obtained in CD-ROM or signature extract file formats. For additional information, see Publication 80, *Bulk Proof of Delivery Program*. [S915.1.1]

### 6.2.2 Eligible Matter

Return receipt service is available for:

- a. Express Mail.
- b. First-Class Mail (including Priority Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$50), or Registered Mail service.
- c. Standard Mail subject to the residual shape surcharge when bulk insurance (for more than \$50) is purchased at the time of mailing.
- d. Package Services when purchased at the time of mailing with COD or insured mail (for more than \$50) service. [S915.1.2]

### 6.2.3 Endorsement

Mail for which return receipt service is requested by mail (Form 3811) must be endorsed "Return Receipt Requested" above the delivery address and to the right of the return address. No endorsement is required on mail for which electronic return receipt service is requested or is provided in bulk via a signature extract file or a CD-ROM. [S915.1.3]

### 6.2.4 Additional Services

If return receipt service has already been purchased with one of the services listed in 6.2.2 then one or more of the following extra services may be combined with those services at the time of mailing if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation (First-Class Mail parcels, Priority Mail, and Package Services parcels).
- b. Parcel airlift service (PAL) (Priority Mail and Package Services).
- c. Restricted delivery.
- d. Signature Confirmation (Priority Mail and Package Services parcels).
- e. Special handling. [S915.1.7]

### 6.2.5 Privately Printed Form 3811

If authorized, a mailer may use a privately printed Form 3811. The privately printed form must be nearly identical in design and color to postal-provided forms. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review and approval by the mailpiece design analyst. [S915.1.5]

## 6.3 Obtaining Service

### 6.3.1 At Time of Mailing

The mailer may request the service at the time of mailing by using Form 3811 and marking the mail "Return Receipt Requested." A firm mailer must complete the mailer's entries on the form, including the article identification number; attach the form; and place the correct one on the article. The name and address of the person or organization to which the return receipt is to be returned must be that of the mailer or the mailer's agent. The mailpiece must bear the return address of either the mailer or mailer's agent. [S915.2.1]

### 6.3.2 After Mailing

The mailer may request a delivery record after mailing for Express Mail, Certified Mail, Registered Mail, COD mail, and mail insured for more than \$50. When a delivery record is available, the USPS provides the mailer information from that record, including to whom the mail was delivered and the date of delivery. The mailer requests a delivery record by completing Form 3811-A, paying the appropriate fee in 6.1.1, and submitting the request to the appropriate office as follows:

- a. For items mailed to an APO/FPO, U.S. territory or possession, or freely associated state (with the exception of Puerto Rico and the U.S. Virgin Islands), the form should be sent to the office of delivery.
- b. For all other items, send the form to any post office. [S915.2.2]

### 6.3.3 Time Limit

A request for a return receipt after mailing for Express Mail must be submitted within 90 days after the date of mailing. All other requests must be submitted within 2 years from the date of mailing. [S915.2.3]

## 6.4 Delivery

Delivery of mail for which a return receipt is requested is subject to 508.1.0, *Recipient Options*, and 508.2.0, *Conditions of Delivery*. [S915.3.0]

## 6.5 Requests for Delivery Information

### 6.5.1 Receipt Not Received

After a reasonable period, not longer than 2 years after the date of mailing, a mailer who did not receive return receipt service for which the mailer had paid may request information from the delivery record, using Form 3811-A. Any request for such information for Express Mail must be filed within 90 days after the date of mailing. [S915.4.1]

### 6.5.2 Form 3811-A

The mailer must complete Form 3811-A at any post office. The applicable fee is waived if the mailer can produce a receipt showing that the applicable return receipt fee was paid. [S915.4.2]

### 6.5.3 Fee Not Charged

The fee for a return receipt after mailing is not charged for a duplicate receipt for Certified Mail if the original Form 3800 was date-stamped by a post office at the time of mailing. [S915.4.3]

## 7.0 Restricted Delivery

### 7.1 Restricted Delivery Fee

#### 7.1.1 Fee

Fee, in addition to postage and other fees, per piece: \$3.50. [R900.22.0]

#### 7.1.2 Fee and Postage

The applicable fee for restricted delivery service must be paid in addition to postage and other fees. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. [S916.1.3]

#### 7.1.3 Refund

Restricted delivery fees are refunded only when the USPS fails to give restricted delivery service. [S916.1.6]

### 7.2 Basic Information

#### 7.2.1 Description

Restricted delivery service permits a mailer to direct delivery only to the addressee or addressee's authorized agent. The addressee must be an individual (or natural person) specified by name. [S916.1.1]

#### 7.2.2 Eligible Matter

Restricted Delivery service is available for:

- a. First-Class Mail (including Priority Mail) when purchased at the time of mailing with Certified Mail, COD, insured mail (for more than \$50), or Registered Mail service.
- b. Standard Mail subject to the residual shape surcharge when bulk insurance (for more than \$50) is purchased at the time of mailing.
- c. Package Services when purchased at the time of mailing with COD or insured mail (for more than \$50) service. [S916.1.2]

#### 7.2.3 Endorsement

Mail for which restricted delivery service is requested must be endorsed "Restricted Delivery." The endorsement must be placed above the address and to the right of the return address. [S916.1.5]

#### 7.2.4 Return Receipt

The mailer may obtain a return receipt by paying the applicable fees. [S916.1.4]

#### 7.2.5 Additional Services

In addition to the prerequisites listed in [7.2.2](#), the following services may be combined with restricted delivery if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Parcel airlift service (PAL).
- c. Signature Confirmation.
- d. Special handling. [S916.1.7]

## 7.3 Obtaining Service

### 7.3.1 At Time of Mailing

The mailer may request restricted delivery at the time of mailing by advising the USPS clerk or by marking the mail "Restricted Delivery." A firm mailer must enter the proper fee in the correct column of the firm sheet and place the required endorsement on the mail. If a return receipt is requested, the correct block on Form 3811 must be checked to show that restricted delivery is also required. [S916.2.1]

### 7.3.2 After Mailing

The mailer may request restricted delivery after mailing by notifying the mailing post office in writing. The mailer must identify the article, including item number and addressee, and pay the service fee and communication costs required to effect restricted delivery. USPS failure to provide the service because delivery was made before the delivery office received the request is not grounds for a refund of the fee or communication costs. [S916.2.2]

## 7.4 Delivery

### 7.4.1 Conditions

Mail marked "Restricted Delivery" is delivered only to the addressee or to the person authorized in writing as the addressee's agent to receive the mail, subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#), and these exceptions:

- a. Mail for famous personalities and executives of large organizations is normally delivered to an agent authorized to sign for such mail.
- b. Mail for officials of executive, legislative, and judicial branches of the government of the United States or of the states and possessions and their political subdivisions, or to members of the diplomatic corps, may be delivered to a person authorized by the addressee or by regulations or procedures of the agency or organization to receive the addressee's mail.
- c. Mail for the commander, staff sections, or other officials of military organizations by name and title, is delivered to the unit mail clerk, mail orderly, postal clerk, assistant postal clerk, or postal finance clerk, when such individuals are designated on DD (Department of Defense) Form 285 to receipt for all mail addressed to the units for which they are designated. If the person accepting mail is designated on DD Form 285 to receipt for ordinary mail only, then restricted delivery mail addressed to the commander, or other official by name and title, is delivered to the mail clerk only if the addressee authorizes under [7.4.3](#).
- d. Mail for an inmate of a city, state, or federal penal institution, in cases where a personal signature cannot be obtained, is delivered to the warden or designee.
- e. Mail for minors or persons under guardianship may be delivered to their parents or guardians. [S916.3.1]

### 7.4.2 Identification

The USPS may require proof of identification from the addressee (or agent). [S916.3.2]

### 7.4.3 Agent Authorization

An addressee who regularly receives restricted delivery mail may authorize an agent on Form 3801 or by letter to the postmaster. The addressee must make the notation “this authorization is extended to include restricted delivery mail” on Form 3801 (in the area for signatures of authorized agents) or in the letter to the postmaster. Form 3849 may be left for the authorization if the post office has no standing delivery order or letter on file. The addressee may enter the name of the agent on the back of Form 3849 in the space provided and sign the form. The agent must sign for receipt of the article on the back of the form. [S916.3.3]

### 7.4.4 Joint Addressees

When mail is addressed to two or more persons jointly (as shown by the word “and” or symbol “&” connecting their names), all addressees or their agents are notified to be present to accept delivery together. The delivery receipt obtained and the return receipt, if any, must be signed by all joint addressees or their agents. The mail may then be delivered to any of the addressees or their agents unless one or more addressees or their agents object, in which case delivery is not made until all the addressees or their agents sign a statement designating who is to receive the mail. [S916.3.4]

### 7.4.5 Addressed “In Care Of”

Either person may sign for mail addressed to one person in care of another. [S916.3.5]

## 8.0 Return Receipt for Merchandise

### 8.1 Return Receipt for Merchandise Fees

#### 8.1.1 Fees

Fee, in addition to postage and other fees, per piece: \$3.00. [R900.24.0]

#### 8.1.2 Fee and Postage

The applicable fee for return receipt for merchandise service must be paid in addition to the correct postage and the fees for any other service selected. The fees and postage may be paid with stamps, meter stamps, or permit imprint. The fees and postage on official mail of federal government agencies and departments are collected under applicable reimbursement procedures. [S917.1.4]

### 8.2 Basic Information

#### 8.2.1 Description

Return receipt for merchandise service is a form of return receipt service that provides the sender with a mailing receipt and a return receipt. After delivery, the return receipt is mailed back to the sender. A delivery record is maintained by the Postal Service, but no record is kept at the office of mailing. A return receipt for merchandise also supplies the recipient’s actual delivery address if it is different from the address used by the sender. Mail using this service is dispatched and handled in transit as ordinary mail. This service does not include insurance coverage. A return receipt for merchandise may not be requested after mailing, and restricted delivery service is not available. [S917.1.1]

## 503.8.2.2

**8.2.2 Eligible Matter**

Return receipt for merchandise is available for merchandise sent as Priority Mail, Standard Mail pieces subject to the residual shape surcharge, and Package Services. [S917.1.2]

**8.2.3 Return Receipt for Merchandise for Standard Mail**

If return receipt for merchandise is requested for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in 244.2.0 for letters, 344.2.0 for flats, and 444.2.0 for parcels. If return receipt for merchandise is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (705.2.0). Use of precanceled stamps is not permitted with return receipt for merchandise. [P600.5.3]

**8.2.4 Additional Services**

The following services may be combined with return receipt for merchandise if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation.
- b. Insurance (for up to \$50).
- c. Parcel airlift service (PAL).
- d. Special handling. [S917.1.3]

**8.3 Mailing****8.3.1 Where to Mail**

A mailer must mail articles at a post office, branch, or station or give them to a rural carrier. Articles must not be placed in post office maildrops or in or on street collection boxes. They may be placed in, but not on, rural mailboxes. [S917.2.1]

**8.3.2 How to Mail**

A mailer can obtain Form 3804 and Form 3811 (return receipt) at the post office or from any rural carrier. Observe these procedures:

- a. Enter on the receipt part of the return receipt for merchandise, the name and complete address of the person or firm to whom the mail is addressed.
- b. Affix the numbered part of the gummed label from Form 3804 to the mailpiece.
- c. Place the correct endorsement on the address side. Enter the return receipt for merchandise number on Form 3811. Address the form to yourself and attach it to the front of the mailpiece. If the Form 3811 would cover the address, attach it to the back of the mailpiece. The name of the person to whom the return receipt is to be returned must be the same as that of the sender. If the return receipt is to show the address where the article was delivered, check the block at the top of Form 3811.
- d. Attach to the article, enough postage to pay for the postage rate desired, the return receipt for merchandise fee, and the special handling fee.



- e. Attach the return receipt for merchandise label to the address side of the article and give the completed receipt to a USPS employee. If asked to do so, the USPS employee must show on the receipt the time the article is accepted for mailing. If given to a rural carrier, the carrier returns the postmarked receipt to the customer.
- f. By signing the waiver on Form 3804, customers may instruct the USPS to deliver without obtaining a signature. This option allows the delivery employee to sign for the article on the first delivery attempt to the listed address, if the addressee or the addressee’s agent is not available to accept the shipment. Customers who waive the signature requirement must accept the delivery employee’s signature and date of delivery as proof of delivery. To waive the signature, detach both parts of the gummed label and attach to the mailpiece. [S917.2.2]

**8.3.3 Available Destinations**

Return receipt for merchandise mail may be addressed for delivery only in the United States and its territories and possessions, through Army/Air Force (APO) and Navy (FPO) post offices, or through the United Nations Post Office, New York. [S917.2.3]

**8.3.4 Form 3804**

Return receipt for merchandise mail must bear a barcoded brown Form 3804 (see Exhibit 8.3.4). The label part of the form and the endorsement “Return Receipt Requested” must be placed above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. [S917.2.4]

**Exhibit 8.3.4 Form 3804**

[Exhibit S917.2.4]

**8.3.5 Privately Printed Form 3804**

If authorized, a mailer may use a privately printed Form 3804. The privately printed form must be nearly identical in design and color to the USPS form with a barcode and human readable numbers that meet the USPS specifications in Publication 109. A minimum of three preproduction samples must be submitted to the business mail

## 503.8.3.6

entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer must print sample labels with barcodes to be certified under the technical requirements in Publication 109. [S917.2.5]

**8.3.6 Firm Sheet—Three or More Pieces**

If three or more return receipt for merchandise articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet), provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to return receipt for merchandise mail. The mailer must present the books with the articles to be mailed at a post office. The sheets of the books become the mailer's receipts. All entries made in firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line. [S917.2.6]

**8.3.7 Receipt Not Received**

A mailer who does not receive return receipt for merchandise service for which the mailer has paid may request information from the delivery record, at no additional charge, by using Form 3811-A. Any request must be filed within 2 years after the date of mailing. Mailers cannot request a delivery record unless the item originally was sent with return receipt for merchandise. [S917.2.7]

**8.4 Delivery**

Delivery of return receipt for merchandise mail is subject to [508.1.0, Recipient Options](#), and [508.2.0, Conditions of Delivery](#). [S917.3.0]

**9.0 Delivery Confirmation****9.1 Delivery Confirmation Fee****9.1.1 Fee**

Fee, in addition to postage and other fees, per piece:

| <b>Delivery Confirmation</b>                 |            | <b>Fee</b> |
|--|------------|------------|
| First-Class Mail (parcels only)              | Retail     | \$0.55     |
|  | Electronic | 0.13       |
| Priority Mail                                | Retail     | 0.45       |
|  | Electronic | 0.00       |
| Package Services (parcels only) <sup>1</sup> | Retail     | 0.55       |
|  | Electronic | 0.13       |
| Standard Mail <sup>2</sup>                   | Electronic | 0.13       |

1. No charge for Parcel Select electronic option.

2. Available only for pieces subject to the residual shape surcharge.

[R900.10.0]

### 9.1.2 Fees and Postage

The applicable Delivery Confirmation fee in 9.1.1 must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. Precanceled stamps are not permitted as postage payment. [S918.1.5]

## 9.2 Basic Information

### 9.2.1 Description

Delivery Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. Delivery Confirmation service is available only at the time of mailing. No record is kept at the office of mailing. Delivery Confirmation service does not include insurance, but insurance may be purchased as an additional service (see 9.2.6). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Delivery Confirmation. [S918.1.1]

### 9.2.2 Eligible Matter

Delivery Confirmation is available for First-Class Mail parcels defined in 401.1.0 as machinable (with no minimum weight), irregular, or outside parcels; for all Priority Mail pieces; for Standard Mail pieces subject to the residual shape surcharge (electronic option only); and for Package Services parcels defined in 401.1.0 as machinable, irregular, or outside parcels. For the purposes of using Delivery Confirmation with a First-Class Mail parcel or a Package Services parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in 9.2.2c for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under 401.1.0 and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece. [S918.1.2]

### 9.2.3 Electronic Option Delivery Confirmation for Standard Mail

If electronic option Delivery Confirmation is requested for all of the pieces in the mailing and the mailing consists of pieces of identical weight, then postage may be paid with metered postage or permit imprint under the applicable standards in 244.2.0 for letters, 344.2.0 for flats, and 444.2.0 for parcels. If electronic option Delivery Confirmation is not requested for all of the pieces in the mailing, or if the pieces are not identical weight, then either the exact metered postage must be affixed to each piece or postage must be paid with permit imprint under a manifest mailing system (705.2.0). Use of precanceled stamps is not permitted with Delivery Confirmation. [P600.5.2]

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**9.2.4 Ineligible Matter**

Delivery Confirmation is not available for the following:

- a. Express Mail and Periodicals pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Standard Mail pieces not subject to the residual shape surcharge and all Enhanced Carrier Route Standard Mail pieces.
- d. Package Services flat-size pieces.
- e. Mail paid with precanceled stamps.
- f. Mail addressed to APO/FPO destinations.
- g. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in [608.2.0](#), with the exception of Puerto Rico and the U.S. Virgin Islands. [S918.1.3]

**9.2.5 Service Options**

The two Delivery Confirmation service options are:

- a. Retail option: Available at post offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 toll-free and providing the article number.
- b. Electronic option: Available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided. [S918.1.4]

**9.2.6 Additional Services**

Delivery Confirmation may be combined with:

- a. Collect on delivery (COD).
- b. Insured mail.
- c. Registered Mail.
- d. Restricted delivery, if purchased with insurance for more than \$50, COD, or registry service.
- e. Return receipt, if purchased with insurance for more than \$50, COD, or registry service.
- f. Return receipt for merchandise.
- g. Special handling. [S918.1.6]

**9.2.7 Where to Mail**

A mailer may mail articles with retail option Delivery Confirmation at a post office, branch, or station, or give articles to a rural carrier. [S918.1.7]

**9.2.8 Firm Sheets—Three or More Pieces**

If three or more articles are presented for mailing at one time, the mailer may use Form 3877 provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The

mailer may omit columns from Form 3877 that are not applicable to Delivery Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books are the mailer's receipts. All entries made in firm sheets must be made by typewriter or ink. Alterations must be initialed by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests. [S918.1.8]

### 9.3 Labels

#### 9.3.1 Types of Labels

Mailers must use one of the label options shown below (for additional information see Publication 91, *Confirmation Services Technical Guide*):

- a. Form 152, obtained from the post office at no charge. This form may be used only with the retail option (see [Exhibit 9.3.1a, Form 152](#)).

#### Exhibit 9.3.1a Form 152



[Exhibit S918.2.1a]

503.9.3.1

- b. Label 314, available at no charge to electronic option mailers (see [Exhibit 9.3.1b, Label 314](#)).

**Exhibit 9.3.1b Label 314**



[Exhibit S918.2.1b]

- c. Privately printed barcoded labels that meet the requirements in 9.3 and 9.4 (see [Exhibit 9.3.1c](#)). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: "Priority Mail is a registered trademark of the U.S. Postal Service." [S918.2.1]

**Exhibit 9.3.1c Privately Printed Label**



[Exhibit S918.2.1c]

### 9.3.2 Label Placement

The barcoded label section of Label 314 or Form 152 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Delivery Confirmation label that is separate from the address label must be placed in close proximity to the address label. In all cases, the entire Delivery Confirmation label must be placed on the address side and not overlap any adjacent item. [S918.2.2]

## 9.4 Barcodes

### 9.4.1 Symbology

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (9.2.5a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 9.4.2. Barcodes also must meet the specifications in Publication 91.
- b. Effective January 31, 2005, mailers printing their own barcodes and using the electronic service option (9.2.5b) must use the UCC/EAN Code 128 barcode symbology. All new mailers must use this symbology. Through January 30, 2005, mailers printing their own barcodes and using the electronic service option may use one of the following barcode symbologies: UCC/EAN Code 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique PIC as specified in 9.4.2. Barcodes also must meet the specifications in Publication 91. Refer to 507.9.0 for Delivery Confirmation with Merchandise Return Service. [S918.3.1]

### 9.4.2 Package Identification Code (PIC)

Each barcode symbology must contain a unique PIC:

- a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:
  1. Application Identifier (AI): two characters; identifies the article as a Delivery Confirmation piece.
  2. Service Type Code (STC): two characters; identifies the type of product or service used for each item.
  3. Customer ID: nine characters; DUNS® number that uniquely identifies the customer.
  4. Package Sequence Number (PSN): eight characters; fixed sequential number.
  5. Modulus 10 Check digit: one character.
- b. For USS Code Interleaved 2 of 5, USS Code 39, and USS Code 128, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above. Additional information and specifications can be found in Publication 91. These symbologies do not use an Application Identifier (AI). [S918.3.2]

**9.4.3 Printing**

Labels printed by mailers must meet the following specifications:

- a. Each barcoded label must bear a unique Delivery Confirmation PIC barcode as specified in [9.4.2](#). The text “USPS DELIVERY CONFIRMATION” (if using retail service option, as specified in [9.2.5](#)) or “e/USPS DELIVERY CONFIRMATION” (if using electronic service option, as specified in [9.2.5](#), and the postage is evident on the mailpiece) must be printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans serif type. Additionally, mailers approved for the electronic service option, at their discretion, may print the text “ELECTRONIC RATE APPROVED #[DUNS® NUMBER]” in minimum 8-point bold sans serif type directly below the bottom horizontal identification bar (see [Exhibit 9.4.3](#)). Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91. A minimum 1/8-inch clearance must be between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 3/4 inch high. Minimum 1/16-inch bold bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the Delivery Confirmation barcode from other areas of the shipping label. The line length should extend across the width of the label but must extend the length of the barcode at a minimum (see [Exhibit 9.3.1c](#)). Only information relating to Delivery Confirmation and other extra services must be placed between these lines.
- b. Each barcode must meet the requirements in [9.4.1](#) for the type of service requested.
- c. Mailers must obtain USPS certification for each printer used to print barcoded Delivery Confirmation labels. For certification, a mailer must forward for evaluation and approval 20 barcoded labels/forms generated by each printer to the National Customer Service Center (NCSC), Attention Barcode Certification (see [608.8.0](#) for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with [9.3](#) and [9.4](#). Further certification instructions are included in Publication 91.



- d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications. [S918.3.3]

#### Exhibit 9.4.3 Electronic Service Option Identification



[Exhibit S918.3.3]

#### 9.4.4 Integrated Barcodes

An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine Delivery Confirmation and insurance services into a single barcode on the shipping label and eliminate multiple labels and barcodes on packages. Mailers must still meet existing specifications in 9.4.1 and 9.4.2. Minor modifications allow users to request multiple extra services on Priority Mail and Package Services. Two required changes are:

- a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.
- b. Change the service type code in the barcode to identify the class of mail and/or type of extra services combined with Delivery Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91.

[S918.3.4]

### 9.5 Electronic File Transmission

Mailers must meet the following standards for electronic file transmission:

- a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, the USPS will issue the mailer Form 3152.
- b. Mailers using the electronic option must transmit a file with a unique record for each article mailed. The USPS will contact the mailer if problems with the file are found and will try to resolve those problems. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail Delivery Confirmation fee.
- c. Mailers using the electronic option must include additional fields in the electronic file when planning to use the integrated barcode. For more information consult Publication 91. [S918.4.0]

503.9.6

**9.6 Acceptance**

Customers must meet the following requirements when presenting electronic option Delivery Confirmation mail for acceptance:

- a. Presorted or permit imprint mailings containing pieces for which fees are paid for Delivery Confirmation service must be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.
- b. Mailers who use the electronic option or print their own labels must submit a copy of the original Form 3152 with their first mailing using Confirmation Services (see exception in 9.6c). The business mail or detached mail entry unit office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with the standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the Postal Service, the form must be presented within 24 hours.
- c. Mailers of single-piece rate mail with postage affixed using the electronic option rate are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the Postal Service online shipping label application at [www.usps.com](http://www.usps.com) or labels generated from a third-party vendor or system that supports the electronic option rates. All labels must meet USPS format and design requirements, including the "e" (electronic rate) endorsement in the barcode text line. [S918.5.0]

**10.0 Signature Confirmation****10.1 Signature Confirmation Fees****10.1.1 Fee**

Available for First-Class Mail parcels, Priority Mail, and Package Services parcels. Fee, in addition to postage and other fees, per piece:

| Signature Confirmation          |            | Fee    |
|---------------------------------|------------|--------|
| First-Class Mail (parcels only) | Retail     | \$1.80 |
|                                 | Electronic | 1.30   |
| Priority Mail                   | Retail     | 1.80   |
|                                 | Electronic | 1.30   |
| Package Services (parcels only) | Retail     | 1.80   |
|                                 | Electronic | 1.30   |

[R900.26.0]

**10.1.2 Fees and Postage**

The applicable Signature Confirmation fee in [10.1.1](#) must be paid in addition to the correct postage. The fee and postage may be paid with postage stamps, meter stamps, or permit imprint. Precanceled stamps are not permitted as postage payment. [S919.1.6]

**10.2 Basic Information****10.2.1 Description**

Signature Confirmation service provides the mailer with information about the date and time an article was delivered and, if delivery was attempted but not successful, the date and time of the delivery attempt. A delivery record, including the recipient's signature, is maintained by the USPS and is available, via fax or mail, upon request. No acceptance record is kept at the office of mailing. Signature Confirmation service is available only at the time of mailing. Signature Confirmation service does not include insurance, but insurance may be purchased as an additional service (see [10.2.6](#)). Some statutes and regulations governing the mailing of documents with legal significance may require the use of Certified Mail or Registered Mail rather than Signature Confirmation. [S919.1.1]

**10.2.2 Eligible Matter**

Signature Confirmation is available for First-Class Mail parcels defined in [401.1.0](#) as machinable (with no minimum weight), irregular, or outside parcels; for all Priority Mail pieces; and for Package Services parcels defined in [401.1.0](#) as machinable, irregular, or outside parcels. For the purposes of using Signature Confirmation with a First-Class Mail parcel or a Package Services parcel, the parcel must meet these additional requirements:

- a. The surface area of the address side of the parcel must be large enough to contain completely and legibly the delivery address, return address, postage, and any applicable markings, endorsements, and extra service labels.
- b. Except as provided in [10.2.2c](#) for machinable parcels, the parcel must be greater than 3/4 inch thick at its thickest point.
- c. If the mailpiece is a machinable parcel under [401.1.0](#) and no greater than 3/4 inch thick, the contents must be prepared in a strong and rigid fiberboard or similar container or in a container that becomes rigid after the contents are enclosed and the container is secured. The parcel must be able to maintain its shape, integrity, and rigidity throughout processing and handling without collapsing into a letter-size or flat-size piece. [S919.1.2]

**10.2.3 Ineligible Matter**

Signature Confirmation is not available for the following:

- a. Express Mail, Periodicals, and Standard Mail pieces.
- b. First-Class Mail letter-size and flat-size pieces.
- c. Package Services flat-size pieces.
- d. Mail paid with precanceled stamps.
- e. Mail addressed to APO/FPO destinations.

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- f. Mail addressed to any U.S. territory, possession, or Freely Associated State listed in 608, with the exception of Puerto Rico and the U.S. Virgin Islands.

[S919.1.3]

**10.2.4 Service Options**

The two Signature Confirmation service options are:

- a. Retail option: Available at post offices at the time of mailing. A mailing receipt is provided. Mailers can access delivery information over the Internet at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811 toll-free and providing the article number.
- b. Electronic option: Available to mailers who establish an electronic link with the USPS to exchange acceptance and delivery data. No mailing receipt is provided. [S919.1.4]

**10.2.5 Proof of Delivery**

Proof of delivery information for Signature Confirmation is available as follows:

- a. Individual requests by article number can be retrieved at [www.usps.com](http://www.usps.com) or by calling 1-800-222-1811. A proof of delivery letter is provided via fax or mail.
- b. Bulk proof of delivery letters are available only to mailers using Signature Confirmation service electronic option or privately printed labels. Bulk proof of delivery letters can be obtained in CD-ROM or Signature Extract File formats. For additional information see Publication 80, *Bulk Proof of Delivery Program*.

[S919.1.5]

**10.2.6 Additional Services**

Signature Confirmation may be combined with:

- a. Collect on delivery (COD).
- b. Insured mail.
- c. Registered Mail.
- d. Restricted delivery, if purchased with insurance for more than \$50, COD, or registry service.
- e. Special handling. [S919.1.7]

**10.2.7 Where to Mail**

A mailer may mail articles with retail option Signature Confirmation at a post office, branch, or station, or give articles to a rural carrier. [S919.1.8]

**10.2.8 Firm Sheets—Three or More Pieces**

If three or more articles are presented for mailing at one time, the mailer may use Form 3877 provided by the USPS at no charge, or privately printed firm sheets. Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be used if approved by the local postmaster. The mailer may omit columns from Form 3877 that are not applicable to Signature Confirmation mail. Required elements are the package identification code (PIC), 5-digit destination ZIP Code, and applicable fees. If the mailer wants the firm sheets receipted by the USPS, the mailer must present the books with the articles to be mailed at a post office. The sheets of the books are the mailer's receipts. All entries

made in firm sheets must be made by typewriter or ink. Alterations must be initiated by the mailer and accepting postal employee. All unused portions of the addressee column must be obliterated with a diagonal line. A receipt is required for refund requests. [S919.1.9]

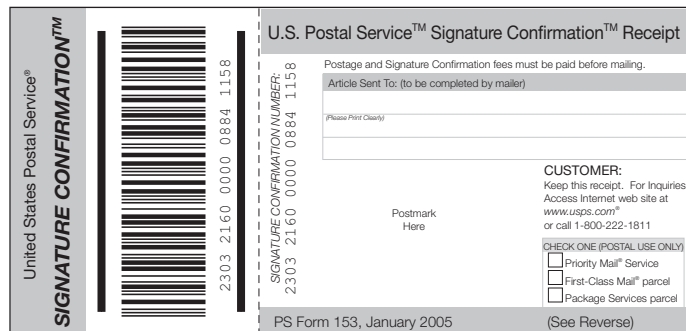
**10.3 Labels**

**10.3.1 Types of Labels**

Mailers must use one of the label options shown below (for additional information see Publication 91, *Confirmation Services Technical Guide*):

- a. Form 153, obtained from the post office at no charge. This form may be used only with the retail option (see [Exhibit 10.3.1a](#)).

**Exhibit 10.3.1a Form 153**



[Exhibit S919.2.1a]

503.10.3.1

- b. Label 315, available at no charge to electronic option mailers (see [Exhibit 10.3.1b](#)).

**Exhibit 10.3.1b Label 315**



[Exhibit S919.2.1b]

- c. Privately printed barcoded labels that meet the requirements in [10.3, Labels](#), and [10.4](#) (see [Exhibit 10.3.1c](#)). On the Priority Mail label, mailers must use the registered trademark symbol following the Priority Mail text or add the following statement at the bottom of the label in at least 6-point Helvetica type: “Priority Mail is a registered trademark of the U.S. Postal Service.” [S919.2.1]

**Exhibit 10.3.1c Privately Printed Label**



[Exhibit S919.2.1c]

### 10.3.2 Label Placement

The barcoded label section of Label 315 or Form 153 must be placed either above the delivery address and to the right of the return address or to the left of the delivery address. A privately printed Signature Confirmation label that is separate from a privately printed address label must be placed in close proximity to the address label. In all cases, the entire Signature Confirmation label must be placed on the address side of the mailpiece and not overlap any adjacent item. [S919.2.2]

## 10.4 Barcodes

### 10.4.1 Symbology

Labels printed by mailers must meet the following barcode symbology requirements:

- a. Mailers printing their own barcodes and using the retail service option (10.2.4a) must use the Automatic Identification Manufacturers' (AIM) Uniform Specifications for USS Code Interleaved 2 of 5 barcode symbology. Each barcode must contain a unique Package Identification Code (PIC) as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91.
- b. Effective January 31, 2005, mailers printing their own barcodes and using the electronic service option (10.2.4b) must use the UCC/EAN Code 128 barcode symbology. All new mailers must use this symbology. Through January 30, 2005, mailers printing their own barcodes and using the electronic service option may use one of the following barcode symbologies: UCC/EAN Code 128, USS Code Interleaved 2 of 5, USS Code 39, or USS Code 128. Each barcode must contain a unique PIC as specified in 10.4.2. Barcodes also must meet the specifications in Publication 91. [S919.3.1]

### 10.4.2 Package Identification Code (PIC)

Each barcode symbology must contain a unique PIC:

- a. For UCC/EAN 128, each barcode must contain a unique PIC and be made up of five fields totaling from 16 to 22 characters. Additional information and specifications can be found in Publication 91. The five required data fields are:
  1. Application Identifier (AI): two characters; identifies the barcode as a postal barcode.
  2. Service Type Code (STC): two characters; identifies the type of product or service used for each item.
  3. Customer ID: nine characters; DUNS® number that uniquely identifies the customer.
  4. Package Sequence Number (PSN): variable from two to eight numbers.
  5. Modulus 10 Check digit: one character. See Publication 91 for use of the concatenated barcode for routing purposes.
- b. For USS Code Interleaved 2 of 5, USS Code 39, and USS Code 128, each barcode must contain a unique PIC and be made up of four fields totaling 20 characters. The four required data fields are fields 2 through 5 above with a fixed sequential number of 8 digits. Additional information and specifications can be found in Publication 91. These symbologies do not use an Application Identifier (AI). [S919.3.2]

### 10.4.3 Printing

Labels printed by mailers must meet the following specifications:

- a. Each barcoded label must bear a return address and a unique Signature Confirmation PIC barcode as specified in 10.4.2. The text “USPS SIGNATURE CONFIRMATION” (if using retail service option, as specified in 10.2.4) or “e/USPS SIGNATURE CONFIRMATION” (if using electronic service option, as specified in 10.2.4, and the postage is evident on the mailpiece) must be printed between 1/8 inch and 1/2 inch above the barcode in minimum 12-point bold sans serif type. Additionally, mailers approved for the electronic service option, at their discretion, may print the text “ELECTRONIC RATE APPROVED #[DUNS<sup>®</sup> NUMBER]” in minimum 8-point bold sans-serif type directly below the bottom horizontal identification bar (see Exhibit 10.4.3c). Human-readable characters that represent the barcode ID must be printed between 1/8 inch and 1/2 inch under the barcode in minimum 10-point bold sans serif type. These characters must be parsed in accordance with Publication 91. A minimum 1/8-inch clearance must be maintained between the barcode and any printing. The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 3/4 inch high. Minimum 1/16-inch bold bars must appear between 1/8 inch and 1/2 inch above and below the human-readable endorsements to segregate the Signature Confirmation barcode from other areas of the shipping label. The line length should extend across the width of the label but must extend the length of the barcode at a minimum (see Exhibit 10.3.1c). Only information relating to Signature Confirmation and other extra services must be placed between these lines.
- b. Each barcode must meet the requirements in 10.4.1 for the type of service requested.
- c. Mailers must obtain USPS certification for each printer used to print barcoded Signature Confirmation labels. For certification, a mailer must forward for evaluation and approval 20 barcoded labels/forms generated by each printer to the National Customer Support Center (NCSC), Attention Barcode Certification (see 608.8.0 for address). The USPS will issue the mailer a Form 3152 for each printer certified. All barcodes must be in accordance with 10.3, *Labels*, and 10.4. Further certification instructions are included in Publication 91.

#### Exhibit 10.4.3c Electronic Service Option Identification



[Exhibit S919.3.3]



- d. Barcodes that do not meet specifications will not be accepted by the USPS. The USPS will contact the mailer if problems with the barcodes are found and will try to resolve the problem. The USPS may suspend a mailer's certification if electronic file quality does not meet specifications.
- e. Mailers who have previously received certification for label printing under the Delivery Confirmation program are not required to obtain any additional certification to use Signature Confirmation. [S919.3.3]

#### 10.4.4 Integrated Barcodes

An integrated barcode may be used by mailers printing their own barcodes and using the electronic service option. Mailers may combine Signature Confirmation and insurance services into a single barcode on the shipping label and eliminate multiple labels and barcodes on packages. Mailers must still meet existing specifications in 10.4.1 and 10.4.2. Minor modifications allow users to request multiple extra services on Priority Mail and Package Services. Two required changes are:

- a. Change the text above the barcode to identify the service requested. Exhibits are included in Publication 91.
- b. Change the service type code in the barcode to identify the class of mail and/or type of extra services combined with Signature Confirmation. Additional information on the Service Type Code Matrix can be found in Publication 91. [S919.3.4]

### 10.5 Electronic File Transmission

Mailers must meet the following standards for electronic file transmission:

- a. Publication 91 contains specifications for electronic file transmission. A test file transmission must be uploaded and approved before mailings begin. Upon certification, USPS will issue the mailer Form 3152.
- b. Mailers using the electronic option must transmit a file with a unique record for each article mailed. The USPS may suspend a mailer's certification if the electronic file quality does not meet specifications. In addition, USPS acceptance units will be notified to charge the customer the retail option Signature Confirmation fee.
- c. Mailers who previously received certification for electronic file transmission under the Delivery Confirmation program are not required to obtain an additional certification for Signature Confirmation use.
- d. Mailers using the electronic option must include additional fields in the electronic file when planning to use the integrated barcode. For more information see Publication 91. [S919.4.0]

### 10.6 Acceptance

Customers must meet the following requirements when presenting electronic option Signature Confirmation mail for acceptance:

- a. Presorted or permit imprint mailings containing pieces for which fees are paid for Signature Confirmation service must be presented to a post office business mail entry unit (BMEU), detached mail unit (DMU) at the mailer's plant, bulk mail

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center or auxiliary service facility business mail entry unit, or other postal facility capable of properly verifying the mailing and at which the mailer has obtained the necessary permits or license and paid any applicable mailing fee.

- b. Mailers who use the electronic option or print their own labels must submit a copy of their original Form 3152 with their first mailing using Confirmation Services (see exception in 10.6c). The business mail or detached mail entry unit office will retain a copy of the form. However, mailers who wish to obtain an electronic entry scan must submit Form 3152 with each mailing to include the electronic file number associated with that mailing. The electronic file number on the form must be in either a barcode format (preferred) or written on the form. All barcode formats must comply with standards in Publication 91. Mailers should keep the certification form on file while using Confirmation Services. If requested by the USPS, the form must be presented within 24 hours.
- c. Mailers of single-piece rate mail with postage affixed using the electronic option rate are not required to submit Form 3152 with their initial mailing. This includes mailings generated from the Postal Service online shipping label application at [www.usps.com](http://www.usps.com) or labels generated from a third-party vendor or system that supports the electronic option rates. All labels must meet USPS format and design requirements, including the “e” (electronic rate) endorsement in the barcode text line. [S919.5.0]

11.0 Collect on Delivery (COD)

11.1 Collect on Delivery Fees

11.1.1 Fee

Fee, in addition to postage and other fees, per piece:

| <b>Amount to be collected or insurance coverage desired, whichever is higher<sup>1</sup></b> | <b>Fee</b> |
|--|------------|
| \$0.00 to \$50   | \$4.50     |
| 50.01 to 100   | 5.50       |
| 100.01 to 200  | 6.50       |
| 200.01 to 300  | 7.50       |
| 300.01 to 400  | 8.50       |
| 400.01 to 500  | 9.50       |
| 500.01 to 600  | 10.50      |
| 600.01 to 700  | 11.50      |
| 700.01 to 800  | 12.50      |
| 800.01 to 900  | 13.50      |
| 900.01 to 1,000  | 14.50      |
| <b>Additional COD Services</b>   | <b>Fee</b> |
| Restricted delivery <sup>2</sup>   | \$3.50     |
| Notice of nondelivery  | 3.00       |
| Alteration of COD charges or designation of new addressee                                    | 3.00       |
| Registered COD <sup>3</sup>  | 4.00       |

1. For Express Mail COD shipments valued at \$100 or less, the COD fee charged is based on the amount to be collected. Express Mail insurance automatically provides up to \$100 merchandise insurance.
2. Not available with Express Mail COD.
3. Regardless of amount to be collected or insurance value.

[R900.8.0]

11.1.2 Fee and Postage

The applicable COD fee must be paid in addition to the correct postage and the fees for other services requested. The amount to be collected or the amount of insurance coverage desired, whichever is higher, determines the COD fee. The fees for COD service include insurance against loss, rifling, or damage to the article or failure to receive a postal money order or the recipient's check. Postal liability for failure to receive the recipient's check or a postal money order is limited to loss in transit.

[S921.1.5]

11.2 Basic Information

11.2.1 Description

Any mailer may use collect on delivery (COD) service to mail an article for which the mailer has not been paid and have its price and the cost of the postage collected from the recipient. The recipient has the option to pay the COD charges using either cash or personal check. Only one form of payment may be used for a single mailpiece. If the recipient pays the amount due by check payable to the mailer, the USPS forwards the check to the mailer. If the recipient pays the amount due in cash,

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the USPS collects the money order fee(s) from the recipient and sends a postal money order(s) to the mailer. The amount collected from the recipient may not exceed \$1,000. COD service provides the mailer with a mailing receipt. The Postal Service maintains a record of delivery (which includes the recipient's signature) for a specified period of time. Customers may obtain a delivery record by purchasing return receipt service. See 6.0 for details. [S921.1.1]

**11.2.2 Eligible Matter**

COD service may be used for Express Mail, First-Class Mail, Priority Mail, and any Package Services subclass if:

- a. The mail has the complete names and addresses of the mailer and addressee.
- b. The mailer guarantees to pay any return postage, unless otherwise specified on the mail.
- c. The goods shipped are ordered by the addressee. [S921.1.2]

**11.2.3 Additional Services**

Purchasing COD service allows customers to then purchase restricted delivery service or a return receipt. The following additional services may be combined with COD if the applicable standards for the services are met and the additional service fees are paid:

- a. Delivery Confirmation (not available with Express Mail COD).
- b. Registered Mail.
- c. Signature Confirmation (not available with Express Mail COD).
- d. Special handling. [S921.1.4]

**11.2.4 Registered COD Mail**

Sealed domestic mail of any class bearing First-Class postage may be sent as registered COD mail. Such mail is handled the same as other Registered Mail. The maximum amount collectible from the recipient on an individual parcel is \$1,000. Indemnity may be purchased up to the registry limit of \$25,000 by paying the applicable registry fee for the value declared. The total fees charged for registered COD service include the proper registry fee for the value declared plus the registered COD fee. The mailer must declare the full value of the article being mailed, regardless of the amount to be collected from the recipient. The registered label and the COD form must be affixed to each article. The registration number is used for delivery receipt and indemnity claims. [S921.1.8]

**11.2.5 Express Mail COD**

Any article sent COD also may be sent by Express Mail next day and second day service. Such mail is handled in the same manner as other Express Mail. The maximum amount collectible from the addressee on an individual article is \$1,000, and indemnity for failure to collect or issue payment is limited to \$1,000. Express Mail postage and the proper COD fees must be paid. Both the Express Mail label and COD form must be affixed to each article. The Express Mail article number is used for delivery receipt and indemnity claims. [S921.1.9]

**11.2.6 Ineligible Matter**

COD service may not be used for:

- a. Collection agency purposes.
- b. The return of merchandise about which some dissatisfaction arises, unless the new addressee consents in advance to such return.
- c. The mailing of only bills or statements of account, even with the addressee's consent. If a legitimate COD shipment of merchandise is mailed, the balance due on a past or expected transaction may be included in the charges on a COD article, if the addressee consents in advance to such action. In such a case, USPS indemnity is limited to the value of the article lost or damaged, not the full COD charges to be collected.
- d. Moving-picture films mailed by exhibitors to moving-picture manufacturers, distributors, or exchanges. Such films may be sent as insured mail or, if sealed, as registered First-Class Mail.
- e. Articles sent to or from an APO or FPO address, including official mail and shipments to Armed Forces agencies. [S921.1.3]

#### **11.2.7 Altering COD Charges or Address**

The mailer of a COD package may alter the COD charges or direct delivery to a new addressee by filing a request with the postmaster at the office of address and paying the applicable fee. The request must show the post office and date of mailing, the COD number, the name and address of addressee shown on form, the name and address of new addressee if applicable, and the new COD charges or delivery to be made without collecting COD charges. [S921.1.6]

#### **11.2.8 Notice to Mailer**

A mailer wanting a notice of undelivered COD mail must request Form 3849-D by checking the proper box on the COD form. The request may also be placed on the address label. It must appear conspicuously, directly under the return name and address of the mailer and separate from other instructions, as follows: "Form 3849-D Requested." A mailer's request may include directions to send the notice to the mailer or designated representative. When the mailer's representative is designated, the representative's name and local or nearby address must be shown in a bordered space with instructions, reading: "Do not deliver to mailer's designated representative without collecting COD charges," or "Deliver without collecting COD charges to mailer's designated representative." [S921.1.7]

**11.3 Forms**

**11.3.1 Form 3816**

Mailers must complete barcoded Form 3816 (see [Exhibit 11.3.1](#)) and attach it either above the delivery address and to the right of the return address, or to the left of the delivery address on parcels. If more than three articles are sent at a time, the mailer may use Form 3816-AS. [S921.2.1]

**Exhibit 11.3.1 Form 3816**

| <b>DELIVERY EMPLOYEE - Remove Copies 1 &amp; 2 at Time of Delivery</b>   |   |  |                       |
|--|---|--|-----------------------|
| Collect the amount shown below if customer pays by CHECK made payable to the mailer.   |   | Collect the amount shown below if customer pays in CASH (includes MO fee). |                       |
| Check Amount \$  |   | Cash Amount \$   |                       |
| <input type="checkbox"/> Registered Mail <input type="checkbox"/> Express Mail <input type="checkbox"/> Form 3849-D Requested                            |   | <b>COD</b>   |                       |
| Date of Mailing  | <input type="checkbox"/> Remit COD Charges to Sender via Express Mail | EMCA No.   |                       |
| <b>FROM:</b>   |   | <b>TO:</b>   |                       |
| Delivered By   | Date Delivered  | Received By: <i>(Print Name and Sign)</i>                                  |                       |
| Check Number   | MO Number   | Date Payment Sent to Mailer  | Date Form 3849-D Sent |
| PS Form 3816, December 2004  |   | <b>Copy 1 - Delivery Unit</b>  |                       |
| 1. DO NOT allow the recipient (addressee or agent) to examine the contents before payment.<br>2. DO NOT deliver this article until payment is collected. |   | 3. If payment is by check, enter check number above                        |                       |

[Exhibit S921.2.1]

**11.3.2 Privately Printed Form 3816-AS**

If authorized, a mailer may use a privately printed Form 3816-AS. The privately printed form must be nearly identical in design and color to postal-provided forms, with COD article numbers that can be read by automated postal equipment. A minimum of three preproduction samples must be submitted to the business mail entry manager serving the mailer's location for review by the mailpiece design analyst. Once approved, the mailer is provided a block of COD numbers to be used. [S921.2.2]

**11.3.3 Nursery Stock**

A firm that mails nursery stock (the sender) may print special COD forms if the forms have instructions for disposing of shipments not delivered immediately, include a remittance coupon to be returned with the money order or recipient's check, and meet these conditions:

- a. If the firm does not want the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form (1), and on the remittance coupon (2), should read as follows:

1. "If recipient refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and, if no reply is received in 30 days, destroy parcel. See remittance coupon for further instructions."
  2. "Return this coupon with money order. If parcel is delivered without collection of charges, or is destroyed after 30 days, check disposition and send coupon to sender in penalty envelope."
    - Delivered to addressee without collecting charges.
    - Destroyed after 30 days.
- b. If the firm wants the undeliverable parcel disposed of to the highest bidder, the firm's instructions on the back of the delivery office part of the COD form (1), and on the remittance coupon (2), should read as follows:
1. "If addressee refuses to pay charges for any reason, deliver at once without collecting the charges. Notify sender at once if parcel is not delivered and if no reply is received in 30 days, sell to highest bidder and remit proceeds, less commission. If sale cannot be made, destroy parcel. See remittance coupon for further instructions."
  2. "Return this coupon with money order or addressee's check. If parcel is delivered without collection of charges, is destroyed after 30 days, or is sold, check disposition and send coupon to sender in penalty envelope."
    - Delivered to addressee without collecting charges.
    - Destroyed after 30 days.
    - Sold for \$\_\_\_\_ remittance, less commission, herewith.

[S921.2.3]

## 11.4 Mailing

### 11.4.1 Identifying Number

COD articles are identified by a number that appears on each section of the COD form. When Express Mail COD service is used, the mailer must place the completed Express Mail label and the COD form on the front of the article. The Express Mail article number is used for delivery receipt and indemnity claims. When registered COD mail service is used, the mailer must place the completed registered label and the COD form on the front of the article. The registration number is used for delivery receipt and indemnity claims. [S921.3.1]

### 11.4.2 Numbering for Large Volumes

A mailer who regularly mails a large volume of COD mail must ensure that a unique COD number is used for each article mailed. [S921.3.2]

### 11.4.3 Completing COD Forms

The mailer must securely affix a COD form to each COD article. The form must show article number, names and addresses of mailer and recipient, amount due mailer, and amount of money order fee necessary to make remittance. The USPS is not responsible for errors that a mailer makes in stating the charges to be collected. The mailer may use USPS forms or privately printed forms approved by the USPS. The

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information required on the COD form must be handwritten with ink, typewritten, or computer printed. The mailer may not stipulate “Cash Only” on the COD form.

[S921.3.3 and S921.3.4]

**11.4.4 Addressing Forms**

The name and address of the person to whom the remittance is to be sent must appear in the proper spaces on the COD form and in the return address area on the COD article itself, with the postal endorsements for return if undeliverable. The return address on the COD form must be the same as the return address on the COD article, except that a mailer using a privately printed COD form may print a different address on the remittance coupon where payments are to be sent. The mailer's address where undeliverable articles are to be returned must appear on the other parts of the form. Only domestic addresses may be used. [S921.3.5]

**11.4.5 Receipt**

A mailer of one or two parcels per mailing receives a section of Form 3816 as a receipt. If three or more COD articles are presented for mailing at one time, the mailer may use Form 3877 (firm sheet), provided by the USPS at no charge, or privately printed firm sheets. (Privately printed or computer-generated firm sheets that contain the same information as Form 3877 may be approved by the local postmaster; the mailer may omit columns from Form 3877 that are not applicable to COD mail.) The mailer submits the forms in duplicate and receives one copy of the postmarked form as a mailing receipt after the entries are verified by the postal employee accepting the mailing. All entries made on firm sheets must be made by typewriter, ink, or ballpoint pen. Alterations must be initialed by the mailer and accepting employee. All unused portions of the addressee column must be obliterated with a diagonal line. [S921.3.6]

**11.4.6 Where to Mail**

COD mail must be mailed at a post office, station, or branch or through a rural carrier or a nonpersonnel rural unit. It may not be placed in a post office maildrop or in or on a street letterbox. It may be placed in, but not on, a rural mailbox. [S921.3.7]

**11.4.7 Rural Carriers**

COD articles may be given to rural carriers for mailing. The articles must be prepared properly and stamps for the required postage and fees affixed. If the mailer wants insurance for an amount more than the COD amount to be collected, that amount must be shown. The USPS assumes no responsibility for any article or money left in a rural mailbox until the carrier issues a receipt. Customers at nonpersonnel rural units must meet the rural carrier at the unit for COD service. [S921.3.8]

**11.4.8 Delays**

Mailers may report delays in remittance (more than 60 days for domestic mailings) to the Postal Inspection Service, giving all necessary particulars. [S921.3.9]

**11.5 Delivery**

Delivery of COD mail is subject to [508.1.0](#), [Recipient Options](#), and [508.2.0](#), [Conditions of Delivery](#). Except for Express Mail COD, a postmaster may restrict delivery of COD mail if the amount to be collected makes the carrier a potential target for theft or if previous experience indicates that the addressee will be



unavailable to receive the article at the time of delivery. If payment is by check, the recipient's check, made payable to the mailer, may be accepted by the USPS employee upon the recipient's presentation of adequate identification. If payment is made by cash, in addition to the COD amount a money order fee is collected from the recipient. [S921.4.0]

## 12.0 Special Handling

### 12.1 Fees for Special Handling

#### 12.1.1 Fees

Fee, in addition to postage and other fees, per piece:

| Weight                  | Fee    |
|-------------------------|--------|
| Not more than 10 pounds | \$5.95 |
| More than 10 pounds     | 8.25   |

[R900.27.0]

#### 12.1.2 Fee and Postage

The applicable special handling fee must be paid in addition to postage for each addressed piece for which special handling service is desired. Except for official mail, the special handling fee must be paid at the time of mailing. For official mail, the special handling fee is collected under established reimbursement procedures.

[S930.1.5]

### 12.2 Basic Information

#### 12.2.1 Description

Special handling service provides preferential handling, but not preferential delivery, to the extent practicable in dispatch and transportation. The service does not itself insure the article against loss or damage. Special handling service is mandatory for material that requires extra care in handling, transportation, and delivery. [S930.1.1]

#### 12.2.2 Availability

Special handling service is available only for First-Class Mail, Priority Mail, and Package Services. [S930.1.2]

#### 12.2.3 Additional Services

The following extra services may be combined with special handling if the applicable standards for the services are met and the additional service fees are paid:

- a. COD.
- b. Delivery Confirmation.
- c. Insurance.
- d. PAL (for Package Services only).
- e. Return receipt for merchandise.
- f. Signature Confirmation. [S930.1.3]

503.12.2.4

**12.2.4 Bees and Poultry**

Unless sent at the First-Class Mail or Priority Mail rates, special handling is required for parcels containing honeybees or baby poultry. Under 601.9.3.8, only queen honeybees may be shipped by aircraft. Check with your local post office for mailability prior to mailing honeybees other than queen honeybees at First-Class Mail or Priority Mail rates. [S930.1.4]

**12.2.5 Marking**

The marking “Special Handling” must appear prominently above the address and to the right of the return address on each piece for which special handling service is requested. [S930.1.6]

**12.2.6 Nonmachinable Parcel Post**

The Parcel Post nonmachinable surcharge is not charged on parcels sent special handling. [S930.1.7]

13.0 Confirm

**13.1 Confirm Fees**

**13.1.1 Fee**

Fee, in addition to postage and other fees:

| Subscription Level | Subscription Fee and Term | Additional ID Code Fee and Term | Additional Scans Fee and Number      |
|--------------------|---------------------------|---------------------------------|--------------------------------------|
| Silver             | \$2,000<br>3 months       | \$500 each<br>3 months          | \$500<br>block of<br>2 million scans |
| Gold               | \$4,500<br>12 months      | \$500 each<br>3 months          | \$750<br>block of<br>6 million scans |
| Platinum           | \$10,000<br>12 months     | \$500 each<br>3 months          | NA                                   |

[R900.9.0]

**13.1.2 Fees and Postage**

The Confirm subscription fees as defined in 13.2.7 and shown in 13.1.1 must be paid in advance. These subscription fees are in addition to other postage and fees. [S941.1.8]

**13.1.3 Deposit**

The class of mail and rate claimed and the postage payment method used determine the point of deposit or entry. [S941.1.9]

**13.2 Basic Information**

**13.2.1 Description**

Confirm is a service that provides an authorized subscriber with data electronically collected from the optical scanning of specially barcoded mailpieces as they pass through certain automated mail processing operations. Scanned data can include the postal facility where such pieces are processed, the postal operation used to

process the pieces, the date and time when the pieces are processed, and the numeric equivalent of two barcodes that help to identify the specific pieces. Any piece intended to generate scanned data must meet the appropriate physical characteristics and standards in 13.0, although not every properly prepared piece is guaranteed such data or complete data. Confirm does not provide proof of delivery. [S941.1.1]

### 13.2.2 Available Service and Handling

Confirm is available only to authorized subscribers as described in 13.2.3. Service applications are described in 13.2.6 and subscription levels in 13.2.7. Confirm may be used for one or more pieces in a mailing. Mail prepared for Confirm is dispatched and handled in transit as ordinary mail unless combined with a service available for the class of mail and rate claimed that requires different handling. [S941.1.2]

### 13.2.3 Authorization

Confirm requires USPS authorization after applicable fees are paid and technical requirements for certification are met. For certification, a mailer must submit for evaluation and approval mailpieces bearing both PLANET Code barcodes and POSTNET barcodes to the National Customer Support Center (see 608.8.0 for address). Certification also includes, if applicable, evaluation and approval of the electronic format and uploading of the Advance Shipping Notice (ASN) file and the associated shipment identification barcode printed on required documentation accompanying mailings. Confirm may be used only after authorization is received, and information generated from the service is provided only if the standards for participation are met. [S941.1.3]

### 13.2.4 Availability

Confirm is available to authorized subscribers for tracking automation-compatible letter-size or flat-size mail in the following classes:

- a. First-Class Mail (including Priority Mail).
- b. Periodicals.
- c. Standard Mail.
- d. Package Services. [S941.1.4]

### 13.2.5 Additional Services

Confirm does not preclude or require the use of any extra service available for the class of mail and rate claimed. [S941.1.5]

### 13.2.6 Service Applications

Two service applications are available:

- a. Origin Confirm for incoming mail. This use notifies the subscribing mailer of various movements of individual reply pieces, such as business reply mail being returned by customers, before delivery to the Confirm subscriber.
- b. Destination Confirm for outgoing mail. This use notifies the subscribing mailer of various movements of individual pieces, such as letter-size or flat-size pieces in a specific mailing, from the entry of the mailing to final automated processing steps of the pieces before delivery to the destination address. [S941.1.6]

### **13.2.7 Subscription Levels**

Confirm is available in three distinct subscription levels as defined below. A mailer may subscribe to one or more of these levels at the same time, at different times, or at overlapping times:

- a. *Silver Subscription.* The Silver subscription level has a term of 3 consecutive months, includes one five-digit identification code assigned by the USPS, and provides up to 15 million scans. A mailer subscribing to this level may also:
  1. License additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.
  2. License additional scans in blocks of 2 million scans at any time before the underlying subscription expires. Unused scans expire at the end of the subscription term.
- b. *Gold Subscription.* The Gold subscription level has a term of 12 consecutive months, includes one five-digit identification code assigned by the USPS, and provides up to 50 million scans. A mailer subscribing to this level may also:
  1. License additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first.
  2. License additional scans in blocks of 6 million scans at any time before the underlying subscription expires. Unused scans expire at the end of the subscription term.
  3. Raise the subscription level to a Platinum subscription level at any time before the expiration of the Gold subscription by paying the difference of the respective subscription fees. This change in service level does not extend the term of the underlying initial subscription.
- c. *Platinum Subscription.* The Platinum subscription level has a term of 12 consecutive months, includes three five-digit identification numbers assigned by the USPS, and provides an unlimited number of scans. A mailer subscribing to this level may also license additional identification codes for a term of 3 consecutive months or until the expiration of the underlying subscription, whichever occurs first. [S941.1.7]

## **13.3 Barcodes**

### **13.3.1 General Barcode Requirement**

At the time of mailing, each piece in a mailing that is intended to generate Confirm information must bear a PLANET Code barcode. The USPS does not apply subscriber PLANET Code barcodes to mail after deposit by the subscriber. The use of POSTNET barcodes, which must meet the applicable specifications in [708.4.0](#), is as follows:

- a. Origin Confirm pieces must bear both a PLANET Code barcode and a POSTNET barcode at the time of mailing. For business reply mail, the POSTNET barcode must correspond to the subscriber's business reply mail

ZIP+4 codes assigned by the USPS under [507.8.0](#). For all other reply mail, the POSTNET barcode must correspond to the appropriate 5-digit ZIP Code, ZIP+4 code, or delivery point code for the delivery address.

- b. Destination Confirm pieces must bear a PLANET Code barcode and, if required by the rate claimed at the time of mailing, an appropriate POSTNET barcode that corresponds to the delivery address. If a POSTNET barcode is not required by the rate claimed, the mailer has the option to apply the POSTNET barcode to such pieces for optimal Confirm information if the barcode correctly corresponds to the delivery address. [S941.2.1]

### 13.3.2 POSTNET Barcode

The type of POSTNET barcode (e.g., ZIP+4 barcode or delivery point barcode) and the placement of the barcode on a Confirm piece must meet the standards for the rate claimed. If two POSTNET barcodes are applied to the same piece, they must meet these standards:

- a. Only one POSTNET barcode may be used in the address block as provided in [13.3.6](#).
- b. The second POSTNET barcode must be placed outside the address block in a position meeting the applicable standards in [708.4.0](#) for letter-size mail or flat-size mail. [S941.2.2]

### 13.3.3 PLANET Code Barcode Use

Only one PLANET Code barcode may appear on a Confirm piece. For letter-size mail, the PLANET Code barcode may be placed in any position permitted in [708.4.0](#) for a POSTNET barcode except the lower right corner barcode clear zone. For flat-size mail, the PLANET Code barcode may appear in any position of the piece permitted for a POSTNET barcode in [708.4.0](#). Any PLANET Code barcode printed on mail for Confirm information must:

- a. Be generated by the method used to receive USPS barcode certification during the application process in [13.2.3](#).
- b. Meet the barcode specifications in [13.3.4](#).
- c. Meet the format specifications in [13.3.5](#). [S941.2.3]

### 13.3.4 PLANET Code Barcode Specifications

The PLANET Code barcode symbology, which is the inverse of the POSTNET barcode symbology, uses a unique combination of three tall and two short bars to define each digit from 0 to 9. PLANET Code barcodes must meet the same dimensional specifications (including pitch, tilt, and baseline positioning) and print specifications (including reflectance) as required in [708.4.0](#) for POSTNET barcodes and in Publication 197, *Customer Guide to Confirm Service*. Publication 197 is available from the National Customer Support Center (see [608.8.0](#) for address). [S941.2.4]

### 13.3.5 PLANET Code Barcode Format

PLANET Code barcodes must meet the following format standards required in Publication 197 for service type:

- a. Origin Confirm mailpieces (incoming reply mail) require these data fields in the following order from left to right:
  1. Mailpiece type identification: two digits; identifies type of reply mail (courtesy reply mail, business reply mail (BRM), or Qualified BRM) and physical characteristic of piece (letter, card, or flat); defined by USPS.
  2. Customer identification: nine or eleven digits; identifies mailpiece; defined by subscriber.
  3. Check digit: one digit; defined as the number which, when added to the sum of the other digits in the barcode, results in a total that is a multiple of 10.
- b. Destination Confirm mailpieces (outgoing mail) require these data fields in the following order from left to right:
  1. Mailpiece type identification: two digits; identifies class of mail and physical characteristic of piece (letter, card, or flat); defined by USPS.
  2. Identification code: five digits; identifies mailer; assigned by USPS.
  3. Mailing: four (or six) digits; identifies specific mailing; defined by subscriber.
  4. Check digit: one digit; defined as the number which, when added to the sum of the other digits in the barcode, results in a total that is a multiple of 10. [S941.2.5]

### **13.3.6 Address Block Barcoding**

If both a PLANET Code barcode and a POSTNET barcode are used as part of the delivery address block, the following standards must be met:

- a. One barcode must be placed in the upper part of the address block in one of two positions:
  1. Between the top address line (the first line of the delivery address block usually containing the recipient's name or attention line) and any keyline, optional endorsement line, or carrier route information line directly above the top address line.
  2. Directly above any keyline, optional endorsement line, or carrier route information line that is directly above the top address line.
- b. The other barcode must always be placed directly below the bottom address line (the city, state, and ZIP Code line).
- c. Both barcodes must maintain a minimum clearance of 1/25 inch directly above and below the barcodes.
- d. The entire address block must be placed on the piece under the applicable standards in [708.4.0](#). The barcodes and address block, along with any keyline, optional endorsement line, or carrier route information line, must maintain the other applicable minimum clearances under [708.4.0](#), including clearances for inserts in window envelopes. [S941.2.6]

### **13.3.7 Reply Mail Barcodes**

Reply pieces prepared for the Origin Confirm service application under [13.2.6](#) must meet any applicable format and barcode standards as follows:

- a. For business reply mail (BRM), [507.8.0](#).
- b. For Qualified BRM, [507.8.0](#).
- c. For courtesy reply mail (CRM), [202](#) for letters, [302](#) for flats. [S941.2.7]

## 13.4 Advance Shipping Notice

### 13.4.1 Purpose

Every mailing for which Destination Confirm information is desired requires the electronic submission of an Advance Shipping Notice (ASN), in a specific file format, before or at the time of the mailing. This electronic notice enables the USPS to match mailing data provided by the mailer with actual scans taken on Confirm pieces in the mailing and to generate various reports for analysis from the matched data. A test file transmission must be uploaded and approved before Confirm mailings may be made as provided in [13.2.3](#). [S941.3.1]

### 13.4.2 Data Format

The ASN data file is a single data file in comma-delimited flat file format. Each record is made up of a single row of data consisting of 16 data elements (fields) as defined in Publication 197. ASN data include specific mailer-generated information about each Destination Confirm mailing, such as drop location, drop date, mailer identification, volume, presort level, and number of pieces bearing PLANET Code barcodes. [S941.3.2]

### 13.4.3 Shipment ID Barcode

In addition to an electronic ASN transmission for each mailing, an ASN Shipment ID barcode (used as a shipment identification) must be printed on the documentation accompanying the mailing. This documentation is either Form 8125 for mail prepared as a plant-verified drop shipment or Form 3152-A for mail entered and verified at a business mail entry unit. The USPS scans the ASN Shipment ID barcode to “start the clock” for the Destination Confirm mailing and to provide the base point for recording the actual processing time used for the mail. ASN Shipment ID barcode symbology is USS Code 128 Subset B and must meet the technical specifications in Publication 197. [S941.3.3]

## 13.5 Delivery

Any mailpiece prepared for Confirm is delivered as ordinary mail unless combined with any available service subject to [508.1.0](#), [Recipient Options](#), and [508.2.0](#), [Conditions of Delivery](#). [S941.4.0]

503.14.1

## 14.0 Money Orders

### 14.1 Fees for Money Orders

Fee, each:

- a. Domestic money order:

| Service  | Fee    |
|--|--------|
| Domestic money order,<br>\$0.01 to \$500                               | \$0.90 |
| Domestic money order,<br>\$500.01 to \$1000                            | 1.25   |
| Postal military money order<br>(issued by military facilities)         | 0.25   |
| Inquiry fee (includes the issuance of<br>a copy of a paid money order) | 3.00   |
| Maximum amount per money order—\$1000                                  |        |

- b. APO/FPO money order (\$0.01 to \$1,000.00): \$0.25.
- c. Inquiry (includes the issuance of a copy of a paid money order): \$3.00.  
[R900.16.0]

### 14.2 Issuing Money Orders

#### 14.2.1 Availability

Domestic money orders may be purchased from:

- All post offices, branches, and stations in the United States and its territories and possessions.
- Money order facilities for members of the U.S. Armed Forces.
- Rural route carriers and authorized highway contract route carriers. A customer fills out Form 6387 (available from the carrier) and gives it and the payment to the carrier. Unless the customer provides a preaddressed envelope and pays postage and any required fees for mailing, the carrier delivers the money order on the next trip. [S020.1.1]

#### 14.2.2 Purchase Restrictions

A postal customer may buy multiple money orders at the same time, in the same or differing amounts, subject to these restrictions:

- The maximum amount of any single money order is \$1,000.
- Without exception*, no customer may buy money orders on any 1 day whose total value exceeds \$10,000. This daily limit applies regardless of the number of visits made by a customer to one or more postal facilities.
- Any customer whose daily total of purchased money orders is from \$3,000 to \$10,000 must also complete Form 8105-A and show identification bearing the purchaser's photograph, name, and address. [S020.1.2]

#### 14.2.3 Purchase Method

Money orders must be paid for in one of these ways:

- In U.S. currency and coins (in any amount).



- b. With established traveler's checks payable in U.S. dollars if the purchase is for at least 50% of the value of the traveler's checks.
- c. With ATM/debit cards at locations approved by USPS Corporate Treasury where the customer's personal identification number must be entered on a keypad connected to a credit/debit terminal. [S020.1.3]

#### **14.2.4 Purchaser**

The purchaser must complete the money order and customer's receipt by filling in the names and addresses of the payee and purchaser. Money orders must be made payable to a single identifiable party, which can be the purchaser. The USPS does not guarantee a 100% refund on a stolen money order if the customer's receipt is not presented with the claim for refund. [S020.1.4]

#### **14.2.5 Replacement**

The USPS replaces without charge a defective money order or one that is spoiled during imprinting or customer completion if the customer returns the negotiable portion of the money order and the matching customer receipt. [S020.1.5]

### **14.3 Cashing Money Orders**

#### **14.3.1 Validity and Value**

Domestic money orders are paid regardless of the time passed since their issue. Money orders are not interest-bearing instruments; they are paid only in the exact amount imprinted up to the authorized maximum amount. USPS records serve as the basis for adjudicating claims for payment of money orders. [S020.2.1]

#### **14.3.2 Redemption**

All U.S. money orders, including military, may be cashed at any U.S. post office or bank. Subject to funds availability, money orders may be cashed by rural carriers. [S020.2.2]

#### **14.3.3 Identification**

When presenting a money order for payment, the customer seeking payment must sign in the presence of a USPS employee. If the customer is not known to the employee, suitable identification can be required. The USPS may refuse payment on any money order when the identity of the customer seeking payment is not proved to the satisfaction of the employee. [S020.2.3]

#### **14.3.4 Acceptable Signature**

The paying post office may accept any signature of the payee, purchaser, or endorsee that is not different from the name shown on the money order, subject to these conditions:

- a. A customer who cannot write may sign by using a mark, if a witness (who may not be a USPS employee) is present at the time of cashing.
- b. All money orders payable to a business firm, an organization, society, institution, or government agency must be signed in the name of the organization by an authorized representative (who must also sign with his or her own name and organizational title). Evidence of the representative's authority may be required.

## 503.14.3.5

- c. If the money order is drawn in favor of an official by name and presented by a successor, the successor must sign accordingly (e.g., “William Jones, treasurer, successor to George Thompson”).
- d. Use of a title (e.g., Mrs., M.D.) is not required in signing a money order for payment, whether such title is used on the face of the money order.
- e. A stamped signature is an acceptable endorsement on a money order drawn in favor of a firm, corporation, association, society, or individual, when the money order is presented to a bank for payment. A post office accepts a stamped signature only if an agreement is on file specifying the individual responsible for the correctness of such payments. [S020.2.4]

**14.3.5 More Than One Payee**

A money order completed by the purchaser to show more than one firm or person as payee is paid to either payee if the conjunction “or” is used to connect the payees. If no conjunction is used, or if the conjunction “and” is used to connect the payees, then all the listed payees must endorse the money order. [S020.2.5]

**14.3.6 Payment to Another Party**

Money orders may be paid to another party under these conditions:

- a. Only the payee of a money order may endorse it to any other person or firm. A person with power of attorney may cash money orders for a payee who gave the person that authority. A copy of the power of attorney must be filed at the office of payment. A payee may file a separate written order with the post office authorizing payment to another person. The person must be designated by name as the one to receive payment.
- b. When a payee (e.g., an individual or firm) makes an assignment and intends that money orders be paid to the assigned person, the payee must file a copy of a power of attorney or a written order with the USPS. The person who is designated to receive payment must sign the money order and write below the signature the capacity in which he or she acts.
- c. A money order may be paid to an executor or court-appointed administrator of the estate of the deceased person who was entitled to payment, provided that a copy of the appointment as executor or administrator is filed with the local postmaster. Such payments are made pursuant to the law of the state in which the deceased was a resident.
- d. Money orders are paid to the legal representative of a firm, association, or company that has ceased to exist. Appropriate documents proving legal representation must be provided to the USPS.
- e. Money orders are not issued or paid to a ward when declared incompetent by a court. They are paid only to the committee, guardian, or other duly authorized person responsible for the ward. Appropriate proof of authority must be provided to the USPS.
- f. A money order payable to a minor may be paid to the father or mother as natural guardian, unless prohibited by court order. Proof of parenthood may be required. [S020.2.6]

**14.3.7 Second Endorsement**

A money order with more than one endorsement is invalid, except under [14.3.5](#). [S020.2.7]

**14.3.8 COD Parcel**

No payment is made when a money order is issued in return for a COD parcel, and is presented by the addressee (purchaser), and the money order is not endorsed by the payee (shipper) or the payee has not authorized payment to the purchaser by written approval. [S020.2.8]

**14.3.9 Payment Inquiry**

A purchaser, payee, or endorsee may, at any time, inquire about payment of a domestic money order by completing, signing, and filing Form 6401 and paying the appropriate fee; a separate form and fee are required for each money order. The fee is not required if Form 6401 is filed by a bank, other financial institution, government agency that processes money orders directly with the Federal Reserve Bank, or postal official engaged in official USPS business. [S020.2.9]

**14.4 Federal Reserve System****14.4.1 General**

All money orders are forwarded through the Federal Reserve Banking System, to which commercial banks have access. For this standard:

- a. *Money order* means a U.S. Postal Money Order.
- b. *Federal Reserve Bank* means a Federal Reserve Bank or branch thereof that presents a money order for payment by the postmaster general.
- c. *Presenting bank* means a bank that presents a money order to and receives credit for the money order from a Federal Reserve Bank.
- d. *Reclamation* means the action taken by the postmaster general to obtain refund of the amounts of paid money orders.
- e. *Examination* includes examination of money orders for indicia of theft, forged endorsements, forged signatures or initials of issuing employees, raised amounts, and other material defects by electronic methods and visual inspection for defects that cannot be discovered electronically.
- f. *Stolen money order* means a U.S. Postal Money Order stolen from a post office, classified or contract station or branch, or USPS employee before it is officially issued by the post office, classified or contract station or branch, or by a USPS employee discharging his or her official duties. [S020.3.1]

**14.4.2 Payment**

The postmaster general has the usual right of a drawee to examine money orders presented for payment by banks through the Federal Reserve System and to refuse payment of money orders, and has a reasonable time after presentation to make each examination. Provisional credit is given to the Federal Reserve Bank when it furnishes the money orders for payment by the postmaster general. Money orders are deemed paid only after examination is completed, subject to the postmaster general's right to make reclamation under [14.4.4](#). [S020.3.2]

503.14.4.3

**14.4.3 Endorsement**

The presenting bank and the endorser of a money order presented for payment are deemed to guarantee to the postmaster general that all prior endorsements are genuine, whether an express guarantee to that effect is placed on the money order. When an endorsement is made by a person other than the payee personally, the presenting bank and the endorser are deemed to guarantee to the postmaster general, in addition to other warranties, that the person who so endorsed had capacity and authority to endorse the money order for the payee. [S020.3.3]

**14.4.4 Reclamation**

The postmaster general has the right to demand refund from the presenting bank of the amount of a paid money order if, after payment, the money order is found to be stolen, or to have a forged or unauthorized endorsement, or to contain any material defect or alteration not discovered on examination. Such right includes, but is not limited to, the right to make reclamation of the amount by which a genuine money order with a proper and authorized endorsement has been raised. Such right must be exercised within a reasonable time after the postmaster general discovers that the money order is stolen, bears a forged or unauthorized endorsement, or is otherwise defective. If refund is not made by the presenting bank within 60 days after demand, the postmaster general takes such actions as may be necessary to protect the interests of the United States. [S020.3.4]

# 507 Mailer Services

## Overview

- 1.0 Treatment of Mail
- 2.0 Forwarding
- 3.0 Address Correction Services
- 4.0 Recall of Mail
- 5.0 Pickup Service
- 6.0 Mailing List Services
- 7.0 Address Sequencing Services
- 8.0 Business Reply Mail (BRM)
- 9.0 Merchandise Return Service
- 10.0 Bulk Parcel Return Service

## 1.0 Treatment of Mail

### 1.1 Nondelivery of Mail

Mail can be undeliverable for these reasons:

- a. No postage.
- b. Incomplete, illegible, or incorrect address.
- c. Addressee not at address (unknown, moved, or deceased).
- d. Mail unclaimed.
- e. Mail refused by the addressee at time of delivery.
- f. Mail refused by the addressee after delivery when permitted.
- g. Minimum criteria for mailability not met. [F010.1.0]

### 1.2 USPS Address Adjustments

#### 1.2.1 Types of Adjustments

Mail can be undeliverable because of USPS adjustments such as the following:

- a. Renumbering of houses.
- b. Renaming of streets.
- c. Conversion from rural-style addresses (rural route and box number or highway contract route and box number) to city-style addresses (house number and street name).
- d. Realignment of rural or highway contract routes.
- e. Conversion from rural or highway contract service to city delivery service.
- f. Consolidation of routes.
- g. Consolidation of post offices or adjustment of delivery districts. [F010.2.1]

## 507.1.2.2

**1.2.2 Charges**

For 3 years after the date when the new address information appears in Address Information System (AIS) products, a mailer who regularly sends bulk mailings into an area affected by USPS adjustments is not charged for requested corrections to galley lists when such corrections relate to those adjustments. [F010.2.2]

**1.2.3 Disposal**

Mail that is undeliverable because of USPS adjustments is redirected and delivered to the destination without an additional postage charge as follows:

- a. For an adjustment under [1.2.1a](#) through [1.2.1c](#), for 1 year from the date when the new address appears in the AIS bimonthly products released in February, April, June, August, October, and December.
- b. For an adjustment under [1.2.1d](#) through [1.2.1g](#), for 1 year from the end of the month in which the adjustment occurs.
- c. For mail bearing the simplified address “Rural Route Box Customer,” “Highway Contract Route Box Customer,” or “Post Office Box Customer,” either for 90 days or until the next June 30, whichever is later. [F010.2.3]

**1.2.4 Records**

Records of address changes caused by USPS adjustments are kept by the local post office for 3 years. [F010.2.4]

**1.3 Directory Service**

USPS letter carrier offices give directory service to the types of mail listed below that have an insufficient address or cannot be delivered at the address given (the USPS does not compile a directory of any kind):

- a. Mail with extra services (certified, COD, registered, special handling).
- b. Foreign, except circulars. (Foreign mail received in quantities with letter-class postage but the general characteristics of circular mail is not given directory service.)
- c. Mail from overseas Armed Forces.
- d. Parcels mailed at any Package Services rate or endorsed by the mailer.
- e. Perishable matter.
- f. Official USPS mail.
- g. Express Mail Next Day Service (Post Office to Addressee only). [F010.3.0]

**1.4 Basic Treatment****1.4.1 General**

Mail that is undeliverable as addressed is forwarded, returned to the sender, or treated as dead mail, as authorized for the particular class of mail. Undeliverable-as-addressed mail is endorsed by the USPS with the reason for nondelivery as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#). All nonmailable pieces are returned to the sender. [F010.4.1]

**Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed**

| <b>ENDORSEMENT</b>  | <b>REASON FOR NONDELIVERY</b>   |
|---|---|
| Attempted—Not Known   | Delivery attempted, addressee not known at place of address.  |
| Box Closed—No Order*  | Post office box closed for nonpayment of rent.  |
| Deceased  | Used only when known that addressee is deceased and mail is not properly deliverable to another person. This endorsement must be made personally by delivery employee and under no circumstance may it be rubber-stamped. Mail addressed in care of another is marked to show which person is deceased. |
| Delivery Suspended to Commercial Mail Receiving Agency  | Failure to comply with <a href="#">508.1.8.1</a> through <a href="#">508.1.8.3</a> .  |
| Illegible*  | Address not readable.   |
| In Dispute*   | Mail returned to sender by order of chief field counsel (or under <a href="#">508.1.0</a> and <a href="#">508.2.0</a> ) because of dispute about right to delivery of mail and cannot be determined which disputing party has better right to mail.   |
| Insufficient Address*   | Mail without number, street, box number, route number, or geographical section of city or city and state omitted and correct address not known.   |
| Moved, Left No Address  | Addressee moved and filed no change-of-address order.   |
| No Mail Receptacle*   | Addressee failed to provide a receptacle for receipt of mail.   |
| No Such Number*   | Addressed to nonexistent number and correct number not known.   |
| No Such Office in State*  | Addressed to nonexistent post office.   |
| No Such Street*   | Addressed to nonexistent street and correct street not known.   |
| Not Deliverable as Addressed—Unable to Forward  | Mail undeliverable at address given; no change-of-address order on file; forwarding order expired.  |
| Outside Delivery Limits*  | Addressed to location outside delivery limits of post office of address. Hold mail for out-of-bounds customers in general delivery for specified period unless addressee filed order.   |
| Refused*  | Addressee refused to accept mail or pay postage charges on it.  |
| Returned for Better Address*  | Mail of local origin incompletely addressed for distribution or delivery.   |
| Returned for Postage  | Mail without postage or indication that postage fell off.   |
| Returned to Sender Due to Addressee's Violation of Postal False Representation and Lottery Law* | Mail returned to sender under false representation order and lottery order.   |
| Returned to Sender Due to Addressee's Violation of Postal False Representation Law*             | Mail returned to sender under false representation order.   |
| Returned to Sender Due to Addressee's Violation of Postal Lottery Law*                          | Mail returned to sender under lottery order   |
| Temporarily Away*   | Addressee temporarily away and period for holding mail expired.   |
| Unclaimed*  | Addressee abandoned or failed to call for mail.   |
| Undeliverable as Addressed, Missing PMB or # Sign   | Failure to comply with <a href="#">508.1.8.2e</a> .   |
| Vacant*   | House, apartment, office, or building not occupied. (Use only if mail addressed "Occupant.")  |

\* Alternative addressing formats may not be used on the following: Express Mail pieces; mail with any special service; mail sent with any ancillary service endorsement; mail sent to any overseas military post office. When an alternative addressing format is used on Periodicals pieces, the publisher is notified of nondelivery only for those reasons marked with an asterisk (\*).

[Exhibit F010.4.1]

507.1.4.2

**1.4.2 Official Mail**

Official mail is treated the same as mail for the general public. All fees and services must be paid or collected on delivery of mail or address correction notices.

[F010.4.2]

**1.4.3 Mailer Endorsement**

A mailer endorsement is used to request forwarding, return, or address correction service. This endorsement (and other marking) must be prepared under [102](#), [202](#), [302](#), or [402](#). The endorsements authorized for each class of mail and the required wording are listed in the charts according to class of mail. [F010.4.3]

**1.4.4 Order**

The information in the charts in this unit is associated with a customer's change-of-address order. Information on temporary changes of address is not provided.

[F010.4.4]

**1.4.5 Extra Services**

Mail with extra services is treated according to the charts for each class of mail in [1.5](#), except that:

- a. Undeliverable-as-addressed Certified Mail is treated as First-Class Mail.
- b. All insured First-Class Mail is forwarded and returned at no additional cost. All insured Standard Mail and Package Services is forwarded or returned.
- c. Parcels with special handling that are undeliverable as originally addressed and forwarded to the addressee continue to receive special handling service without an additional special handling fee.
- d. Undeliverable-as-addressed return receipt for merchandise mail receives the treatment appropriate for the class of mail of the host piece.
- e. All Registered Mail items are treated as registered while they are being forwarded or returned. [F010.4.5]

**1.4.6 Metered Pieces**

Mail paid by postage meter that does not have a delivery address and a return address is returned to the post office of mailing. The reason for nondelivery is attached but the address correction fee is not charged. The piece is returned to the meter licensee upon payment of the applicable return postage. [F010.4.6]

**1.4.7 Mailgrams**

Undeliverable-as-addressed Mailgrams are treated as First-Class Mail. [F010.4.7]



## 1.5 Treatment for Ancillary Services by Class of Mail

### 1.5.1 First-Class Mail and Priority Mail

Undeliverable-as-addressed (UAA) First-Class Mail (including stamped cards and postcards) and Priority Mail are treated as described in [Exhibit 1.5.1](#), with these additional conditions:

- a. First-Class Mail and Priority Mail cards and unregistered letters that do not appear to contain merchandise and do not bear “Return Service Requested” or “Change Service Requested” (Option 1 only) may be forwarded to international addresses.
- b. Alternative addressing formats under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service is not provided for such mail. Undeliverable First-Class Mail with any alternative addressing format is returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#).
- c. The Priority Mail portion of a Priority Mail drop shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.1](#). The mail enclosed within the drop shipment receives the services appropriate for its class.
- d. First-Class Mail or Priority Mail bearing Standard Mail markings and endorsements permitted by [202](#) for letters, [302](#) for flats, and [402](#) for parcels and [244.5.1](#) for letters, [344.5.1](#) for flats, and [444.4.1](#) for parcels receives forwarding, return, and address correction services for Standard Mail under [1.5.3](#).
- e. “Change Service Requested” is not permitted for the following:
  1. Priority Mail, other than Priority Mail containing perishable matter under [601.9.0](#) (except for live animals).
  2. First-Class Mail or Priority Mail containing hazardous materials under [601.10.0](#).
  3. First-Class Mail or Priority Mail with an extra service other than Delivery Confirmation or Signature Confirmation.
- f. Address Change Service (ACS) as described in [3.0](#) is available for First-Class Mail and Priority Mail displaying the appropriate ACS participant code for an authorized ACS participant in conjunction with a permitted ancillary service endorsement. The only endorsements permitted for use on valid First-Class Mail and Priority Mail ACS pieces are “Address Service Requested” and “Change Service Requested” subject to the following:
  1. “Address Service Requested” (Option 1) is valid for use on all mailpieces, including ACS participating pieces. “Address Service Requested” (Option 2) is valid for use only on ACS participating pieces.
  2. “Change Service Requested” (Options 1 and 2) are valid for use only on ACS participating pieces.

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3. The words "Option 1" or "Option 2" must not be part of the "Address Service Requested" or "Change Service Requested" endorsement on mailpieces.
4. Participating ACS mailers are limited to selecting only one of the two options available for "Address Service Requested" and one of the two options available for "Change Service Requested." The option(s) selected along with the mailer's ACS participant code will be programmed at the CFS unit to facilitate processing of valid ACS pieces within the conditions that apply to ACS. [F010.5.1]

**Exhibit 1.5.1 Treatment of Undeliverable First-Class Mail and Priority Mail**

| <b>MAILER</b>   |  |
|---|--|
| <b>ENDORSEMENT USPS TREATMENT OF UAA PIECES</b>                                       |  |
| <b>No endorsement</b> In all cases: Same treatment as "Forwarding Service Requested." |  |
| <b>"Address Service Requested"</b>  | <p><i>OPTION 1</i><sup>1</sup> <b>If no change-of-address order on file:</b><br/>                     Piece returned with reason for nondelivery attached (no charge).<br/> <b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).</li> </ul>   |
|   | <p><i>OPTION 2</i><sup>2</sup> <b>If no change-of-address order on file:</b><br/>                     Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).<br/> <b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge); separate notice of reason for nondelivery provided (address correction fee charged).</li> </ul> |
| <b>"Forwarding Service Requested"</b>   | <p><b>If no change-of-address order on file:</b><br/>                     Piece returned with reason for nondelivery attached (no charge).<br/> <b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).</li> </ul>   |
| <b>"Return Service Requested"</b>   | <b>In all cases:</b><br>Piece returned with new address or reason for nondelivery attached (in either case, no charge).  |
| <b>"Change Service Requested"</b>   | <p><i>OPTION 1</i><sup>2</sup> <b>In all cases (regardless of whether a change-of-address order is on file):</b><br/>                     Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p>   |
|   | <p><i>OPTION 2</i><sup>2</sup> <b>If no change-of-address order on file:</b><br/>                     Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).<br/> <b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece disposed of by USPS; separate notice of new address provided (address correction fee charged).</li> <li>• <i>After month 18:</i> Piece disposed of by USPS; separate notice of reason for nondelivery provided (address correction fee charged).</li> </ul>  |
|   | <p><i>RESTRICTIONS (FOR OPTIONS 1 AND 2)</i> The following restrictions apply:</p> <p>(1) This endorsement is limited to use on valid mailpieces bearing a proper ACS participant code and only for: (a) Priority Mail containing perishable matter (other than live animals) and the marking "Perishable" and; (b) First-Class Mail (excluding hazardous materials).</p> <p>(2) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement.</p>   |
| <b>"Temp—Return Service Requested"</b>  | <p><b>If no change-of-address order on file:</b><br/>                     Piece returned with reason for nondelivery attached (no charge).<br/> <b>If permanent change-of-address order on file:</b><br/>                     Piece returned with new address or reason for nondelivery attached (in either case, no charge).<br/> <b>If temporary change-of-address order on file:</b><br/>                     Piece forwarded to temporary address (no charge); no separate notice of temporary address provided.</p>   |

1. Valid for all pieces, including Address Change Service (ACS) participating pieces subject to 507.3.0.  
 2. Valid only for ACS participating pieces subject to 507.3.0 other than pieces containing hazardous materials.

## 507.1.5.2

**1.5.2 Periodicals**

Undeliverable-as-addressed (UAA) Periodicals publications (including publications pending Periodicals authorization) are treated as described in [Exhibit 1.5.2](#), with these additional conditions:

- a. Periodicals matter is forwarded only to domestic addresses.
- b. Publications with an alternative addressing format under [602.3.0](#) are delivered to the address when possible. Forwarding service is not provided for such mail. Periodicals publishers are notified only when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons.
- c. When a change of address is filed, copies of Periodicals publications bearing the old address are forwarded to the new address even if the copies show the sender's request for return.
- d. Address correction service is mandatory for all Periodicals publications, and the address correction service fee must be paid for each notice issued.
- e. Address correction service (including Address Change Service (ACS)) is provided for the first issue after 60 days for all publications, unless copies are to be returned at the publisher's request. ACS participants may receive the change notice before day 60, if so requested. Copies received after the address correction notice is mailed are disposed of by the USPS. When copies of the publication cannot be forwarded, the address correction notice is prepared for the first undeliverable issue of the publication received. Forms 3579 are mailed to publishers at least once a week.
- f. The publisher may request the return of copies of undelivered Periodicals by printing the endorsement "Address Service Requested" on the envelopes or wrappers, or on one of the outside covers of unwrapped copies, immediately preceded by the sender's name, address, and ZIP+4 or 5-digit ZIP Code. This endorsement obligates the publisher to pay return postage. Each returned piece is charged the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies (see [201](#), [301](#), or [401](#)). When the address correction is provided incidental to the return of the piece, there is no charge for the correction.
- g. A publisher of Periodicals publications may request a refund of the fees paid for duplicate address correction notices on Forms 3579 provided by the USPS if the customer submitted a change-of-address order and the first and duplicate notices are provided on magnetic tape by ACS or on printed copy by a Computerized Forwarding System (CFS) unit. The refund request must be supported by documentation showing the number of duplicate notices received. The USPS does not process refunds for duplicate notices if:
  1. The customer did not submit a change-of-address order.
  2. The original and duplicate notices are not provided both by ACS or both by CFS.
  3. The publisher does not submit documentation to support the refund amount. [F010.5.2]

**Exhibit 1.5.2 Treatment of Undeliverable Periodicals**

| <b>MAILER ENDORSEMENT</b>                       | <b>USPS TREATMENT OF UAA PIECES</b>   |
|---|---|
| <b>No endorsement</b> <sup>1</sup>              | <p><b>If no change-of-address order on file:</b><br/>Separate notice of reason for nondelivery provided (address correction fee charged); piece disposed of by USPS.</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>First 60 days:</i> Piece forwarded (no charge).</li> <li>• <i>After 60-day period:</i> Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</li> </ul>   |
| <b>“Address Service Requested”</b> <sup>1</sup> | <p><b>If no change-of-address order on file:</b><br/>Piece returned with reason for nondelivery attached (only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>First 60 days:</i> Piece forwarded (no charge).</li> <li>• <i>After 60-day period:</i> Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).</li> </ul> |
| <b>“Forwarding Service Requested”</b>           | Not available for Periodicals.  |
| <b>“Return Service Requested”</b>               | Not available for Periodicals.  |
| <b>“Change Service Requested”</b>               | Not available for Periodicals.  |

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

[Exhibit F010.5.2]

**1.5.3 Standard Mail**

Undeliverable-as-addressed (UAA) Standard Mail is treated as described in [Exhibit 1.5.3a](#) and [Exhibit 1.5.3k](#), with these additional conditions:

- a. Standard Mail is forwarded only to domestic addresses.

**Exhibit 1.5.3a Treatment of Undeliverable Standard Mail**

| <b>MAILER ENDORSEMENT</b>                         | <b>USPS TREATMENT OF UAA PIECES</b>   |
|---|---|
| <b>No endorsement</b> <sup>1</sup>                | <p><b>In all cases:</b><br/>Piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i><br/>Standard Mail containing hazardous materials must bear a permissible endorsement (see <a href="#">507.1.5.3e</a>).</p>   |
| <b>“Address Service Requested”</b> <sup>2</sup>   | <p><b>If no change-of-address order on file:</b><br/>Piece returned with reason for nondelivery attached (only weighted fee charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee charged).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee charged).</li> </ul> |
| <b>“Forwarding Service Requested”</b>             | <p><b>If no change-of-address order on file:</b><br/>Piece returned with reason for nondelivery attached (only weighted fee charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (only weighted fee charged).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (only weighted fee charged).</li> </ul>   |
| <b>“Return Service Requested”</b>                 | <p><b>In all cases:</b><br/>Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece).</p>  |
| <b>“Change Service Requested”</b> <sup>1, 3</sup> | <p><b>In all cases:</b><br/>Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i><br/>The following restrictions apply:<br/>(1) Delivery Confirmation is the only extra service permitted with this endorsement.<br/>(2) This endorsement is not permitted for Standard Mail containing hazardous materials.</p>   |

1. Not valid for pieces containing hazardous materials.

2. Valid for all pieces, including Address Change Service (ACS) participating pieces.

3. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

[F010.5.3a]

- b. The exceptional address format under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service and address correction service are not provided for undeliverable Standard Mail with this address format.
- c. The endorsement “Change Service Requested” is not permitted for Standard Mail containing hazardous materials under [601.10.0](#). Standard Mail containing hazardous materials must bear the endorsement “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.”
- d. Standard Mail can be forwarded or returned at the appropriate Media Mail or Library Mail rate if the content of the mail qualifies as Media Mail under [173](#), [Rates and Eligibility, 373](#), or [473](#) or Library Mail under [183](#), [383](#), or [483](#) and the mail is marked “Media Mail” or “Library Mail” directly below the ancillary service endorsement.
- e. Mail that can qualify for Shipper Paid Forwarding under the applicable standards in [2.3.5](#) is forwarded or returned at the First-Class Mail single-piece rate or Priority Mail single-piece rate applicable for the weight of the piece.
- f. If a Standard Mail piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage. If a Standard Mail piece or any attachment to that piece is opened by the addressee, the addressee must affix the required postage to return the piece to the sender.
- g. Standard Mail with insurance or return receipt for merchandise must be endorsed “Address Service Requested,” “Forwarding Service Requested,” or “Return Service Requested.” Standard Mail with Delivery Confirmation must be endorsed “Address Service Requested,” “Forwarding Service Requested,” “Return Service Requested,” or “Change Service Requested.”
- h. When a large volume of identical-weight pieces originates from a single mailer and is endorsed “Return Service Requested,” the USPS may weigh a sample of at least 25 pieces and divide that weight by the number of pieces to determine the weight of a single piece. After the per piece weight is determined, all the pieces are weighed in bulk and divided by the per piece weight to determine the total number of pieces. The return postage is calculated using these numbers. Pieces of identical weight counted in this manner are returned to the sender with the new address or the reason for nondelivery endorsed on the piece.
- i. A weighted fee is charged when an unforwardable or undeliverable piece is returned to the sender and the piece is endorsed “Address Service Requested” or “Forwarding Service Requested.” The weighted fee is the First-Class Mail or Priority Mail single-piece rate and, if applicable, the nonmachinable surcharge (see [123.1.0](#) or [133.1.0](#)), multiplied by 2.472 and rounded up to the next whole cent (if the computation yields a fraction of a cent). The weighted fee is computed (and rounded if necessary) for each piece individually. Using “Address Service Requested” or “Forwarding Service Requested” obligates the sender to pay the weighted fee on all returned pieces.

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- j. Returned pieces endorsed “Return Service Requested” are charged the First-Class Mail single-piece rate or Priority Mail single-piece rate and, if applicable, the nonmachinable surcharge (see [123.1.0](#) or [133.1.0](#)).
- k. Mail sent as Bulk Parcel Return Service (BPRS) under [10.0](#) is returned at the BPRS per piece fee if one of the endorsements includes “— BPRS” as shown in [Exhibit 1.5.3k](#).

**Exhibit 1.5.3k Treatment of Undeliverable BPRS Standard Mail**

| MAILER ENDORSEMENT                | USPS TREATMENT OF UAA PIECES  |
|-----------------------------------|---|
| “Return Service Requested— BPRS”  | <p><b>In all cases:</b><br/>                     Piece returned with new address or reason for nondelivery attached (in either case, only Bulk Parcel Return Service fee charged).</p>  |
| “Address Service Requested— BPRS” | <p><b>If no change-of-address order on file:</b><br/>                     Piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> piece forwarded (no charge to addressee); separate ACS notice of new address provided (ACS address correction fee and forwarding postage charged at First-Class Mail single-piece rate or Priority Mail single-piece rate, as appropriate for weight of piece, via ACS participant code).</li> <li>• <i>Months 13 through 18:</i> piece returned with new address attached (only Bulk Parcel Return Service fee charged).</li> <li>• <i>After month 18:</i> piece returned with reason for nondelivery attached (only Bulk Parcel Return Service fee charged).</li> </ul> |

[F010.5.3b]

- l. Customized MarketMail under [705.1.0](#) is not eligible to use ancillary service endorsements. [F010.5.3]

**1.5.4 Package Services**

Undeliverable-as-addressed (UAA) Package Services mail is treated as described in [Exhibit 1.5.4](#), with these additional conditions:

- a. Package Services mail is forwarded only to domestic addresses.
- b. The exceptional address format under [602.3.0](#) may not be used on mail with any ancillary service endorsement or mail with any extra service. Forwarding service is not provided for such mail. Undeliverable Parcel Post, Media Mail, and Library Mail with this address format are returned with the reason for nondelivery attached only if the address is incorrect or incomplete or the mail is undeliverable for another reason as shown in [Exhibit 1.4.1 USPS Endorsements for Mail Undeliverable as Addressed](#). Undeliverable Bound Printed Matter with this address format is disposed of by the USPS.
- c. The endorsement “Change Service Requested” is not permitted for Package Services mail containing hazardous materials under [601.10.0](#).
- d. If a Package Services piece and any attachment to that piece are not opened by the addressee and the sender has guaranteed forwarding and return postage, the addressee may refuse delivery of the piece and have it returned to the sender without affixing postage and still have other Package Services pieces forwarded to the addressee. If a Package Services piece or any attachment to that piece is opened by the addressee, the addressee must affix



the required postage to return the piece to the sender. If the addressee does not want to pay forwarding postage for all Package Services mail, the postmaster of the new address must use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services mail.

- e. Package Services mail bearing a postage meter indicia from a customer meter that is unaddressed and without a return address (undeliverable) is returned to the post office of mailing. The reason for nondelivery is attached without charging the address correction fee. The piece is returned to the meter licensee on payment of the return postage.
- f. Bound Printed Matter with no ancillary service endorsement and:
  - 1. With Delivery Confirmation, with Signature Confirmation, or with no other extra service, is disposed of by USPS.
  - 2. With an extra service other than Delivery Confirmation or Signature Confirmation is treated as though endorsed "Forwarding Service Requested." [F010.5.4]

**Exhibit 1.5.4 Treatment of Undeliverable Package Services Mail**

| <b>MAILER ENDORSEMENT</b>                      | <b>USPS TREATMENT OF UAA PIECES</b>  |
|--|--|
| <b>No endorsement</b>                          | <p><b>In all cases:</b><br/>Same treatment as “Forwarding Service Requested.”</p> <p><i>EXCEPTION:</i><br/>Bound Printed Matter with Delivery Confirmation, with Signature Confirmation, or with no other extra service is disposed of by USPS.</p>  |
| <b>“Address Service Requested”<sup>1</sup></b> | <p><b>If no change-of-address order on file:</b><br/>Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece rate); separate notice of new address provided (address correction fee charged). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece rate).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece rate).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</li> </ul> |
| <b>“Forwarding Service Requested”</b>          | <p><b>If no change-of-address order on file:</b><br/>Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</p> <p><b>If change-of-address order on file:</b></p> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded locally (no charge); forwarded out of town (as postage due for addressee at appropriate Package Services single-piece rate). If addressee refuses to pay postage due, piece returned with reason for nondelivery attached (only forwarding postage, where attempted, and return postage charged at appropriate Package Services single-piece rate).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (only return postage charged at appropriate Package Services single-piece rate).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (only return postage charged at appropriate Package Services single-piece rate).</li> </ul>   |
| <b>“Return Service Requested”</b>              | <p><b>In all cases:</b><br/>Piece returned with new address or reason for nondelivery attached (in either case, only return postage charged at appropriate Package Services single-piece rate).</p>  |
| <b>“Change Service Requested”<sup>2</sup></b>  | <p><b>In all cases:</b><br/>Separate notice of new address or reason for nondelivery provided (in either case, address correction fee charged); piece disposed of by USPS.</p> <p><i>RESTRICTIONS:</i><br/>The following restrictions apply:<br/>(1) Delivery Confirmation and Signature Confirmation are the only extra services permitted with this endorsement.<br/>(2) This endorsement is not permitted for Package Services mail containing hazardous materials.</p>   |

1. Valid for all pieces, including Address Change Service (ACS) participating pieces.

2. Not valid for pieces containing hazardous materials. Valid for all other pieces, including ACS participating pieces.

[Exhibit F010.5.4]

**1.5.5 Express Mail**

Undeliverable-as-addressed (UAA) Express Mail is treated as described in [Exhibit 1.5.5](#), with these additional conditions:

- a. Express Mail is forwarded only to domestic addresses.
- b. Directory service is provided for Express Mail that cannot be delivered because of an incorrect or incomplete address.
- c. The Express Mail portion of an Express Mail drop shipment receives the forwarding, return, and address correction services described in [Exhibit 1.5.5](#). The mail enclosed within the drop shipment receives the services appropriate for its class.
- d. Undeliverable or unclaimed Express Mail is held by the USPS for 5 workdays before it is returned to the sender at no additional postage, unless either of the following applies:
  1. The mail is refused before the end of the 5 workdays.
  2. The mail is not refused and the sender has specified in the return address a longer holding period (not to exceed 30 days). The sender may also place an instruction above the return address, subject to [202.4.0](#), [302.3.0](#), or [402.3.0](#), directing the return of undeliverable mail after fewer than 5 workdays. [F010.5.5]

#### Exhibit 1.5.5 Treatment of Undeliverable Express Mail

| MAILER ENDORSEMENT             | USPS TREATMENT OF UAA PIECES  |
|--------------------------------|---|
| No endorsement                 | <b>In all cases:</b><br>Same as USPS treatment for "Forwarding Service Requested."  |
| "Address Service Requested"    | <b>If no change-of-address order on file:</b><br>Piece returned with reason for nondelivery attached (no charge).<br><br><b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge); separate notice of new address provided (address correction fee charged).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).</li> </ul> |
| "Forwarding Service Requested" | <b>If no change-of-address order on file:</b><br>Piece returned with reason for nondelivery attached (no charge).<br><br><b>If change-of-address order on file:</b> <ul style="list-style-type: none"> <li>• <i>Months 1 through 12:</i> Piece forwarded (no charge).</li> <li>• <i>Months 13 through 18:</i> Piece returned with new address attached (no charge).</li> <li>• <i>After month 18:</i> Piece returned with reason for nondelivery attached (no charge).</li> </ul>   |
| "Return Service Requested"     | <b>In all cases:</b><br>Piece returned with new address or reason for nondelivery attached (in either case, no charge).   |
| "Change Service Requested"     | Not available for Express Mail.   |

[Exhibit F010.5.5]

## 1.6 Attachments and Enclosures

### 1.6.1 Periodicals

Undeliverable Periodicals (including publications pending Periodicals authorization) with a nonincidental First-Class Mail attachment or enclosure are returned at the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies. The weight of the attachment

## 507.1.6.2

or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable Periodicals (including publications pending Periodicals authorization) with an incidental First-Class Mail attachment or enclosure are treated as dead mail unless endorsed "Address Service Requested." [F010.6.1]

**1.6.2 Standard Mail**

Undeliverable, unendorsed Standard Mail with a nonincidental First-Class Mail attachment or enclosure is returned at the single-piece First-Class Mail or Priority Mail rate applicable for the weight of the piece, plus the nonmachinable surcharge if it applies. The weight of the First-Class Mail attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Standard Mail with an incidental First-Class Mail attachment or enclosure is treated as dead mail. [F010.6.2]

**1.6.3 Package Services**

Undeliverable, unendorsed Package Services with a nonincidental First-Class Mail attachment or enclosure is either forwarded or returned at the single-piece Package Services rate. The weight of the First-Class attachment or enclosure is not included when computing the charges for return of the mailpiece. Undeliverable, unendorsed Package Services with incidental First-Class attachments or enclosures is returned at the single-piece Package Services rate. [F010.6.3]

**1.7 Mixed Classes****1.7.1 Combination With First-Class**

Combination mailings of First-Class Mail with Standard Mail or Package Services are provided the forwarding and return service of Standard Mail, as appropriate:

- a. An undeliverable combination mailpiece, including a piece that cannot be forwarded, one part of which is First-Class Mail (other than an incidental First-Class attachment or enclosure), must be returned to the sender, subject to the charge for return according to its class. The weight of the First-Class piece is not included when computing the charge for return of the Periodicals, Standard Mail, or Package Services part.
- b. Items with incidental First-Class enclosures or attachments are returned according to the class of the host piece.
- c. An undeliverable combination mailpiece *that is not returnable to the sender*, of which one part is First-Class Mail, is given the treatment that applies to the class of the other part. [F010.7.1]

**1.7.2 Other Combinations**

Pieces of Periodicals, Standard Mail, or Package Services with other classes of mail attached or enclosed (other than incidental First-Class attachments or enclosures) must be forwarded as specified for the host piece by the applicable standards. Neither the enclosures nor the host piece are provided the forwarding service of First-Class Mail. [F010.7.2]

**1.7.3 Host Piece**

Any undeliverable combination mailpiece that does not include First-Class matter is given the treatment applicable to the host piece. [F010.7.3]

**1.7.4 Parcel**

A combination parcel containing Media Mail and Bound Printed Matter is charged postage at the Parcel Post Inter-BMC rate when forwarded or returned. [F010.7.4]

**1.8 Returning Mail**

**1.8.1 Nonmailable**

Nonmailable matter is returned to the sender immediately. [F030.5.1]

**1.8.2 Refused Mail**

Returnable mail is returned if refused by the addressee. [F030.5.2]

**1.8.3 Express Mail, Priority Mail, First-Class Mail**

Mailpieces sent as Express Mail, Priority Mail, or First-Class Mail that cannot be delivered as addressed or forwarded to a new address, unless otherwise requested by the sender, are returned when possible to the sender at no additional charge. Excluding pieces containing live animals, the following are disposed of by the USPS:

- a. Priority Mail bearing the appropriate Address Change Service (ACS) participant code and marked "Perishable" and endorsed "Change Service Requested."
- b. First-Class Mail bearing the appropriate ACS participant code and endorsed "Change Service Requested." [F030.5.3]

**1.8.4 Other Classes**

Other returnable mail is treated as appropriate for the class of mail and the sender's instructions except as noted below. [F030.5.4]

**1.8.5 Extra Services**

If a return receipt is attached to a certified, collect on delivery (COD), numbered insured, registered, return receipt for merchandise, or Express Mail piece to be returned, the reason for nondelivery is shown on the face of the piece. The receipt stays attached to the piece and is returned to the sender. Registered Mail is returned through the registry system. The sender must sign a delivery receipt for returned Express Mail and for certified, COD, numbered insured, registered, and return receipt for merchandise mail. [F030.5.5]

**1.8.6 No Sender Instructions**

Mail without a specific address or instructions from the sender is held:

- a. For 5 days if for delivery by rural or highway contract route carrier.
- b. For 10 days if for general delivery at an office with city carrier service. If the addressee notifies the postmaster of a delay in claiming the mail, the postmaster may hold such mail up to 30 days.
- c. For 15 days if for general delivery at an office without city carrier service. [F030.5.6]

**1.8.7 Post Office Box**

Deliverable mail addressed to a post office box is not returned until after the box is declared vacant, except for certified, collect on delivery (COD), insured, registered, postage due, and perishable mail. [F030.5.7]

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**1.8.8 Franked Mail**

Unclaimed franked mail from a Member of Congress is returned to the origin post office (if known) or the Washington, DC, Post Office. [F030.5.8]

**1.9 Dead Mail****1.9.1 Basic Information**

Dead mail is matter deposited in the mail that is or becomes undeliverable and cannot be returned to the sender from the last office of address. Every reasonable effort is made to match articles found loose in the mail with the envelope or wrapper from which lost and to return or forward the articles.

- a. Nonmail matter (e.g., wallets and bank deposits) found in collection boxes or at other points within USPS jurisdiction is returned postage due at the single-piece First-Class Mail or Priority Mail rate for keys and identification devices that is applicable based on the weight of the matter.
- b. Undeliverable, unendorsed Standard Mail, printed matter, circulars, newspapers, magazines, and other publications, and unidentified articles that have no value are disposed of as waste.
- c. Undeliverable articles of \$10 or more in value are treated as dead mail.
- d. Dead letters are opened at mail recovery centers to determine the name and address of the addressee or sender to permit delivery or return.
- e. Except for unendorsed Standard Mail, all undeliverable Standard Mail and Package Services, and insured First-Class Mail containing Standard Mail or Package Services enclosures, that cannot be returned because of an incorrect, incomplete, illegible, or missing return address is opened and examined to identify the sender or addressee.
- f. Dead parcels are opened at mail recovery centers to determine name and address of the addressee or sender to permit delivery or return. Dead parcels returned to the sender or delivered to the addressee are rated postage due at the zone rate from the dead parcel branch. If parcels are endorsed to show that they are USPS property, or that the sender refused to pay postage due on return as undelivered, the parcels are considered USPS property. [F010.8.1]

**1.9.2 Books and Sound Recordings**

Books and sound recordings are disposed of by the USPS under 1.9.1 and 1.9.3, unless the publisher or distributor requests that books and sound recordings bearing specific trade names, company names, or other organizational identifications be released to the requester or its representative. The requester must submit a written application to the Manager, Policy and Program Development, Office of the Consumer Advocate, USPS Headquarters. The application must state that the requester is the publisher or distributor of the books and sound recordings listed. The request may specify only one location where the books and sound recordings are to be picked up. If the request is approved, instructions and conditions for release are established. The approval stays in effect for 5 years or until canceled in writing by the requester or the USPS. [F010.8.2]

**1.9.3 USPS Policy and Procedures**

The *Postal Operations Manual* contains USPS policy and procedures for handling and disposing of dead mail (including through sale at auction or by donation to institutions). [F010.8.3]

**2.0 Forwarding**

**2.1 Change-of-Address Order**

**2.1.1 Normal Time Limit**

Records of permanent change-of-address orders are kept by city delivery post offices for 18 months, for forwarding and for address correction purposes, from the end of the month when the change takes effect. A record of change-of-address orders from general delivery to a permanent local address without time limit is kept 6 months. A record of change-of-address orders to other than a permanent local address is kept 30 days. [F020.1.1]

**2.1.2 Time Limit Extension**

When a customer notifies the post office of a permanent change in mailing address or the USPS changes a customer's mailing address, the postmaster may extend the forwarding period for 1 additional year if mail is regularly received addressed to the old address. To qualify for this extension, the customer must show that a financial hardship will ensue if extended forwarding is not granted. The customer must also show that reasonable effort is being made to notify correspondents of the new address. [F020.1.2]

**2.1.3 Temporary Forwarding**

A customer temporarily moving away may have mail forwarded for a specific time, but not to exceed 12 months. The customer must show beginning and ending dates in the change-of-address order. [F020.1.3]

**2.1.4 Individual at Business Address**

A customer may inform the post office of a change of address by using Form 3575 or other written or personal notice. A change of address may not be filed with the USPS for an individual's mail addressed to an organization, or to the individual at his or her place of employment, business, or other affiliation either during or after the termination of the employment, business, or other relationship. The organization may change the address (but not the name) on mail to redirect it to such individuals; obliteration of any barcode on the piece prevents missorting on automated equipment. [F020.1.4]

**2.2 Forwardable Mail**

**2.2.1 Classes**

Forwarding is available for all classes of mail, subject to the corresponding conditions described in 1.0. [F020.2.1]

**2.2.2 Reforwarding**

The address (but not the name) may be changed and the mail reforwarded as many times as necessary to reach the addressee. [F020.2.2]

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**2.2.3 Discontinued Post Office**

All Express Mail, First-Class Mail, Periodicals, and Package Services addressed to a discontinued post office may be forwarded without added charge to a post office that the addressee designates as more convenient than the office to which the USPS ordered the mail sent. [F020.2.3]

**2.2.4 Rural Delivery**

When rural delivery service is established or changed, a customer of any office receiving mail from the rural carrier of another office may have all Express Mail, First-Class Mail, Periodicals, and Package Services forwarded to the latter office for delivery by the rural carrier without added charge, if the customer files a written request with the postmaster at the former office. [F020.2.4]

**2.2.5 Converted Service**

Mail addressed to post office, rural, or highway contract route boxholders is delivered to customers residing in the affected area until June 30 following establishment of, or conversion to, city delivery service or for 90 days, whichever is later. [F020.2.5]

**2.2.6 Mail for Military Personnel**

All Express Mail, First-Class Mail, Periodicals, and Package Services addressed to persons in the U.S. Armed Forces (including civilian employees) serving where U.S. mail service operates is forwarded at no added charge when the change of address is caused by official orders. This free forwarding also applies to mail for household members whose change of address is caused by official orders to persons serving in or who are civilian employees of the U.S. Armed Forces. If the official permanent change of station order is to an overseas APO/FPO address, military authorities forward mail between the United States and those addresses; forwarding is limited to 60 days. [F020.2.6]

**2.2.7 Mail Addressed to CMRA Customers**

Mail addressed to an addressee at a commercial mail receiving agency (CMRA) is not forwarded through the USPS. The CMRA customer may make special arrangements for the CMRA operator to remail the mail with payment of new postage. A CMRA must accept and remail mail to former customers for at least 6 months after termination of the agency relationship. After the 6-month period, the CMRA may refuse mail addressed to a former customer. [F020.2.7]

**2.3 Postage for Forwarding****2.3.1 Origin**

Forwarding postage is computed by using the forwarding office as the origin office. [F020.3.1]

**2.3.2 Express Mail**

Express Mail is forwarded without charge. [F020.3.2]

**2.3.3 First-Class Mail**

First-Class Mail (including postcards and stamped cards) and Priority Mail are forwarded without charge when postage is fully prepaid by the sender. [F020.3.3]



**2.3.4 Periodicals**

Periodicals publications (including publications pending Periodicals authorization) are forwarded without charge for 60 days when postage is fully prepaid by the sender. [F020.3.4]

**2.3.5 Standard Mail**

Generally, Standard Mail is subject to collection of additional postage from the mailer when forwarding service is provided by charging the Standard Mail weighted fee on all returns. Shipper Paid Forwarding, used in conjunction with Address Change Service (3.0), provides mailers of Standard Mail machinable parcels an option of paying forwarding postage at the single-piece First-Class or Priority Mail rate as applicable for the weight of the piece. Mail that qualifies for Bulk Parcel Return Service (BPRS) is returned at the BPRS per piece charge if the mailer uses one of the ancillary service endorsements that specifies BPRS (e.g., “Return Service Requested—BPRS”). [F020.3.5]

**2.3.6 Package Services**

Package Services is subject to the collection of additional postage at the applicable rate for nonlocal forwarding. Unless endorsed “Change Service Requested,” all Package Services is delivered as directed without additional postage charge when the old and new addresses are served by the same post office. The addressee may refuse any piece of Package Services that has been forwarded. This refusal does not revoke the right to have other Package Services forwarded. If the addressee does not want to pay forwarding postage for all Package Services, the addressee must ask the postmaster of the new address to use Form 3546 to notify the postmaster of the old address to discontinue the forwarding of Package Services. [F020.3.6]

**2.3.7 Extra Services**

Certified, collect on delivery (COD), Delivery Confirmation, insured, registered, Signature Confirmation, and special handling mail is forwarded without additional extra service fees, subject to the applicable postage charge (to a domestic address only). [F020.3.7]

**3.0 Address Correction Services**

**3.1 Address Correction Service**

**3.1.1 Address Correction Service Fee**

For all classes of mail:

- a. Manual notice, each: \$0.70.
- b. Electronic notice, each: \$0.20. [R900.1.0]

**3.1.2 Purpose**

If mail cannot be delivered as addressed, address correction service allows the sender on request, using the appropriate ancillary service endorsement under 1.0, to obtain the addressee’s new (forwarding) address (if the addressee filed a change-of-address order with the USPS) or the reason for nondelivery. Address corrections

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and notices are not provided for customers who file a temporary change of address or for individuals at a business address (see 2.1). Address correction service is available alone or in combination with forwarding and return service. [F030.1.1]

**3.1.3 Invalid Endorsement**

Any obsolete ancillary service endorsement or similar sender endorsement not shown in 1.0 is considered invalid. Material bearing invalid or conflicting ancillary service endorsements will not be accepted for mailing. If discovered in the mailstream, pieces bearing an invalid ancillary service endorsement or conflicting endorsements are treated as unendorsed mail. *Exception:* Undeliverable Parcel Post, Media Mail, and Library Mail pieces that bear invalid or conflicting ancillary service endorsements are treated as if endorsed "Forwarding Service Requested." [F030.1.2]

**3.1.4 Periodicals**

Address correction service is provided automatically for all Periodicals publications (including publications pending Periodicals authorization) and begins 60 days after the effective date of the addressee's change of address. Address corrections are provided as separate notices or, at the mailer's request, on the returned pieces. [F030.1.3]

**3.1.5 Other Classes**

When possible, "on-piece" address correction is provided for First-Class Mail, Express Mail, Priority Mail, Standard Mail, and Package Services. If the piece cannot be forwarded, it is returned with the address information or reason for nondelivery attached. Generally, when separate corrections are necessary, Form 3547 is returned to the sender with the address correction fee charged and the mail is forwarded. This service is not available for Express Mail, First-Class Mail, or Standard Mail addressed for delivery to the addressee by military personnel at any military installation, including APOs and FPOs. [F030.1.4]

**3.1.6 Fee and Return Postage**

Unless excepted, the applicable fee for address correction service is charged for each separate notification of address correction or the reason for nondelivery. When "on-piece" address correction is provided, no address correction fee is charged but return postage can be charged, depending on mail class. [F030.1.5]

**3.2 Address Change Service (ACS)****3.2.1 Description**

Address Change Service (ACS) is an automated electronic enhancement to the manual method that centralizes, automates, and improves the process of providing address correction or reason for nondelivery notices. ACS is designed to reduce the volume of manual notifications provided for valid participating ACS mailpieces, but it does not completely eliminate manual notifications. ACS involves transmitting address correction information to a central point where the changes are consolidated electronically by unique publication or mailer identifier. The records are sequentially organized by USPS-assigned codes and distributed to each participating mailer. Mailers must keep their address records in electronic format and mark their mailpieces with the ACS symbols under 708.7.0 and the correct endorsement under 1.0 to obtain address correction. To obtain nondelivery

information under [1.4.1, General](#), in addition to address correction service, mailers must also use an ACS keyline on mailpieces. ACS also can be used to pay forwarding postage on most Standard Mail and Package Services pieces using Shipper Paid Forwarding under [3.2.7](#). Additional information for using ACS is contained in Publication 8, *Address Change Service*. [F030.2.1]

### 3.2.2 Availability

ACS is available monthly, weekly, or more frequently, depending on the needs and ACS volume of the mailer. Because ACS is associated with USPS computerized forwarding operations, the service is not available at all post offices. Therefore, ACS is not a guaranteed service and the USPS makes no assurance that any minimum percentage of a mailer's address correction notifications will be provided electronically rather than manually. The use of an authorized ACS participant code and the required endorsement on mailpieces does not guarantee the return of all notifications in an electronic format. To participate in ACS, write to the National Customer Support Center (see [608.8.0](#) for address). [F030.2.2]

### 3.2.3 Participant Code

The Address Change Service (ACS) participant code is provided to authorized mailers by the National Customer Support Center (NCSC) (see [608.8.0](#) for address). The participant code consists of seven alpha characters, aligned left, and must be preceded by a single pound sign (#) delimiter. [M013.3.1]

### 3.2.4 Placement

The ACS participant code may be placed in one of two positions:

- a. In the optional endorsement line. The participant code must occupy the first eight positions on the left side of the OEL and be formatted as provided in [708.7.2.3](#).
- b. On the mailpiece or an address label directly below the ancillary service endorsement, left-justified, when the endorsement is placed directly above the address block, if these additional standards are met:
  1. The mailpiece must be letter-size and machinable or automation-compatible with or without a barcode, or flat-size with or without a barcode.
  2. If mailer keyline information is used, it must be the top line of the address block. A barcode may not be placed above a mailer keyline.
  3. If a window envelope is used, the clearance between the top line (mailer keyline) of the address block and the top edge of the address window must be at least 1/25 inch. This clearance must be maintained during the range of movement of the insert in the envelope.
  4. If an address label is used, the clearance between the top line (mailer keyline) of the address block and the top edge of the address label must be at least 1/25 inch.
  5. The ACS participant code and ancillary service endorsement must be printed in a non-narrow variant of Helvetica or Arial sans serif font in the range of 10 to 12 points. [M013.3.2]

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**3.2.5 Periodicals**

Address correction by ACS is provided automatically for 60 days after the effective date of the addressee's change of address for participating Periodicals publications (including publications pending Periodicals authorization). [F030.2.3]

**3.2.6 Address Correction Service Fee**

Unless excepted, the applicable fee for address correction is charged for each separate notification of address correction or the reason for nondelivery provided. [F030.2.4]

**3.2.7 Shipper Paid Forwarding**

Shipper Paid Forwarding is an ACS fulfillment vehicle. It allows mailers of Standard Mail machinable parcels and most Package Services to pay forwarding charges via approved ACS participant code(s). For information about Shipper Paid Forwarding, contact the National Customer Support Center (see [608.8.0](#) for address). Mailers have the option of paying forwarding charges through a postage due advance deposit account. Mailers who choose to do so must pay an annual accounting fee. [F030.2.5]

**3.2.8 Shipper Paid Forwarding Fee**

Annual accounting fee for (optional) advance deposit account: \$475.00. [R900.25.0]

**3.3 FASTforward****3.3.1 Purpose**

*FASTforward* is an automated system that interfaces with addressing and automation systems, such as computer-based mailing list correction processes, multiline optical character reader (MLOCR), or remote video encoding (RVE) technologies, to identify names and addresses for which current change-of-address orders are on file with the USPS. The *FASTforward* Mailing List Correction application updates name and address mailing lists before pieces are prepared for mailing. Approved *FASTforward* MLOCR and RVE systems print an on-piece address correction (text and delivery point barcode of the new address) for identified pieces before entry in the mailstream. Technical and licensing information is available from the National Customer Support Center (see [608.8.0](#) for address). [F030.3.1]

**3.3.2 Addressing**

When MLOCR and/or video image technologies are used with *FASTforward*, all name lines and lines of the delivery address as defined in [602.1.0](#) on each mailpiece must have a uniform left margin and be entirely within the OCR read area defined in [202.2.1](#). The term name lines includes recipient's name, firm name, and building name. An optional information line (e.g., keyline or optional endorsement line) is permitted if placed above the top line of the address block. Any alternative addressing format under [602.3.0](#) is not permitted. [F030.3.2]

**3.3.3 Barcoding**

When MLOCR and/or video image technologies are used with *FASTforward*, each letter-size piece must have a barcode clear zone meeting the standards in [202.5.1](#), free of any printing and barcode. If a *FASTforward* match is made, the new address and barcode representing the new address are printed in the barcode clear zone

and, for mail processing, take precedence over the old address and any barcode in the address block. The new barcode must meet the barcoding standards in [708.4.0](#). An envelope containing a window that intrudes into the barcode clear zone is not eligible for *FASTforward*. [F030.3.3]

### 3.4 Sender Instruction

#### 3.4.1 Mail Not Forwarded

The following types of mail are not forwarded:

- a. Mail addressed to “Occupant” or “Postal Customer.”
- b. Mail with exceptional address format.
- c. Mail showing specific instructions of the sender (e.g., “Return Service Requested” or “Change Service Requested”).
- d. Perishable items not marked to abandon that cannot be delivered before spoiling, or day-old poultry that cannot be delivered within 72 hours after hatching. These items are returned to the sender immediately, if the return can be made before spoilage or within the 72-hour period. [F030.4.1]

#### 3.4.2 Extra Services

A change-of-address order covers certified, collect on delivery (COD), insured, registered, and return receipt for merchandise mail unless the sender gives other instructions or the addressee moves outside the United States. This mail is treated as follows:

- a. COD mail is not forwarded to overseas military post offices.
- b. Ordinary, insured, and COD parcels marked on the envelope or wrapper with the mailer’s instructions to abandon or sell perishable items are treated following the instructions, such as:
  1. “Do not forward or return. If not accepted within \_\_\_\_ days, treat as abandoned. Notify mailer of disposition.”
  2. “Do not forward or return. If undelivered after \_\_\_\_ days, sell contents to highest bidder and remit proceeds, less commission, to mailer.” (A commission of 10%, but not less than \$0.25, is kept by the USPS from the amount for which perishable items are sold.)
- c. When the mailer so requests, Form 3849-D is sent to the mailer. The mailer then may designate a new addressee or alter the amount of COD charges by submitting a written request to the postmaster and paying the proper fee. The USPS returns the article to the mailer after the holding period if no response is received. The postage charge, if any, is collected from the mailer for returning the mail (but not registration or COD fees). When COD mail is addressed to a person who moved and left no forwarding address, Form 3849-D is not sent, and the mail is returned to the mailer.
- d. Insured Standard Mail is forwarded and returned.

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- e. Insured Package Services without any other endorsement is forwarded at no charge locally and postage due nonlocally. (For forwarding, local means within the same post office.) If the mailpiece is undeliverable, the USPS returns it to the sender with the new address or the reason for nondelivery. The sender is charged for the return of the piece only and the attempted forwarding, when appropriate.
- f. The USPS holds undeliverable certified, insured, registered, and return receipt for merchandise mail for no fewer than 3 days nor more than 15 days (unless the sender specifies fewer).
- g. The USPS holds undeliverable collect on delivery (COD) mail for no fewer than 3 nor more than 30 days (unless the sender specifies fewer). [F030.4.2]

**3.4.3 Express Mail Pouch**

The USPS opens an undeliverable-as-addressed Express Mail pouch to find a delivery address on any envelope or article inside. The USPS does not open the wrappers or envelopes or break the seals of any Express Mail article in the pouch. If no address information is found, the pouch is treated as dead mail. Express Mail is held no more than 5 workdays unless the sender sets a shorter period. [F030.4.3]

**3.4.4 Holding Mail**

At the sender's request, the delivery post office holds mail, other than registered, insured, certified, COD, and return receipt for merchandise, for no fewer than 3 days nor more than 30 days. A specific retention time of not less than 3 nor more than 30 days, if requested, must be included by the sender in the return address on the mailpiece (e.g., "Return in 30 days to" followed by sender's return address). [F030.4.4]

**4.0 Recall of Mail****4.1 Who May Recall Mail****4.1.1 Sender**

Mail deposited in a collection box or at a post office may be recalled, with proper identification, by the sender or the sender's representative. Form 1509 must be submitted to the postmaster at the office of mailing. [D030.1.1]

**4.1.2 Federal Agency**

A federal agency may recall any mailpiece sent as official mail by submitting to any post office a Mailgram or an Express Mail letter identifying the piece. This provision excepts a federal agency only from the requirement to file recall orders at the office of mailing and does not authorize an agency to recall mail that it did not send. [D030.1.2]

**4.1.3 Expenses and Postage**

The mailer must pay all expenses of recalling mail (including return postage for other than First-Class Mail). If mail recalled before dispatch is again presented for mailing, the original stamps are accepted for postage at face value. This provision does not apply to stamps paying for registry, insurance, or COD fees. [D030.1.3]

#### 4.1.4 Registered Mail

For recalled Registered Mail, the sender must write or stamp “Withdrawn Before Dispatch” on the customer’s copy of the Registered Mail receipt, sign it, and surrender it. The same words must be written or stamped on the face of the article.

[D030.1.4]

## 4.2 Mailer Request for Withdrawal and Disposal of Mail

### 4.2.1 Mail Without Scheduled Delivery Date

The mailer may request the USPS to withdraw and dispose of mail without a scheduled delivery date before its delivery if:

- a. The mailing contains at least 200 pieces.
- b. The mailer gives the USPS a written and signed request, describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The request must include the authorization to withdraw and dispose of the mail.
- c. The mailer sends the request to the postmaster of the accepting post office (if the mailing has been deposited but not accepted) or to the postmaster of each destination office (if the mailing has been accepted). [D030.2.1]

### 4.2.2 Mail With Scheduled Delivery Date

The mailer may request the USPS to withdraw and dispose of mail with a scheduled delivery date (time-dated) before its delivery if:

- a. The mailing contains at least 200 pieces.
- b. The mailer entered the mailing early enough so that delivery can be expected on or before the scheduled delivery date.
- c. The mailer sends the request to the postmaster of the accepting post office (if the mailing has been deposited but not accepted) or, if the mailing has been accepted, the mailer either:
  1. Attaches a facing slip to each bundle of mail showing the company name, person to contact, telephone number (where collect calls are accepted), and the scheduled delivery date after which the mailer does not want the mail delivered. The mailer also authorizes the withdrawal but not the disposal of the mail.
  2. Sends a written request to the postmasters of destination post offices before depositing the mail, stating that time-dated mail is to be received at their offices and describing the mail by size, color, weight, identifying markings, number of pieces, class of mail, and type of postage payment. The mailer also authorizes the withdrawal and disposal of time-dated mail if received after the scheduled dates. [D030.2.2]

### 4.2.3 No Guarantee

The USPS does not guarantee success in preventing delivery of all pieces in a withdrawn mailing. [D030.2.3]

**4.2.4 Mail Disposal**

Disposal of mail at the mailer's request creates no obligation of the USPS to refund postage. The mailer must pay all expenses that the USPS incurred in disposing of the mail. [D030.2.4]

**5.0 Pickup Service****5.1 Pickup Service Fee**

Available for Express Mail, Priority Mail, and Parcel Post, per pickup: \$12.50. [R900.19.0]

**5.2 Basic Standards****5.2.1 Availability**

Pickup service is available from designated post offices for:

- a. Express Mail.
- b. Priority Mail.
- c. Single-piece rate Parcel Post. [D010.1.1]

**5.2.2 Extra Services**

Certified Mail, Delivery Confirmation, and Signature Confirmation are the only extra postal services that may be used with pieces that are picked up. [D010.1.2]

**5.2.3 Volume**

There are no limitations on the number of pieces that may be picked up. The USPS may defer pickup or make multiple pickups at no additional charge to the customer if the volume to be picked up exceeds available vehicle capacity. The USPS may establish plant load service if warranted. [D010.1.3]

**5.2.4 Standards**

Each piece of Express Mail, Priority Mail, or Parcel Post must meet all applicable eligibility and preparation standards. Material prepared for Express Mail or Priority Mail drop shipment must meet the applicable standards in [705.16.0](#). [D010.1.4]

**5.2.5 Form 5541**

When paying the fee, a customer must sign Form 5541. The USPS employee completes the information required on the form. [D010.1.5]

**5.2.6 Collecting Other Mail**

Incidental amounts of other postage-affixed, full-rate mail also may be collected when pickup service is provided. [D010.1.6]

**5.2.7 Service Changes**

The USPS may suspend or refuse pickup service due to exceptional or unsafe situations (e.g., hazardous weather or road conditions, facility emergencies on customer or USPS property, unforeseen employee or vehicle shortages, or unsafe or inadequate mailer facilities). [D010.1.7]



### 5.2.8 International Mail

Certain types of international mail that meet all eligibility and preparation standards required in the *International Mail Manual* may be collected when pickup service is provided. [D010.1.8]

## 5.3 Postage and Fees

### 5.3.1 Postage

The correct amount of postage must be affixed to each piece. *Exception:* Express Mail paid with a corporate account, Priority Mail or Parcel Post with a merchandise return service permit label (9.0), and manifest mailings approved by Business Mailer Support (BMS) do not need to have postage affixed. [D010.2.1]

### 5.3.2 Fee Charged

Pickup fees are listed in 113.1.5, 123.1.8, and 153.1.6, *Pickup Fees*. The customer is charged the required fee:

- a. Every time pickup service is provided, regardless of the number of pieces or combination of classes of mail.
- b. For additional trips to pick up exceptional volume of which the serving post office was not notified. [D010.2.2]

### 5.3.3 Fee Not Charged

The customer is not charged the applicable fee for:

- a. A scheduled pickup that is canceled as required.
- b. An on-call pickup that is canceled before the USPS employee is dispatched for the pickup.
- c. Express Mail, Priority Mail, or Parcel Post that is collected during a regular delivery stop or a scheduled stop to collect mail not subject to a pickup fee.
- d. Priority Mail or Parcel Post using a merchandise return service label that indicates that the permit holder will pay for pickup service.
- e. Priority Mail reshipment service (9.2.8). [D010.2.3]

### 5.3.4 Fee Payment Method

The pickup fee must be paid by one of these methods:

- a. Meter, precanceled, or adhesive stamps affixed to Form 5541.
- b. Federal agency number or Express Mail Corporate Account Number written on Form 5541.
- c. Check payable to the postmaster of the serving post office.
- d. Advance deposit account used by the merchandise return service permit holder to pay other applicable postage and fees (9.4.4).
- e. Regular postage due account maintained by the mailer at the serving post office. [D010.2.4]

507.5.4

## 5.4 On-Call Service

### 5.4.1 Availability

On-call pickup service is available only from designated post offices with city delivery. [D010.3.1]

### 5.4.2 Requesting a Pickup

A customer may obtain information about the availability of pickup service and schedule a pickup by calling 1-800-222-1811. Pickups are made within 2 hours of the request. A pickup can be made later than 2 hours after the request if the customer and the serving post office agree and service is not adversely affected. Depending on the time of the request and the delivery schedule of the serving post office, the pickup may be deferred to the next business day. When scheduling a pickup, the customer must indicate the quantity of mail to be picked up. [D010.3.2]

## 5.5 Scheduled Service

### 5.5.1 Availability

Scheduled pickup service is available from post offices with city delivery and from other post offices where the customer's address is along the line of travel and within the regular delivery period of a rural route or highway contract route. [D010.4.1]

### 5.5.2 Service Agreement

A customer requesting scheduled pickup service must enter into a service agreement with the USPS. The agreement specifies the time, place, day or date, frequency of service, and approximate volume per pickup. [D010.4.2]

### 5.5.3 Service hours

Scheduled pickup service may be requested during the regular business hours of the serving post office. Scheduled pickup service begins the day after the service agreement is finalized and continues until the customer cancels it. [D010.4.3]

### 5.5.4 Customer Changes

The customer must notify the serving post office at least 24 hours before a scheduled pickup if the pickup is to be canceled or the volume of mail to be picked up is more than 20% higher than the volume specified in the service agreement. The customer may:

- a. Amend the service agreement, effective 5 business days after the USPS receives the customer's written notice to the serving post office.
- b. Terminate scheduled pickup service, effective 24 hours after the USPS receives the customer's written notice to the serving post office. The customer must pay all fees for pickup service provided before termination of service. [D010.4.4]

### 5.5.5 USPS Changes

The USPS may:

- a. Change the service agreement, effective 5 business days after the customer receives written notice from the serving post office. The customer may appeal this notice to the district manager but must pay all fees for pickup service provided during the appeal period.

- b. Terminate scheduled pickup service, effective 24 hours after the customer receives written notice from the serving post office. Termination must be based on the customer's failure to pay postage and fees or to meet the standards for pickup service or Express Mail, Priority Mail, or Parcel Post. The customer may appeal this notice to the district manager but must pay for all fees for pickup service provided during the appeal period. [D010.4.5]

**5.6 Express Mail Reship Service**

**5.6.1 Reship Service**

The USPS picks up shipments made up of mail addressed to post office boxes and dispatches it as a Custom Designed or Next Day Service shipment under a service agreement (on Form 5631) between the USPS and the mailer, subject to these standards:

- a. Service frequency is scheduled.
- b. For each pickup stop, the mailer is charged the applicable pickup fee no matter how many of the same mailer's post office boxes are checked in the same post office box unit at the same time.
- c. Express Mail postage and fees are paid by Express Mail Corporate Account or federal agency "Postage and Fees Paid" indicia.
- d. The mailer must keep a postage-due or business reply account at the postal facility where the post office box is located for any shortpaid or business reply mail. The service agreement must state that such an account exists.
- e. Express Mail reship service is not available for registered, certified, COD, insured, or Express Mail items addressed to the post office box. The mailer must give instructions for redirecting such items on Form 1093.
- f. The service agreement must: (1) list the Expedited Mail analyst at the originating office as the "Firm Representative"; (2) show the pickup time is when the USPS employee picks up the mail from the post office boxes and prepares it for dispatch as Express Mail.
- g. Commencement and termination of service agreements are subject to the standards for Express Mail Custom Designed Service. [D500.3.0]

**5.6.2 Delivery**

Delivery of Express Mail is subject to [508.1.1.7](#). [D500.4.0]

**6.0 Mailing List Services**

**6.1 Mailing List Service Fees**

**6.1.1 List Correction**

Minimum charge per list (30 items): \$9.00.  
For each address on list: \$0.30. [R900.13.1]

**6.1.2 5-Digit ZIP Code Sortation**

For sortation of mailing lists on cards into groups labeled by 5-digit ZIP Code, per 1,000 addresses or fraction: \$100.00. [R900.13.2]

507.6.1.3

**6.1.3 Election Boards**

For address changes provided to election boards and voter registration commissions, per Form 3575: \$0.27. [R900.13.3]

**6.2 General Information****6.2.1 Definition**

A *mailing list* is a listing of names and addresses, or addresses only, produced on individual cards or in sheet form. [A910.1.1]

**6.2.2 Carrier Route File**

The official city delivery scheme, called the Carrier Route File, is available to mailers. [A910.1.2]

**6.2.3 Purpose**

To improve address quality, the USPS offers (for a designated fee) mailing list services to correct name and address lists; correct occupant lists; and sort mailing lists on cards by 5-digit ZIP Code (available only for multi-ZIP Code post offices). These services are available for mailing lists submitted by members of Congress; federal agencies; departments of state governments; municipalities; religious, fraternal, and recognized charitable organizations; and concerns or persons who solicit business by mail. For the designated fee, the USPS also provides address changes to election boards and voter registration commissions. [A910.1.3]

**6.2.4 Lists**

In providing services, the USPS does not compile any mailing list, including an occupant list. All corrections are marked on the list submitted by the customer. [A910.1.4]

**6.2.5 Prohibitions**

Persons other than USPS employees may not copy, or record by any means, names or addresses from carrier cases. Labels, wrappers, envelopes, stamped cards, or postcards indicating one-time use are not accepted as mailing lists. [A910.1.5]

**6.3 Fee Assessment****6.3.1 Corrections**

The fee for correcting name and address lists or occupant lists is assessed for each name or street address on the list. Individual apartments are considered separate addresses. The minimum fee in 6.1.1 applies to lists with fewer than 30 names or addresses. For assessing the fee, the USPS considers a list to be all the addresses sent at one time to the appropriate postal facility. [A910.2.1]

**6.3.2 Rural Route Consolidation**

No fee is charged for correcting name and address lists or occupant lists where rural routes are consolidated or changed to another post office, or where rural route and box number addresses are changed to city-style addresses. The lists must contain only names and/or addresses of persons residing on the routes involved, and the lists must be submitted for correction during the time when the local post office is required to keep the address conversion information. [A910.2.2]

### 6.3.3 Cards

The fee for sorting mailing lists on cards by 5-digit ZIP Code is assessed per 1,000 addresses or fraction thereof. [A910.2.3]

### 6.3.4 Election Board and Voter Commissions

The fee for address changes provided to election boards and voter registration commissions is assessed for each Form 3575 submitted. The fee is collected on a per card basis regardless of the number of changes made on the card and whether the change concerns a person on the board's or commission's list of registrants. Instead of the actual forms, the USPS may supply facsimiles of the forms or copies of the information they contain at no additional fee. [A910.2.4]

### 6.3.5 Payment

The post office providing the correction service annotates the total fee due on the outside of the package containing the corrected cards or lists. Payment must be made to the postal installation to which the list was submitted. Payment must be in cash or by check or money order made payable to the postmaster. Payment for correcting a list submitted by a federal agency or a person authorized to send matter as official mail may be made under the official mail reimbursement program. Payment may be made when the list is submitted or when the corrected list is delivered. [A910.2.5]

### 6.3.6 Time Limit

The USPS corrects and returns a mailing list to the owner within 15 workdays after receipt. This time limit does not apply to mailing lists received for correction between November 16 and January 1; they are returned as soon as possible. [A910.2.6]

## 6.4 Name and Address List Correction

### 6.4.1 Preparation

If addresses are submitted in list form, the list must be typewritten, printed, or computer-prepared and in sheet form, with enough space between or next to each address to permit entry of corrections. The list owner's name must appear in the upper left corner of each page or sheet. Lists must be separated by post office. A separate list must be presented for each carrier route served by a post office with 190 or more revenue units. Each post office can advise customers in this regard. [A910.3.1]

### 6.4.2 Card Size

If the addresses are submitted on cards, the cards must be about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Information on the cards must be typewritten, printed, or computer-prepared, having only one name and address per card, and with enough space to permit entry of corrections. The list owner's name must appear in the upper left corner of each card. Lists (groups of cards) must be separated by individual post office. [A910.3.2]

507.6.4.3

**6.4.3 Submission**

The customer must submit the address cards or mailing lists to the district manager of Address Management Systems for addresses within the district. (The address of each district and the ZIP Codes each serves may be found in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.) Unless directed otherwise by the district, the customer must address the submission as follows:

MANAGER  
ADDRESS MANAGEMENT SYSTEMS  
[STREET ADDRESS]  
[CITY STATE ZIP CODE]

[A910.3.3]

**6.4.4 Postage**

Cards or lists may be mailed by their owners to the designated district, but the list owner must prepay the postage for such items at the applicable rate. The submitted items are returned free of postage. [A910.3.4]

**6.4.5 Elements Corrected**

USPS employees:

- a. Cross off names to which mail cannot be delivered or forwarded.
- b. Correct initials and/or last names when the name apparently is known to the owner of the list.
- c. Correct the house, rural, or post office box number; correct the last line (post office name, state abbreviation, and 5-digit ZIP Code); and, in multiple-unit buildings, add apartment, suite, or room numbers if known by the USPS employee.
- d. Correct spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.
- e. Provide new addresses, including ZIP Codes, for customers who have moved and filed permanent forwarding orders that are still active, and for addresses, if known, that are undeliverable because of USPS adjustments.
- f. Mark an "X" in the upper right corner of the card or next to each entry on the sheet where no change is necessary. [A910.3.5]

**6.4.6 No Additions**

In making list corrections, USPS employees do not add a new name or address to a card or list. [A910.3.6]

**6.5 Occupant Lists****6.5.1 Submission**

Customers must submit occupant lists of street addresses in the same way as for name and address corrections. Customers must not submit lists that include more than 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area. [A910.4.1]

### 6.5.2 Elements Corrected

USPS employees:

- a. Provide new addresses, if known, for addresses that are undeliverable because of USPS adjustments.
- b. Correct last lines (post office names, state abbreviations, and 5-digit ZIP Codes), spelling of street names, suffixes, and placement of directionals to conform to the Carrier Route File scheme.
- c. Cross off numbers representing incorrect or nonexistent street addresses, but do not change or add numbers.
- d. Indicate business addresses with a “B” in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.
- e. Indicate rural route addresses with an “R” in the upper right corner of the card, or opposite the street number as printed on the sheet, as applicable.
- f. Enter the number of separate family units opposite addresses of multiple-unit dwellings.
- g. Mark an “X” in the upper right corner of the card or next to each entry on the sheet where no change is necessary.
- h. Group the corrected cards or sheets by carrier route for return to the list owner. [A910.4.2]

## 6.6 Sortation of Lists on Cards by 5-Digit ZIP Code

### 6.6.1 Coding

The customer must code mailing lists by 5-digit ZIP Code for single 5-digit ZIP Code post offices. [A910.5.1]

### 6.6.2 Preparation

To allow the USPS to sort a mailing list to 5-digit ZIP Codes, a mailing list of addresses only for multi-ZIP Code post offices must be prepared on cards about the size (3-1/2 by 5-1/2 inches) and quality of a stamped card; data processing cards are acceptable. Only one address may appear on each card. The owner must separate the cards by post office of address and submit each group to the district manager of Address Management Systems serving that post office. The list owner must wrap mailing lists (cards) for mailing when practicable. The owner’s name and address must appear on the outside of the wrap or container. [A910.5.2]

### 6.6.3 USPS Sortation

USPS employees sort cards by 5-digit ZIP Code and securely package them with a facing slip marked “All for ZIP Code Area (00000).” ZIP Codes are not written on individual cards. [A910.5.3]

## 6.7 Election Boards and Voter Registration Commissions

### 6.7.1 General

[02-03-05] Election boards or voter registration commissions may use the “Return Service Requested” endorsement and/or the National Change of Address Linkage System (NCOA<sup>Link</sup>) to maintain current address lists. [A910.6.1]

507.6.7.2

**6.7.2 Procedure**

Election boards or voter registration commissions using permanent registration also may obtain residential change-of-address information from Forms 3575:

- a. An authorized official of the board or commission must sign and submit to the manager, address management systems (district), a written request that lists the post offices for which change-of-address information is desired.
- b. If the request is approved, an agreement must be obtained from and signed by an authorized official of the board or commission detailing the terms under which the change-of-address information is to be released.
- c. The board or commission receives the requested information from the postmasters of the listed post offices and pays those postmasters the applicable fees. [A910.6.2]

**7.0 Address Sequencing Services****7.1 Address Sequencing Service Fees****7.1.1 Basic Service**

Each card or address removed because of an incorrect or undeliverable address: \$0.30. [R900.2.1]

**7.1.2 Blanks for Missing Addresses**

Each card or address removed because of an incorrect or undeliverable address: \$0.30.

Insertion of each blank card for missing or new address: no charge. [R900.2.2]

**7.1.3 Missing or New Addresses Added**

Insertion of each addressed card for missing or new address: \$0.30. [R900.2.3]

**7.2 Service Levels**

The USPS provides the following levels of manual or electronic address sequencing service for city carrier routes, rural routes, highway contract routes, and post office box sections:

- a. Sequencing of address cards or electronic address files.
- b. Sequencing of address cards or electronic address files, plus inserting only blank cards for missing addresses or missing sequence numbers for the addresses missing from the electronic files.
- c. Sequencing of address cards or electronic address files, plus inserting cards with addresses for missing or new addresses, or inserting addresses into electronic files for missing or new addresses.
- d. For address cards or electronic files, if qualification is met, the USPS will provide seeded addresses to the list owners for inclusion in their address files for file protection.



- e. If a request for sequencing contains a seeded address, the owner of the seeded address will be notified within 30 days of detection. If all known possibilities of fraud cannot be ruled out, the request will be denied and the Postal Inspection Service will be notified. [A920.1.0]

**7.3 Card Preparation and Submission**

**7.3.1 Color, Size, and Quantity**

When submitting cards, all address cards must be made of white or buff-colored card stock and of an identical size (5 to 8-5/16 inches long and 2-1/4 to 4-1/4 inches high). Blank cards for missing and/or new addresses must be of the same size as the submitted address cards but of a different color. A customer must provide enough blank cards to equal at least 10% of the number of address cards submitted. [A920.2.1]

**7.3.2 Limitation**

The customer must not submit address cards or an address file in excess of 110% of the possible deliveries for a specific 5-digit ZIP Code delivery area. Customers requesting the service level in 7.2c will be allowed three attempts to qualify a ZIP Code for the service within a 12-month period. Failure to qualify within three attempts within 12 months will result in a suspension of 1 year for any additional attempts to qualify the ZIP Code. [A920.2.2]

**7.3.3 Addressing Format**

Addressing format is specific to the media being used.

- a. Card Processing. Cards must be faced in the same direction and bear only one address each. The customer's current address information must be computer-generated, typed, or printed along the top of the card. The address must be within 1 inch from the top edge of the card in about the same location on each card submitted. Each card must include a complete address, but the ZIP Code is optional. Street designators may be abbreviated as shown in Publication 28, *Postal Addressing Standards*. When sequence cards are used to obtain address sequencing information for post office boxes, the box section number must be substituted for the carrier route number (if shown).
- b. Electronic Processing. The customer must submit address files on electronic media, as described by the Postal Service. Call the National Customer Support Center at 1-800-331-5747 for a copy of the required format. [A920.2.3]

**7.3.4 Header Cards**

When submitting address cards, customers must provide carrier route header cards prepared with standard 80-column computer card stock (or another size as described in 7.3.1). The header cards must be typed, computer-generated, or printed by the customer. A route header card of the same size as the address cards must be placed in front of the cards for each route. All columns must be provided on the header cards, regardless of the service level requested. Column headings may be abbreviated. Examples of the required format for the route header card can be obtained from the National Customer Support Center (see 608.8.0 for address). [A920.2.4]

**7.3.5 Delivery Unit Summary**

A Delivery Unit Summary must be typed, computer-generated, or printed and provided by the customer for card processing. A printed copy or electronic file will be acceptable for address file submissions. When submitting address cards, an original and two copies must be submitted for each 5-digit ZIP Code. When submitting an address file, an original and two copies of a printed form or one electronic file must be submitted for each 5-digit ZIP Code. This form, used by the USPS to provide summary information to the customer, is necessary for calculating total charges for the service level provided. For address card submissions, the original is returned to the customer with the cards as the customer's bill. For electronic address file submissions, a computer-generated Delivery Unit Summary is returned as the customer's bill. Upon receipt of payment, the ZIP Code will be qualified for Computerized Delivery Sequence (CDS), and product fulfillment will begin. Examples of the required printed or electronic format of the Delivery Unit Summary can be obtained from the National Customer Support Center (see [608.8.0](#) for address). [A920.2.5]

**7.3.6 5-Digit ZIP Codes**

When submitting address cards, the cards for each 5-digit ZIP Code must be placed in separate containers, each with an envelope affixed containing a packing list and Delivery Unit Summary sheets for that 5-digit ZIP Code. For each 5-digit ZIP Code, the customer must also show the number of containers submitted on the Delivery Unit Summary and number those containers sequentially (e.g., "1 of 3," "2 of 3," and "3 of 3"). If there is more than one container for the 5-digit ZIP Code, the Delivery Unit Summary must be affixed to the first container. [A920.2.6]

**7.3.7 Submitting Cards or Electronic Files**

The designated place for submission of addresses for sequencing depends on the type of media used.

- a. Card Processing. The customer must submit the containers of address cards to the district manager of Address Management Systems for carrier routes within the corresponding district. (Exception: Address cards only for addresses in the city where the customer is located may be submitted to the postmaster of that city.) Unless directed otherwise, the customer must address containers of address cards to:

MANAGER ADDRESS MANAGEMENT SYSTEMS  
UNITED STATES POSTAL SERVICE  
[STREET ADDRESS]  
[CITY/STATE/ZIP+4]

- b. Electronic Processing. The customer must submit address files on electronic media to:

COMPUTERIZED DELIVERY SEQUENCING DEPARTMENT  
NATIONAL CUSTOMER SUPPORT CENTER  
UNITED STATES POSTAL SERVICE  
6060 PRIMACY PKWY STE 201  
MEMPHIS TN 38188-0001 [A920.2.7]

**7.3.8 Postage**

Containers of cards mailed to the post office must have postage paid at the applicable rate. Address files can be mailed at the appropriate rate or be electronically transmitted, as determined by the USPS, to the National Customer Support Center. They are returned to the customer free of postage. [A920.2.8]

**7.3.9 USPS Sequencing**

Unsequenced address cards received at post offices or unsequenced address files received at the National Customer Support Center will be arranged in sequence of carrier route delivery without charge. Cards with incorrect or undeliverable addresses are removed from carrier route bundles, bundled separately, and returned to the customer. When address files are submitted, incorrect or undeliverable addresses are removed from the original file and returned as a separate file. [A920.2.9]

**7.3.10 USPS Time Limits and Billing**

The post office or the National Customer Support Center, whichever performs the service, returns the cards or address file and the bill for applicable charges to the customer within 15 working days after receiving a properly prepared request for address sequencing. This time limit does not apply to cards received between November 16 and January 1; they are returned as soon as possible. [A920.2.10]

**7.3.11 Seasonal Addresses**

Under all service levels, correct addresses subject to seasonal occupancy, but which do not indicate seasonal treatment, will be identified with an “S” on cards or a flag on address files. If the address is included in a series, such as those used for apartment buildings, trailer parks, and seasonal delivery areas in general, the appropriate “seasonal” indicator box is checked on the card or flagged on the address file. When correct address cards or address files that are not subject to seasonal occupancy but that include seasonal treatment notations are submitted, the seasonal indicator is marked out on cards or left blank on address files. For cards, a rubber band is placed around the card to identify it before it is put in carrier route sequence order in the returned deck of cards. No charge is assessed for this service. [A920.2.11]

**7.4 Sequencing Cards With Blanks for Missing Addresses or Sequencing Address Files With Missing Sequence Numbers**

USPS employees at post offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer, and insert a blank card or missing sequence number for address files for each existing address that is not included in the customer’s cards or address file. (If several addresses in a series are missing, a single blank card is inserted for the series showing the number of missing addresses, or for address files a series of missing sequence numbers will be omitted identifying the number of missing addresses.) [A920.3.0]

## **7.5 Sequencing With Address Cards or Address File Sequencing With Addresses Added for Missing and New Addresses**

### **7.5.1 USPS Sequencing**

USPS employees at post offices (for cards) or the National Customer Support Center (for address files) arrange unsequenced addresses in sequence of carrier route delivery without charge, remove incorrect or undeliverable addresses, and, if cards, package separately for return to the customer or, if an address file, return as a separate file, and add new or missing addresses (including rural address conversions to city delivery) for each existing address that is not included in the customer's cards or address file. [A920.4.1]

### **7.5.2 Separate Address Groups**

Separate groups of address cards must be submitted for the addresses in each 5-digit ZIP Code delivery area: city carrier (residential addresses only); city carrier (business addresses only); city carrier (combination of residential and business addresses); rural and highway contract route addresses; or post office box addresses (whether business, residential, or a combination). If submitting an electronic address file, a single file meeting the same requirements is acceptable. Each group must be accompanied by a statement showing:

- a. Types of addresses (i.e., residential, business, or a combination).
- b. Number of addresses on the cards or in the address file.
- c. Name, mailing address, and telephone number of the list owner or agent.

[A920.4.2]

### **7.5.3 Post Office Boxes**

Within a 5-digit ZIP Code, post office box addresses must be placed in separate groups from city carrier, rural, and highway contract route addresses and separately identified on the customer's statement. [A920.4.3]

### **7.5.4 Address Percentage**

For the 5-digit ZIP Code, the mailing list that the cards or address file represents must contain 90% of all possible residential or business city carrier addresses in the respective address group, 90% of all city carrier addresses in a combination residential/business address group, or 90% of all possible deliveries in rural/highway contract route and post office box groups. [A920.4.4]

### **7.5.5 Calculating Percentage**

In calculating the total number of addresses within a 5-digit ZIP Code, each apartment unit in an apartment building or each office in an office building that is a deliverable address is treated as a separate address. [A920.4.5]

### **7.5.6 Resubmitting Cards or Address File**

Customers must monitor community growth and determine when address cards or address files need to be submitted for resequencing to maintain the 90% eligibility level of address coverage. Such a determination is not supplied by the USPS. See [509.1.0, Address Information System Products](#), for information on obtaining delivery statistics. [A920.4.6]

## 7.6 Service Charges

### 7.6.1 Basic Service

For sequencing of address cards or address files, the fee in 7.1.1, *Basic Service*, is charged for each address card or address that is removed because of an incorrect or undeliverable address. All cards removed are packaged separately and returned to the customer. [A920.5.1]

### 7.6.2 Blanks for Missing Addresses

For sequencing of address cards or address files with total possible deliveries shown, the fee in 7.1.2 is charged for each address card or address that is removed because it is incorrect or undeliverable. No charge is assessed for the insertion of blank cards or missing sequence numbers (for address files) showing the range of missing addresses in a submitted list. [A920.5.2]

### 7.6.3 Missing or New Addresses

For sequencing of address cards or address files with missing or new addresses added, the fee in 7.1.3 is charged for each address card or address that is removed because it is incorrect or undeliverable, and for each address (possible delivery) that is added to the customer's list. For apartment or office buildings with a series of addresses for which the USPS provides a range of addresses, the charge is for each address (possible delivery) in the range or series. [A920.5.3]

### 7.6.4 Customer's Bill

For all services, the original of the Delivery Unit Summary is returned to the customer after completion by USPS employees and serves as the customer's bill. The customer must submit payment for the amount due to the local post office or as instructed. [A920.5.4]

### 7.6.5 Free Services

These services are provided at no charge for all three levels of service:

- a. If the customer includes a rural address (box number) in a deck of cards or address file submitted for sequencing, and a street address is assigned to that box number so it can be served on a city delivery route, a correct address card or address is included at no charge.
- b. The USPS attempts, but does not guarantee, to make simple corrections to addresses (e.g., obvious spelling errors) that can be identified as a specific delivery address and are not undeliverable as addressed or nonexistent. Corrections are noted on the cards placed in proper carrier route sequence in the returned cards and identified by a rubber band around the card. [A920.5.5]

## 7.7 Submitting Properly Sequenced Mailings

### 7.7.1 Customer Responsibility

The customer must ensure that mailings are prepared in correct carrier route delivery sequence and resequence cards or an address file when necessary. The USPS does not provide list-sequencing service for mailings not prepared in correct carrier route delivery sequence if the customer is so notified but fails to take corrective action. [A920.6.1]

## 507.7.7.2

**7.7.2 Changes**

When delivery changes affect delivery sequence but do not cause scheme changes, card customers will be notified in writing and must then submit cards for the affected routes or the complete ZIP Code for resequencing. Computerized Delivery Sequence (CDS) customers will automatically receive an updated electronic file from the USPS. [A920.6.2]

**7.7.3 Out-of-Sequence Mailing**

If a mailing is found to be out of sequence, the customer is informed in writing both of the error and that, unless the situation is corrected, the USPS will not provide carrier route sequencing service. If the customer does not take corrective action, the USPS gives written notice that the customer is no longer allowed to submit address cards to the post office or address files to the National Customer Support Center for sequencing. Within 30 days, the customer may file a written appeal with the postmaster who gave notice. [A920.6.3]

**7.7.4 Reinstatement**

Generally, a customer denied address card or address file sequencing service for a specific ZIP Code may not submit address cards (to the post office) or address files (to the National Customer Support Center) for sequencing where that sequencing service was terminated for 1 year after the effective date of termination. After that time, the customer is again authorized to submit the ZIP Code address cards (to the post office) or address files (to the National Customer Support Center) for sequencing. At any time during the year after termination of service, the customer may renew the submission if the postmaster (for address cards) or the National Customer Support Center (for address files) is convinced that the customer has taken all necessary action to correct the past errors. [A920.6.4]

**8.0 Business Reply Mail (BRM)****8.1 Business Reply Mail (BRM) Rates and Fees****8.1.1 Basic BRM**

Annual permit fee: \$150.00.

Per piece fee: \$0.60 (in addition to the applicable First-Class Mail or Priority Mail postage ([123.1.0, Priority Mail Rates and Fees](#), or [133.1.0, First-Class Mail Rates and Fees](#))). [R900.4.1]

**8.1.2 High-Volume BRM**

Annual permit fee: \$150.00.

Annual accounting fee (for advanced deposit account): \$475.00.

Per piece fee: \$0.10 (in addition to the applicable First-Class Mail or Priority Mail postage ([123.1.0, Priority Mail Rates and Fees](#), or [133.1.0, First-Class Mail Rates and Fees](#))). [R900.4.2]

**8.1.3 Basic Qualified BRM**

Annual permit fee: \$150.00.

Annual accounting fee (for advanced deposit account): \$475.00.

Per piece fee: \$0.06 (in addition to the automation First-Class Mail QBRM postage (in [507.8.2](#))). [R900.4.3]

**8.1.4 High-Volume Qualified BRM**

Annual permit fee: \$150.00.  
 Annual accounting fee (for advanced deposit account): \$475.00.  
 Quarterly fee: \$1,800.00.  
 Per piece fee: \$0.008 (in addition to the automation First-Class Mail QBRM postage (in [123.1.0, Priority Mail Rates and Fees](#), or [133.1.0, First-Class Mail Rates and Fees](#))). [R900.4.4]

**8.1.5 Bulk Weight Averaged Nonletter-Size BRM**

Annual permit fee: \$150.00.  
 Annual accounting fee (for advanced deposit account): \$475.00.  
 Monthly maintenance fee: \$750.00.  
 Per piece fee: \$0.01 (in addition to the applicable First-Class Mail or Priority Mail postage ([123.1.0, Priority Mail Rates and Fees](#), or [133.1.0, First-Class Mail Rates and Fees](#))). [R900.4.5]

**8.2 Qualified Business Reply Mail (QBRM) Rates**

**8.2.1 Cards**

Cards meeting the standards in [8.3](#) through [8.12](#), in addition to the fees in [8.1](#): \$0.200 each. [R100.3.1]

**8.2.2 Letters**

Letter-size single pieces meeting the standards in [8.3](#) through [8.12](#), in addition to the fees in [8.1](#):

| WEIGHT INCREMENT                    | RATE    |
|-------------------------------------|---------|
| First ounce or fraction of an ounce | \$0.340 |
| Each additional ounce or fraction   | 0.230   |

[R100.3.2]

**8.3 Qualified Business Reply Mail (QBRM) Basic Standards**

**8.3.1 Description**

Qualified Business Reply Mail (QBRM) is First-Class Mail that:

- a. Is letter-size and is prepared to meet the automation compatibility requirements in [201.3.0](#) (except [201.3.14.1, Paper Weights for Mailpieces Sealed on All Sides](#) ).
- b. Meets all the Business Reply Mail (BRM) standards in [8.4](#) through [8.12](#).
- c. Has postage and per piece charges deducted from a BRM advance deposit account.
- d. Is authorized to mail at QBRM rates and fees under [8.3.2](#). During the authorization process, the mailer is assigned a unique ZIP+4 code for each rate category of QBRM to be returned under the system (one for card-rate pieces, one for letter-size pieces weighing 1 ounce or less, and one for letter-size pieces weighing over 1 ounce up to and including 2 ounces).

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- e. Bears the unique ZIP+4 code assigned during the application process in the address of each piece distributed. The ZIP+4 code on each piece must be the proper one assigned to the rate category of the piece on its return. The ZIP+4 codes assigned for this program must be used only on the organization's appropriate QBRM pieces.
- f. Bears the correct barcode that corresponds to the unique ZIP+4 code in the address on each piece distributed. The barcode must be correctly prepared under [708.4.0](#) and [8.9](#).
- g. Bears a properly prepared facing identification mark (FIM) C on each piece distributed (see [708.9.0](#)). [E150.1.1]

**8.3.2 Authorization**

To participate in QBRM, a mailer must have a valid BRM permit and pay the annual accounting fee. The following conditions also apply:

- a. Any mailer who applies for a BRM permit on Form 3615 must submit Form 6805 to the postmaster or business mail entry manager at the post office to which the QBRM pieces are to be returned. The USPS reviews the Form 6805 and preproduction samples provided by the mailer for compliance with relevant standards. If the mailer's request is approved, the USPS issues the mailer an authorization on the approved Form 6805.
- b. Any mailer who applies for a BRM permit online (see [8.0](#)) completes an electronic version of Form 6805 as part of the online application approval process in place of a printed Form 6805. The mailer is not required to submit preproduction samples when the BRM permit is approved and issued online. [E150.2.0]

**8.3.3 QBRM Postage**

The single-piece postage rates for QBRM First-Class Mail are applied to each returned piece as follows:

- a. The QBRM rate for cards in [8.2.1](#) applies to a card meeting the applicable standards in [8.3.1](#) and [201.1.0](#).
- b. The QBRM rate for letters in [8.2.2](#) applies to a letter meeting the applicable standards in [8.3.1](#) that is not eligible for and claimed at the QBRM rate for cards. [E150.3.1]

**8.3.4 QBRM Per Piece Charges**

Each piece of returned QBRM is charged the per piece charge in [8.1](#). [E150.3.2]

**8.3.5 QBRM Fees**

The following fees apply to QBRM First-Class Mail:

- a. The annual BRM permit fee.
- b. The annual BRM accounting fee.
- c. At the mailer's option, a quarterly fee. [E150.3.3]



## 8.4 General Information

### 8.4.1 Description

Business reply mail (BRM) service enables a permit holder to receive First-Class Mail and Priority Mail back from customers and pay postage and a per piece fee only for the pieces returned. BRM cards, envelopes, self-mailers, cartons, and labels may be distributed by a BRM permit holder in any quantity for return to any post office in the United States and its territories and possessions, including military post offices overseas. Qualified Business Reply Mail (QBRM) is a subset of BRM available for specific automation-compatible letter-size pieces that qualify for an automation postage rate and a reduced per piece fee (see 8.10). Domestic BRM may not be distributed to foreign countries. Standards for International Business Reply Service (IBRS) are in the *International Mail Manual*. [S922.1.1]

### 8.4.2 Payment Guarantee

The permit holder guarantees payment of the applicable First-Class Mail or Priority Mail postage, plus a per piece fee, on all returned BRM. This includes any incomplete, blank, or empty BRM cards and envelopes and any mailable matter with a BRM label affixed. [S922.1.2]

### 8.4.3 Services

No extra services (e.g., certified, insured, registered) are permitted with BRM. [S922.1.3]

### 8.4.4 Address

The delivery address on a piece of BRM may not be altered to redirect the mailpiece to any address other than the one preprinted on the piece. [S922.1.4]

### 8.4.5 Official Mail

Authorized users of official (penalty) mail may distribute BRM subject to the additional standards in 703.7.0, which supersede any conflicting standards in 8.0. [S922.1.5]

### 8.4.6 Intentions of the Permit Holder

BRM may not be used for any purpose other than that intended by the permit holder, even when postage is affixed. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste. [S922.1.6]

### 8.4.7 Samples

Prior to printing, permit holders are encouraged, but not required, to submit preproduction samples of BRM to the USPS for approval. QBRM pieces require USPS approval (8.3). [S922.1.7]

### 8.4.8 Error Notification

If the USPS discovers a BRM format error, the responsible permit holder or authorized agent receives written notification of the error. The permit holder must correct the error and make sure that all future BRM pieces meet appropriate specifications. The repeated distribution of BRM with format errors is grounds for revoking a BRM permit (8.5.6). [S922.1.8]

## 8.5 Permits

### 8.5.1 Required

Any mailer who wants to distribute BRM must apply for and receive a permit. The permit number, city, and state where the permit is held must appear on all pieces of BRM. [S922.2.1]

### 8.5.2 Application Process

The mailer may apply for a BRM permit using one of the following processes:

- a. Form 3615. The mailer submits a completed Form 3615 to the Post Office issuing the permit and pays the annual permit fee. If a completed Form 3615 is already on file for the mailer at that office for other permits, then the mailer must submit the annual permit fee and the USPS amends Form 3615 by adding the BRM authorization.
- b. Online. The mailer applies online at [www.usps.com](http://www.usps.com). Online application is available only for BRM permits issued for certain Post Offices, determined by logging on to [www.usps.com/replymail](http://www.usps.com/replymail) and entering the 5-digit ZIP Code of the post office where the mailer wants the BRM permit issued. If the online application option is not available for a 5-digit Zip Code, the applicant must apply using Form 3615. [S922.2.2]

### 8.5.3 Annual Permit Fee

A permit fee must be paid once each 12-month period at each post office where a BRM permit is held. Payment of the permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. Agents authorized by a permit holder under 8.11 are not required to pay an annual permit fee at the post office where their BRM is received. [S922.2.3]

### 8.5.4 Renewal of Annual Permit Fee

An annual renewal notice is provided to each BRM permit holder by the USPS. The notice and the payment for the next 12 months must be returned by the expiration date to the post office that issued the permit. After the expiration date, if the permit holder has not paid the annual permit fee, then returned BRM pieces are treated as follows:

- a. Postcards of no obvious value are treated as waste and disposed of at the delivery unit.
- b. Pieces (excluding postcards) with a return address are endorsed "Business Reply Permit Canceled" and are returned to the sender.
- c. Pieces without a return address are endorsed "Business Reply Permit Canceled" and forwarded to the mail recovery center for handling. [S922.2.4]

### 8.5.5 Other Post Offices

A permit holder may distribute BRM through any post office for delivery at any post office under 8.11. [S922.2.5]

### 8.5.6 Revocation of a Permit

The USPS may revoke a BRM permit because of format errors or for refusal to pay permit fees (i.e., annual, accounting, quarterly, monthly), postage, or per piece fees. If the permit was revoked due to format errors, then a former permit holder may obtain a new permit and permit number by completing and submitting a new Form 3615, paying the required BRM annual permit fee, paying a new annual accounting fee (if applicable), and, for the next 2 years, submitting two samples of each BRM format to the appropriate post office for approval. [S922.2.6]

## 8.6 Postage, Per Piece Fees, and Accounting Fees

### 8.6.1 Postage

Each piece of returned BRM is charged the applicable single-piece First-Class Mail or Priority Mail postage (123.1.0, *Priority Mail Rates and Fees*, and 133.1.0, *First-Class Mail Rates and Fees*). Cards must meet the standards in 201.1.0 to qualify for card rate postage. Any card larger than those dimensions is charged the applicable First-Class Mail letter rate. For Priority Mail over 1 pound, if the zone cannot be determined from a return address or cancelation, then the permit holder is charged zone 4 postage for the weight of the piece. For QBRM, see 8.10. [S922.3.1]

### 8.6.2 Per Piece Fees

Per piece fees listed in 8.1 are charged for each piece of returned BRM (in addition to postage in 8.6.1). If a permit holder has not paid an annual accounting fee and established a BRM advance deposit account, then the basic (higher) BRM per piece fee must be paid. If a permit holder has paid the annual accounting fee and has established a BRM advance deposit account, then the high-volume (lower) BRM per piece fee is paid. For QBRM, see 8.10. [S922.3.2]

### 8.6.3 Advance Deposit Account and Annual Accounting Fee

A permit holder may choose to pay an annual accounting fee and establish an advance deposit account, which qualifies returned BRM pieces for the high-volume per piece fee. The accounting fee must be paid once each 12-month period at each post office where a permit holder holds an advance deposit account. Payment of the accounting fee is based on the anniversary date of the initial payment. The fee may be paid in advance only for the next 12-month period and only during the last 60 days of the current 12-month period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account solely for BRM is not required. An advance deposit account can be used for BRM under these conditions:

- a. For each withdrawal, only one statement is provided for each annual accounting fee paid.
- b. If a permit holder distributes BRM with different addresses (including post office box numbers) under the same permit number going to the same delivery unit and has only one business reply account, then the BRM is separated by each different address but only one statement is provided and only one annual accounting fee is paid.
- c. The permit holder must pay an annual accounting fee for each separate statement (accounting) requested. If only one annual accounting fee is paid, then the permit holder receives only one statement.

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- d. The permit holder must maintain a balance in the BRM advance deposit account that is sufficient to cover postage and per piece fees for returned mailpieces. The permit holder is notified if funds are insufficient. After 3 calendar days, if no funds are deposited, then BRM on hand is charged the basic BRM per piece fee and postage and charges are collected from the permit holder (e.g., in cash) prior to delivery.
- e. BRM addressed to several different firms at the same delivery unit may be delivered to an agent authorized by a valid BRM permit holder. The agent pays one annual accounting fee for all the firms represented by the agent in the same delivery unit. If the agent, or any of the firms represented by the agent, wants a separation of charges, then separate (additional) accounting fees must be paid. [S922.3.3]

#### **8.6.4 Renewal of Annual Accounting Fee**

An annual renewal notice is provided to each BRM permit holder with a BRM advance deposit account. The notice and the payment for the next 12 months must be returned by the expiration date to the post office that holds the advance deposit account. After the expiration date, if the permit holder has not paid the annual accounting fee but still has a valid BRM permit, returned BRM pieces no longer qualify for the high-volume BRM per piece fee and are charged the basic BRM per piece fee in [8.1.1](#). [S922.3.4]

#### **8.6.5 Combined Pieces as a Single Item**

Two or more BRM pieces may be mailed as a single piece if the BRM pieces are identically addressed and prepared for mailing in accordance with [201.1.0](#). The permit holder is charged postage based on the total weight of the combined piece plus one per piece fee. If the combined pieces become separated, then the permit holder must pay postage and a per piece fee for each individual piece. Combined pieces are not eligible for QBRM postage rates or per piece fees. [S922.3.5]

#### **8.6.6 With Postage Affixed**

BRM with postage affixed is handled the same as other BRM. No effort is made to identify or separate BRM pieces with postage affixed. The amount of affixed postage is not deducted from the postage or per piece fees owed. The permit holder may request a refund or credit for postage affixed to BRM under [604.10.2.10](#). [S922.3.6]

#### **8.6.7 Payment Options**

Permit holders may pay for postage and per piece fees on returned pieces by cash or check upon delivery, through a regular postage due account ([604.7.3](#)), or through a BRM advance deposit account. A regular postage due account does not qualify the permit holder for high-volume BRM per piece fees, and no annual accounting fee is charged to maintain the account. [S922.3.7]

### **8.7 Mailpiece Characteristics**

#### **8.7.1 Paper Weight**

BRM paper envelopes must have a minimum basis weight of 20 pounds (500 17-by 22-inch sheets). Other pieces (i.e., cards and self-mailers) must meet the basis weight requirements in [201.3.0](#). [S922.4.1]

### 8.7.2 Nonpaper Envelopes

USPS Engineering must approve nonpaper envelopes for mailability. See [201.3.0](#). [S922.4.2]

### 8.7.3 Envelope Reflectance

Envelope material must not have a red fluorescence exceeding 4.0 phosphor meter units. [S922.4.3]

### 8.7.4 Sealing and Edges

All BRM pieces must meet the general mailability standards in [601.1.0](#) through [601.7.0](#) and must have straight (90 degree) edges. BRM pieces are not mailable if they are sealed with wax, clasps, string, staples, or buttons. [S922.4.4]

### 8.7.5 Window Envelopes

The following standards apply to BRM prepared in an open-panel or a covered window envelope:

- a. Open panel window envelopes:
  1. The mailpiece must meet the applicable standards in [233.5.6, Address Standards for Barcoded Pieces](#), for letters or [333.5.5, Address Standards for Barcoded Pieces](#), for flats for address/window clearance, or [202.5.0, Barcode Placement](#), for letters or [302.4.0, Barcode Placement](#), for flats for barcode/window clearance for envelopes with an address window.
  2. The “No Postage Necessary” imprint, the business reply legend, horizontal bars, and the facing identification mark (FIM) (see [708.9.0](#)) must be printed directly on the envelope. Other required and optional elements in [8.8](#) may be printed on the insert appearing through the address window.
  3. The address showing through the window must be that of the permit holder or an authorized representative.
- b. Covered window envelopes:
  1. The “No Postage Necessary” imprint, the business reply legend, and the horizontal bars must be printed either directly on the envelope or on the insert appearing through the covered window. The minimum size of the information appearing in the covered window is 2 inches high and 4-1/4 inches long. The FIM must be printed on the envelope as specified in [708.9.0](#). A clear space of at least 1/8 inch is required between any BRM format requirement and the top, bottom, and side edges of the window, and must remain when the insert is moved to its full limits in each direction within the envelope.
  2. The window cover must be of a nontinted clear or transparent material (e.g., cellophane or polystyrene) that permits the barcode and its background, as viewed through the window material, to meet the reflectance standards in [708.4.3](#). The edges of the window cover must be securely glued to the envelope.
  3. The address on the insert showing through the window must be that of the permit holder or an authorized representative. [S922.4.5]

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**8.7.6 Self-Mailers and Reusable Mailpieces**

In addition to the standards in [8.7](#) and [8.8](#), self-mailers and reusable mailpieces must meet the standards in [201.3.14](#) and [601.6.4](#). Permit holders must provide instructions to the user for re-folding and sealing (see [601.4.0](#)) so that upon return the piece meets sealing and folding requirements in [201.3.0](#). [S922.4.6]

**8.7.7 Cards**

Cards must meet the standards in [201.1.2](#). [S922.4.7]

**8.7.8 Labels**

For general use, the minimum size of a BRM label is 2 inches high and 3 inches long. BRM labels are not required to have a FIM or a ZIP+4 barcode, but all other format standards in [8.8](#) must be met. In cases where a BRM card or letter is used improperly as a label, the USPS treats the item as waste. See [8.7.9](#) for labels for letter-size pieces. [S922.4.8]

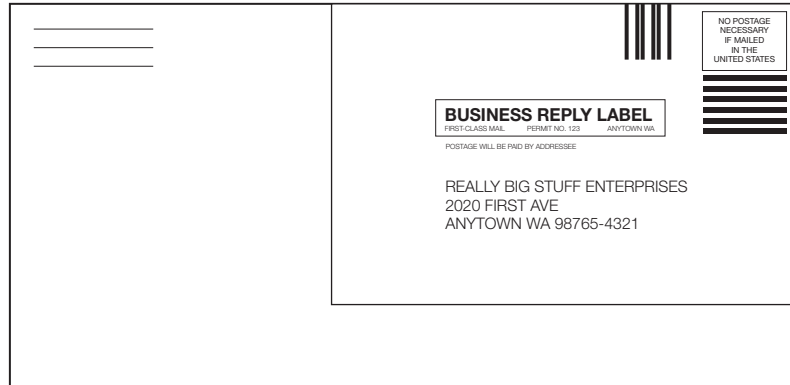
**8.7.9 Labels for Letter-Size Pieces**

The following standards apply to BRM labels for use on letter-size pieces:

- a. The minimum size of a BRM label is 2-5/8 inches high and 4-1/4 inches long. All format elements, including a FIM, must be printed on the label. BRM labels cannot include a barcode. *Exception:* The vertical series of horizontal bars must be at least 3/4-inch high. The back of the label must be coated with a permanent adhesive strong enough to firmly attach the label to an envelope.
- b. The permit holder must provide instructions to the user describing how the label should be applied to a mailpiece and what precautions must be observed when applying the label (see [Exhibit 8.7.9](#)). A pictorial diagram showing proper placement of the label must be included with the instructions. At a minimum, the instructions must include the following directions:
  1. Place the label squarely in the upper right corner of the envelope.
  2. Do not write on the envelope or label.
  3. Do not use a window envelope, an envelope that is less than 1 inch higher than the label an envelope that is more than 4-1/2 inches high, or an envelope with any printing other than a return address.
  4. Do not use tape to affix the label.
- c. When the label is affixed to an envelope, the address must be placed within the OCR read area (see [202.2.1](#)).
- d. Pieces with business reply labels cannot qualify for QBRM rates. [S922.4.9]

**Exhibit 8.7.9 Instructions for Affixing Business Reply Label**

How to use your business reply label:  
Affix label to upper right corner of envelope. Be sure the label is at the edge of the right corner. Do not use tape. Do not write on the envelope or use an envelope with printing other than a return address.

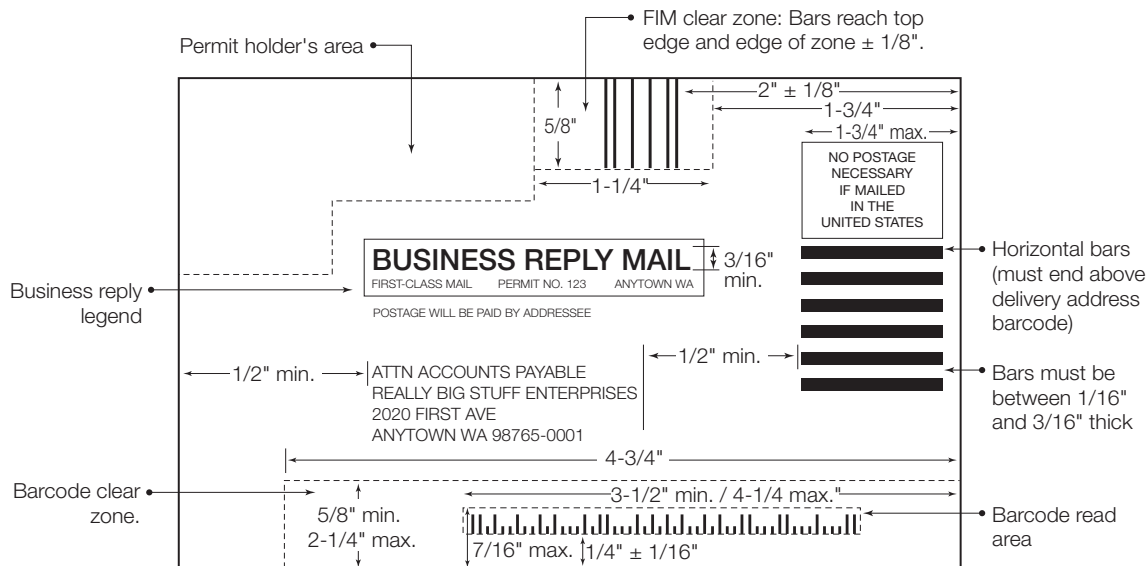


[Exhibit S922.4.9]

**8.8 Format Elements**

**8.8.1 General**

All pieces of BRM are subject to these format elements. Pieces of QBRM and bulk weight averaged nonletter-size BRM are subject to additional format standards listed in 8.10 and 8.12, respectively. BRM format elements are shown in Exhibit 8.8.1. [S922.5.1]

**Exhibit 8.8.1 Business Reply Mail Format**

[Exhibit S922.5.1]

**8.8.2 Printing and Print Reflectance**

All forms of printing are permissible if legible to the satisfaction of the USPS. Handwriting, typewriting, and handstamping may not be used to prepare BRM. Printed borders are not permitted on letter-size BRM, but are permitted on business reply labels and cartons and envelopes greater than 6-1/8 inches high or 11-1/2 inches long or 1/4 inch thick. All ink colors are acceptable if the piece meets the appropriate reflectance standards in 708.4.3. [S922.5.2]

**8.8.3 "No Postage Necessary" Imprint**

The imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES" must be printed in the upper right corner of the address side of the piece. The imprint must not extend more than 1-3/4 inches from the right edge of the piece. [S922.5.3]

**8.8.4 Business Reply Legend**

The legend "BUSINESS REPLY MAIL" or "BUSINESS REPLY LABEL," as appropriate, must appear on all pieces. This legend must appear above the address in capital letters at least 3/16 inch high. At the permit holder's discretion, the business reply legend may be surrounded by a rule or border. [S922.5.4]

**8.8.5 Permit Number and Postage Endorsement**

Directly below the business reply legend, the words "FIRST-CLASS MAIL PERMIT NO. [NO., CITY, STATE]" (representing the permit holder's number and post office that issued the permit) must appear in capital letters. Directly below that, the endorsement "POSTAGE WILL BE PAID BY ADDRESSEE" must appear in capital letters. At the permit holder's discretion, the permit number and postage endorsement may be surrounded by a rule or border. [S922.5.5]



### 8.8.6 Delivery Address

The complete address (including the permit holder's name, delivery address, city, state, and BRM ZIP Code) must be printed directly on the piece, subject to these conditions:

- a. Preprinted labels with only delivery address information (including a ZIP+4 barcode under 8.9) are permitted, but the permit holder's name and other required elements must be printed directly on the BRM piece.
- b. On letter-size pieces, the complete delivery address must appear within the OCR read area (see 202.2.1).
- c. There must be at least a 1/2-inch clearance between the ZIP Code and the horizontal bars.
- d. A unique ZIP Code (i.e., firm ZIP Code) must not be used for BRM unless the ZIP Code has been assigned specifically for BRM. A unique 4-digit add-on to denote BRM may not be used with a unique 5-digit ZIP Code not specifically assigned to BRM. [S922.5.6]

### 8.8.7 Horizontal Bars

A vertical series of horizontal bars parallel to the length of the piece must be printed directly below the imprint "NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES." The bars must be uniform in length, at least 1 inch long and 1/16 inch to 3/16 inch thick, and evenly spaced. On letter-size nonbarcoded BRM, the bars must not extend below the delivery address line (the line above the line containing the ZIP Code). On barcoded BRM, the bars must not extend lower than 5/8 inch from the bottom edge of the piece. [S922.5.7]

### 8.8.8 Facing Identification Mark (FIM)

A FIM must be printed on all letter-size BRM and on business reply labels affixed to letter-size mail (see 8.7.9). FIM B must be used with BRM without a barcode. FIM C must be used with any BRM printed with a barcode. The FIM must meet the physical standards in 708.9.0. [S922.5.8]

### 8.8.9 Company Logo

A company logo is permitted:

- a. On nonbarcoded BRM, if it is placed outside the OCR read area (see 202.2.1).
- b. On letter-size barcoded BRM, if it is placed no lower than 5/8 inch from the bottom edge of the piece.
- c. On any piece, if the logo does not interfere with any required format elements. [S922.5.9]

## 8.9 Additional Standards for Letter-Size Barcoded BRM

In addition to the format standards in 8.8, letter-size BRM enclosed in automation rate mailings and all QBRM must be ZIP+4 barcoded. Other BRM may be barcoded at the permit holder's option. Barcoded BRM must meet the barcode standards in 708.4.0, the envelope basis weight standards in 8.7.1, all other mailpiece design standards in 201.3.0 (including thickness), and these standards:

- a. Permit holders must use the ZIP+4 codes and equivalent barcodes assigned by the USPS. Delivery point barcodes are not permitted on BRM.

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- b. The ZIP+4 barcode must be placed on the address side of the piece and positioned in either of these two locations:
  1. As part of the delivery address block under [202.5.7, Barcode in Address Block](#), if printed on an insert appearing through a window envelope or on an address label affixed directly to the piece.
  2. Within the barcode clear zone in the lower right corner of the piece if printed directly on the piece. [S922.6.0]

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

### **8.10.1 Description**

Qualified business reply mail (QBRM) is a subset of business reply mail. Permit holders distribute automation-compatible letter-size pieces that qualify for automation postage rates and reduced per piece fees. QBRM postage and per piece fees must be deducted from a BRM advance deposit account. [S922.7.1]

### **8.10.2 Eligibility**

To qualify for QBRM, pieces must meet the eligibility requirements in [8.3](#). [S922.7.2]

### **8.10.3 Authorization**

BRM permit holders must apply for authorization to participate in QBRM under [8.3](#). [S922.7.3]

### **8.10.4 Postage**

Each piece of returned QBRM is charged the automation postage rate for QBRM pieces in [8.2](#). Pieces that do not meet the format requirements for QBRM cannot qualify for automation postage rates and are charged First-Class Mail postage according to [8.6.1, Postage](#). [S922.7.4]

### **8.10.5 Per Piece Fees**

Per piece fees listed in [8.1.3](#) are charged for each piece of returned QBRM (in addition to postage in [8.10.4](#)). Pieces that do not meet the format requirements for QBRM cannot qualify for QBRM per piece fees and are charged the high-volume BRM per piece fees in [8.1.2](#). [S922.7.5]

### **8.10.6 Annual Accounting Fee and Advance Deposit Account**

Permit holders are required to pay QBRM postage and per piece fees through a BRM advance deposit account, which requires payment of an annual accounting fee (see [8.6.3](#)). [S922.7.6]

### **8.10.7 Quarterly Fee for High-Volume QBRM**

Mailers may choose to pay a quarterly fee in addition to the annual accounting fee. Payment of the quarterly fee entitles mailers to a lower per piece fee (the high-volume QBRM per piece fee listed in [8.1.4](#)). The quarterly fee and annual accounting fee must be paid at each post office where mail is returned and for each separate billing desired. Mailers are eligible for the high-volume QBRM rates and per piece fees only for the time they pay the quarterly fee (i.e., mailers can opt out of the quarterly fee and related high-volume QBRM per piece fees simply by not paying the fee for the next quarter). The quarterly fee cannot be paid or renewed

retroactively to receive a lower per piece fee on pieces already paid for and delivered. The quarterly fee can be paid for any three consecutive calendar months. [S922.7.7]

**8.10.8 Payment Period for Quarterly Fee**

The quarterly fee must be paid in advance for at least one but no more than four quarterly periods. A quarterly period begins on either the first day of the month (if a mailer pays on or before the 15th of the month) or the first day of the following month (if a mailer pays after the 15th of the month) and continues for three consecutive calendar months. A mailer who pays the quarterly fee is entitled to the high-volume QBRM per piece fee from the date of payment through the end of the quarterly period. The fee paid is that which is in effect on the date of payment. [S922.7.8]

**8.11 BRM Distributed and Received by Agents of a Permit Holder**

**8.11.1 Description**

Permit holders may give permission to subsidiary offices, agents, or authorized representatives to distribute and receive BRM using a single (corporate) permit number. BRM pieces are distributed by and returned to agents, who pay postage and per piece fees on those returned pieces. Agents may use any type of BRM service. [S922.8.1]

**8.11.2 Permit**

The main permit holder or “corporate” office applies for the permit number and pays the permit fee. The agent must present a letter of authorization from the permit holder showing the name, address, and telephone number of the local agent authorized to receive the BRM to the post office where the BRM is to be returned. Any time there is a change to the original permit application or the authorization letter, each agent must provide an amended letter of authorization to their local post office. [S922.8.2]

**8.11.3 Annual Permit Fee**

The annual permit fee must be paid by the permit holder (8.6.3). Agents do not pay a separate annual permit fee but must submit evidence (usually a copy of Form 3544) to the local office once each 12-month period to show that the annual permit fee has been paid. This evidence is not required if the permit holder has a centralized account processing system (CAPS) account through which the local post office can determine that the permit fee has been paid. [S922.8.3]

**8.11.4 Postage, Per Piece Fees, and Annual Accounting Fees**

Agents receiving BRM or QBRM pay the postage, per piece fees, and annual accounting fees listed in 8.1 for the type of service received. The agent may choose to pay an annual accounting fee and establish a BRM advance deposit account. The agent receiving BRM is responsible for paying all postage and per piece fees. [S922.8.4]

**8.11.5 Payment Guarantee**

The permit holder is ultimately responsible for postage and per piece fees for all pieces returned under that permit number. If a local agent refuses or neglects to pay postage or per piece fees on returned pieces, then those pieces are forwarded to

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the post office that issued the original permit for collection of postage and per piece fees from the permit holder. Once forwarded to the permit holder, these pieces cannot qualify for QBRM postage and per piece fees. The permit holder's refusal to accept and pay the required postage and per piece fees for BRM offered for delivery is grounds for immediate revocation of the BRM permit (8.5.6). [S922.8.5]

#### **8.11.6 Format**

BRM distributed by agents must meet all required format standards in 8.7 and 8.8. Authorized representatives distributing BRM on behalf of a permit holder must have the permit holder's name and permit number printed on the BRM and their own names and addresses printed below the permit holder's name, except:

- a. When the agent is a branch of an authorized business.
- b. The permit holder notifies a post office that authorized representatives may use the permit holder's permit number without printing the permit holder's name.

[S922.8.6]

### **8.12 Bulk Weight Averaged Nonletter-size BRM**

#### **8.12.1 Description**

Bulk weight averaging is a method of counting, rating, and billing incoming nonletter-size BRM based on principles of mathematical statistics. Probability sampling techniques are used to measure the characteristics of the total BRM volume by examining a fraction of the volume. Statistically valid samples that are drawn from the incoming BRM volume each postal accounting period are used by post offices to compute average postage due per pound and average piece count per pound factors. The net bulk weight of mail received is multiplied by these conversion factors to get the estimated volume received and postage and fee amounts. [S922.9.1]

#### **8.12.2 Eligibility**

BRM pieces rated by the weight averaging method must:

- a. Meet the basic standards for BRM in 8.0.
- b. Not be letter-size (201.1.0) or card-size (201.1.2).
- c. Not exceed 5 pounds. [S922.9.2]

#### **8.12.3 Postage, Per Piece Fees, and Other Fees**

Returned pieces of bulk weight averaged nonletter-size BRM are charged postage and per piece fees according to 8.1.5. Permit holders participating in bulk weight averaged nonletter-size BRM must pay an annual accounting fee (see 8.6.3) and a monthly maintenance fee (8.3). [S922.9.3]

#### **8.12.4 Application Procedures**

A permit holder who wants to use bulk weight averaged BRM for nonletter-size pieces must submit a written request to the postmaster of the office where the BRM permit is held. The postmaster forwards this information to the manager, Customer Service Support, USPS Headquarters (see 608.8.0 for address). The request must include the following information:

- a. Permit holder's name and address.

- b. Name and location of the post office at which BRM will be received and a CAPS account number, if available.
- c. Information about the number of pieces expected to be returned over a 24-hour period and a 30-day period, and a breakdown of the weight distribution of those pieces (in nearest ounces or pounds) (e.g., X number of 3-ounce pieces, Y number of 4-ounce pieces, and Z number of 5-ounce pieces).
- d. Based on the estimated volume in 8.12.4c, a 24-hour estimate and a 30-day estimate of postage and per piece fees using the postage and charges listed in 8.1.5, *Bulk Weight Averaged Nonletter-Size BRM*.
- e. A statement indicating whether the piece volume has seasonal variation and, if applicable, estimates of monthly volumes for a 12-month period. [S922.9.4]

#### 8.12.5 Authorization

The permit holder's request will be reviewed and approved by the manager, Customer Service Support, USPS Headquarters. If the request is approved, then a letter of authorization is sent to the permit holder from the post office where the BRM permit is held. The permit holder signs a service agreement and, if necessary, is assigned a post office box address. [S922.9.5]

#### 8.12.6 Denial of Authorization

If the permit holder's request is not approved, then the post office sends a written notice, giving reasons for the denial. The permit holder has 15 days following receipt of the notice to file a written appeal of the decision with the postmaster and to furnish further information. If the postmaster still finds that the application should be denied, then the postmaster forwards the file to the manager, Customer Service Support, USPS Headquarters, who issues a final written decision to the permit holder. [S922.9.6]

#### 8.12.7 Revoking Authorization

To revoke authorization for bulk weight averaging, the postmaster sends written notice to the permit holder. A postmaster may terminate authorization for bulk weight averaged BRM for any of the following reasons:

- a. The permit holder provided incorrect or incomplete information on the request for authorization.
- b. The permit holder's BRM pieces no longer meet the eligibility requirements in 8.0.
- c. The USPS finds that bulk weight averaging no longer provides adequate revenue protection.
- d. The permit holder no longer desires to participate in bulk weight averaging. [S922.9.7]

#### 8.12.8 Notice and Appeal

Termination takes effect 15 days from the permit holder's receipt of the notice unless the permit holder files a written appeal within that period with the postmaster. The postmaster forwards the permit holder's appeal together with all pertinent information to the manager, Customer Service Support, USPS Headquarters, who

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issues a final agency decision to the permit holder. The permit holder may continue to use the bulk weight averaging method until a final decision is made on the appeal. [S922.9.8]

## 9.0 Merchandise Return Service

### 9.1 Merchandise Return Service Fees

#### 9.1.1 Permit Fee

Annual permit fee: \$150.00. [R900.14.1]

#### 9.1.2 Accounting Fee

Annual accounting fee (for advance deposit account): \$475.00. [R900.14.2]

### 9.2 Basic Information

#### 9.2.1 Description

Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece rate First-Class Mail, Priority Mail, and Package Services parcels that are returned to the permit holder by the permit holder's customers via a special label produced by the permit holder. [S923.1.1]

#### 9.2.2 Availability

Merchandise return service is available to the permit holder for mailing to the postage due unit at any post office where authorized by an approved application. [S923.1.2]

#### 9.2.3 Payment Guarantee

The permit holder guarantees payment of the proper postage and extra service fees (except for insurance purchased by the sender) on all parcels returned via a special label produced by the permit holder. [S923.1.3]

#### 9.2.4 Where Service Established

Merchandise return service may be established at any post office in the United States and its territories and possessions or at any U.S. military post office overseas (APO/FPO). It is not available for any foreign country. [S923.1.4]

#### 9.2.5 Distribution

Merchandise return service labels may be distributed to customers as an enclosure with merchandise, as a separate item, as part of a double postcard (see 9.6.4), as a facsimile transmission (fax), as an electronic transmission for customer downloading and printing, or through one of the permit holder's designated pickup facilities. Any such label distributed to a customer must meet the format standards in 9.6, including the requirement to furnish instructions. [S923.1.5]

#### 9.2.6 Official Mail

Any authorized user of official (penalty) mail may use merchandise return service subject to the standards in 703.7.0, which supersede conflicting standards below. [S923.1.6]

### 9.2.7 Customer Mailing Options

The permit holder's customers must mail the parcel within the service area of the post office shown in the return address on the label by depositing it at the main post office or any associated office, station, or branch; in any collection box (except an Express Mail box); with any rural carrier; on business routes during regular mail delivery if prior arrangements are made with the carrier; as part of a collection run for other mail (special arrangements might be required); or at any place designated by the postmaster for the receipt of mail. Parcels requiring insurance, Registered Mail, return receipt for merchandise, special handling, or mailing acknowledgement must be mailed either with the rural carrier or at the main post office or any associated office, station, or branch. Any such parcels deposited in collection boxes are returned to the sender or, if there is no return address, treated as undeliverable mail. [S923.1.7]

### 9.2.8 Priority Mail Reshipment

An authorized permit holder may use merchandise return service to have mail (previously sent at First-Class Mail and Package Services rates to designated post office box addresses) reshipped by Priority Mail to the post office where the permit is held. The permit holder must make a written request for reshipment and send the request to the postmaster where the merchandise return permit is authorized, specifying how often the reshipments are to be made from each affected postal facility. Reshipment is activated by the use of tags provided by the permit holder to those designated postal facilities that the permit holder authorizes to reship the mail by Priority Mail. [S923.1.8]

### 9.2.9 Reshipment Restrictions

Reshipment is not available for articles with any extra service (503.2.0). The customer must arrange to have mail with extra services redirected to an address shown in block 17 of Form 1093. [S923.1.9]

### 9.2.10 Labels and Tags

The label or tag used for merchandise return service must have the delivery address of the postage due unit at the post office where the permit is held, the permit holder's address, a space for the customer's return address, and otherwise meet the format standards in 9.6. If sacks are used as mail containers for Priority Mail reshipment, the permit holder must provide a tag containing this information to each affected postal facility. [S923.1.10]

### 9.2.11 Mailer Markings and Endorsements

It is recommended but not required that permit holders preprint a rate marking on the merchandise return service labels they distribute. Preprinting a rate marking guarantees that returned parcels will be given service and charged postage according to the wishes of the permit holder. Regardless of weight, all unmarked parcels will be treated as Parcel Post and charged Parcel Post rates. [S923.1.11]

## 9.3 Permits

### 9.3.1 Application Process

The applicant must submit a completed Form 3615 and the annual permit fee to the post office issuing the permit. If the applicant already has a completed Form 3615 on file at that office, the form may be amended by adding the merchandise return

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service authorization to existing permit authorizations. Except for MRS labels generated by the USPS Application Program Interface (API), the Form 3615 must be accompanied by copies of the MRS labels (including printed copies of labels intended to be faxed to customers or transmitted to customers electronically) and the instructions provided to the permit holder's customers. All MRS labels that have preprinted Delivery Confirmation barcodes must be approved by the Postal Service (503.9.0). If articles are to be returned from customers as Registered Mail, the applicant must write "Registered Mail" on the application. After a permit is obtained, any change to label formats or customer instructions must be approved by the post office where the permit is held. The permit is valid for 12 months after the approval date of the application. [S923.2.1]

**9.3.2 Procedure**

An approved merchandise return permit on Form 3615 must be on file at every post office to which parcels are returned. A permit holder with several return points may set up a centralized advance deposit account at the post office where the permit is approved (requiring payment of a single annual permit fee). [S923.2.2]

**9.3.3 Multiple Accounts**

When an advance deposit account is kept at each entry location, a separate permit is needed and the annual merchandise return service permit and annual accounting fees must be paid at each post office. [S923.2.3]

**9.3.4 Annual Fee**

To renew the permit, the permit holder must send the annual fee to the issuing post office by the expiration date of the permit or authorize the postmaster to deduct the fee from the advance deposit account. Written authorization is not needed for permit renewal if there is no change to the authorization on file at the delivery unit. [S923.2.5]

**9.3.5 Nonrenewed Permit**

If the permit is not renewed, merchandise return mail is returned to the sender if a return address is provided. Merchandise return mail that does not contain the sender's return address is treated as dead mail. [S923.2.6]

**9.3.6 Permit Cancellation**

The USPS may cancel a permit if the permit holder refuses to accept and pay postage and fees on merchandise return service parcels, fails to keep sufficient funds in the advance deposit account to cover postage and fees, or distributes merchandise return labels or tags that do not meet USPS standards. [S923.2.7]

**9.3.7 Reapplying After Cancellation**

To receive a new permit at the same post office after a merchandise return permit is canceled, the applicant must amend the Form 3615 on file at that office to reflect the new application date; pay a new permit fee; submit for approval two samples of any label format to be used; provide evidence that the reasons for the permit cancellation are corrected; and provide and keep funds in an advance deposit account to cover normal returns for at least 2 weeks. [S923.2.8]



**9.3.8 Using Other Post Offices**

A permit holder may distribute merchandise return labels for return through other post offices without paying an additional permit fee if the permit holder opens and keeps a centralized advance deposit account at the post office where the permit is issued and supplies the postmaster of the post office where the application is submitted the name, address, and telephone number of a representative in each additional location if different from the information on the application. [S923.2.9]

**9.4 Postage and Fees**

**9.4.1 Postage**

Merchandise return service parcels are charged single-piece rate postage and extra service fees based on the class or subclass marking on the label. If a parcel is unmarked, then it is charged Parcel Post rates. If the postage for the returned parcel is zoned and there is no way to determine its zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC/ASF rates (for Parcel Post). Postage is deducted from an advance deposit account. [S923.3.1]

**9.4.2 Per Piece Fee**

There is no per piece fee for returned parcels. [S923.3.2]

**9.4.3 Annual Permit Fee**

An annual permit fee must be paid once each 12-month period at each post office where an MRS permit is held. Payment of the annual permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [S923.3.3]

**9.4.4 Advance Deposit Account and Annual Accounting Fee**

The permit holder must pay postage and extra service fees through an advance deposit account and must pay an annual accounting fee (see 9.1). The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. A separate advance deposit account for MRS is not required; the annual accounting fee is charged if MRS postage and fees are paid from an existing account:

- a. For each withdrawal, only one statement is provided for each annual accounting fee paid.
- b. The permit holder must pay an annual accounting fee for each separate statement (accounting) requested. If only one annual account fee is paid, then the permit holder receives only one statement. [S923.3.4]

**9.4.5 Existing Advance Deposit Account**

A separate advance deposit account for MRS is not required; the annual accounting fee is charged if MRS postage and fees are paid from an existing account. [S923.3.5]

## 9.5 Additional Features

### 9.5.1 Insurance Indicated by Permit Holder

The permit holder may obtain insured mail service with MRS. Only Package Services matter (i.e., matter not required to be mailed at First-Class Mail rates under [133.3.0, Content Standards](#)) may be insured. Insured mail may be combined with Delivery Confirmation and special handling, or both. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for \$\_\_\_\_\_ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim ([609](#)). [S923.4.1]

### 9.5.2 Insurance Added by Sender

If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance and paying the applicable insured fee. If insurance is paid by the sender, then only the sender may file a claim ([609](#)). The permit holder pays postage upon receipt, but does not pay the insured fee when insurance is added by the sender. [S923.4.2]

### 9.5.3 Insured Markings

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the numbered insured label or insured elliptical stamp, or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the insured label or marking on the article directly above the merchandise return label. [S923.4.3]

### 9.5.4 Registered Mail

A permit holder:

- a. May obtain Registered Mail service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in [9.6.6](#) or the endorsement specified in [9.5.5](#) cannot add Registered Mail service. The customer using the MRS label must declare the full value of the article to be registered when presented at the post office. Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail rates and may not be combined with any other extra service. [S923.4.4]
- b. Wanting to add Registered Mail service under an existing permit must submit a written request to the post office where the permit is held, with samples of the merchandise return labels and a copy of the instructions to be provided to the permit holder’s customers. The permit holder must not distribute labels that request Registered Mail service before receiving USPS written approval. [S923.2.4]

### 9.5.5 Registered Mail Endorsement

To request Registered Mail service, the permit holder must preprint or rubber-stamp “Registered Mail Service without Postal Insurance Desired by Permit Holder” or “Registered Mail Service with Postal Insurance Desired by Permit Holder,” as

applicable, to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The First-Class or Priority Mail marking must also be preprinted or hand-stamped on the labels. [S923.4.5]

**9.5.6 Placement of Registered Mail Label**

The permit holder must either leave a clear space on the merchandise return label to the right of the return address for the placement of Label 200 or instruct the customer to affix the merchandise return label to the article so that the USPS acceptance employee can place the Registered Mail label on the article directly above the merchandise return label. [S923.4.6]

**9.5.7 Delivery Confirmation**

The permit holder may obtain Delivery Confirmation service with MRS. The customer using a MRS label to return an article that does not have the appropriate postage due computation markings in 9.6 cannot add Delivery Confirmation service. If the permit holder chooses to preprint the Delivery Confirmation barcode on labels, then those labels must be approved by the USPS. MRS labels with Delivery Confirmation barcodes must meet the standards in 503.9.0 as shown in Exhibit 9.6.6d. Delivery Confirmation may be combined with insurance and special handling, or both. Delivery Confirmation is always charged at the retail rate (503.9.1). [S923.4.7]

**9.5.8 Return Receipt for Merchandise**

The permit holder may obtain return receipt for merchandise (503.6.0) with MRS. The customer returning an article using an MRS label receives return receipt for merchandise service only if the label has the appropriate postage due computation markings in 9.6, *Format*. [S923.4.8]

**9.5.9 Placement of Return Receipt for Merchandise Label**

The permit holder must either leave a clear space on the MRS label to the right of the return address for the placement of Label 3804 or instruct the customer to affix the MRS label to the article so that the USPS acceptance employee can place Label 3804 on the article directly above the MRS label. [S923.4.9]

**9.5.10 Special Handling**

The permit holder may obtain special handling service with MRS. The customer using an MRS label to return an article that does not have the appropriate postage due computation markings in 9.6 or the endorsement specified in 9.5.11 may not obtain special handling service. [S923.4.10]

**9.5.11 Special Handling Endorsement**

To request special handling, the permit holder must preprint or rubber-stamp “Special Handling Desired by Permit Holder” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. [S923.4.11]

**9.5.12 Special Handling Label**

The permit holder must provide “Special Handling” labels with instructions to customers about their placement on the parcel, leave a clear space on the merchandise return label to the right of the return address for the placement of the “Special Handling” marking, or instruct the customer to affix the merchandise return

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label to the article so that the USPS acceptance employee can place the “Special Handling” marking on the article directly above the merchandise return label.

[S923.4.12]

#### **9.5.13 Certificate of Mailing**

A customer mailing merchandise return service articles may obtain a certificate of mailing at the customer’s own expense at the time of mailing by presenting the certificate at a post office to obtain the receipt. [S923.4.13]

#### **9.5.14 Mailing Acknowledgment**

The permit holder may allow a customer to obtain a mailing acknowledgment if the permit holder prepares a detachable mailing acknowledgment form, subject to these conditions:

- a. The acknowledgment establishes no USPS liability for the parcel if damaged, lost, or stolen.
- b. The acknowledgment provides documentation for account management between the mailing customer and the permit holder. The USPS charges no fee, keeps no records, and does not provide copies of or further information about the acknowledgment.
- c. A merchandise return service parcel containing the detachable mailing acknowledgment form must be presented to the USPS acceptance employee at the time of mailing to be executed.
- d. Each mailing acknowledgment part of the label must include a unique parcel identification number assigned by the permit holder; the return address of the customer mailing the parcel, in the upper part of the detachable form; the permit holder’s address, in the lower part of the form; an initials section in the acknowledgment portion for use by the USPS acceptance employee; and space in the acknowledgment part where the USPS acceptance employee places the date stamp. [S923.4.14]

#### **9.5.15 Pickup Service**

The permit holder may obtain pickup service with MRS. Pickup service may be combined with Certified Mail (Priority Mail only), Delivery Confirmation, and special handling. Customers may request pickup service at their own expense for MRS items that do not have “Pickup Service Fee” specified on the label (5.0). [S923.4.15]

### **9.6 Format**

#### **9.6.1 Label Preparation**

Any photographic, mechanical, or electronic process or any combination of such processes other than typewriting or handwriting may be used to prepare the MRS label or tag and detachable acknowledgment form. The background may be any light color that allows the address, postmark, and other endorsements to be readily discerned. Brilliant colors may not be used for the background. If labels are faxed to customers or electronically transmitted to customers for their local printing, the permit holder must advise customers of these preparation requirements as part of the instructions required by 9.6.5. All MRS labels that include Delivery Confirmation barcodes must be certified for use by the USPS prior to distribution. Labels with Delivery Confirmation barcodes cannot be faxed to customers. [S923.5.1]

**9.6.2 Labeling Methods**

If all applicable content and format standards are met (including the written instructions required by 9.6.5), a merchandise return service label may be produced by any of the following methods:

- a. As an impression printed by the permit holder directly onto the mailpiece to be returned.
- b. As a separate label preprinted by the permit holder for affixing by the customer onto the mailpiece to be returned. The reverse side of the label must bear an adhesive strong enough to bond the label securely to the mailpiece.
- c. As a facsimile transmission (fax) of a preprinted label sent by the permit holder to the customer. The facsimile transmission must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded.
- d. As an electronic file created by the permit holder for local output and printing by the customer. The electronic file must include instructions that explain how to affix the label securely to the mailpiece to be returned and that caution against covering with tape or other material any part of the label where postage and fee information is to be recorded. [S923.5.2]

**9.6.3 Acknowledgment Form**

If the permit holder includes a mailing acknowledgment as described in 9.5.14, that acknowledgment must not bear adhesive but must be attached to the label and perforated or designed for easy separation at the time of mailing. [S923.5.3]

**9.6.4 Double Postcard**

The permit holder may distribute labels using a double postcard subject to 201.1.2.8 and the approval of the PCSC. [S923.5.4]

**9.6.5 Instructions**

Written instructions must be provided with the label that, at a minimum, direct the customer:

- a. To affix the label squarely onto the address side of the parcel, covering up any previous delivery address and barcode without overlapping any adjacent side. If tape or similar material is used, it must not cover any part of the label where postage and fee information is to be recorded.
- b. To obliterate any other addresses and barcodes on the outside of the parcel.
- c. To take the parcel to a post office, drop it in a collection box, or give it to a postal carrier. If insurance, return receipt for merchandise, or special handling is marked on the label, the parcel must be taken to a post office. [S923.5.5]

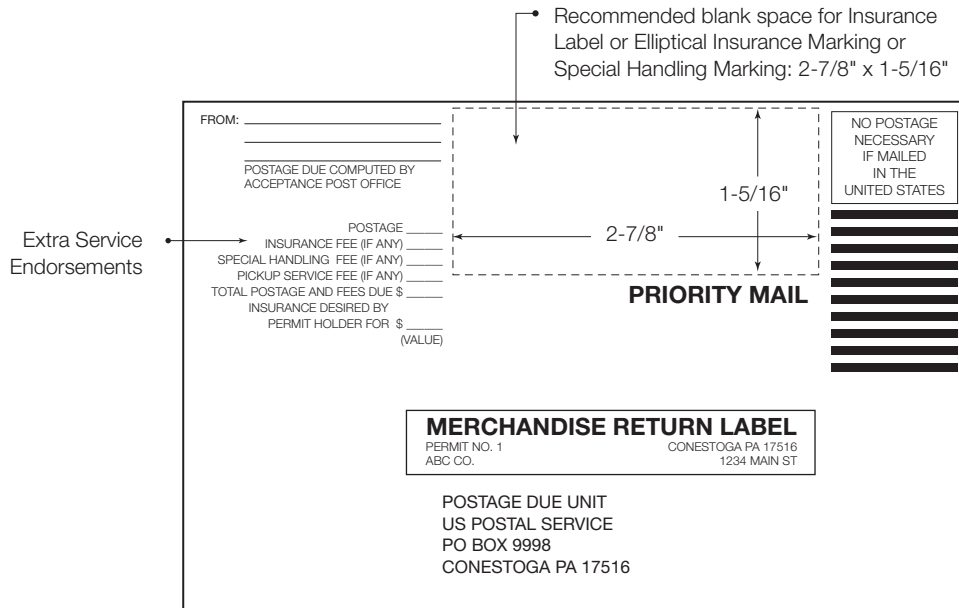
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**9.6.6 Format Elements**

Format standards required for the merchandise return label are shown in [Exhibit 9.6.6a](#) through [Exhibit 9.6.6d](#), and described as follows:

- a. Postage Guarantee. The endorsement “No Postage Necessary if Mailed in the United States” must be printed in the upper right corner on the face of the label. The left edge of the endorsement must not extend more than 1-3/4 inches from the right edge of the label.

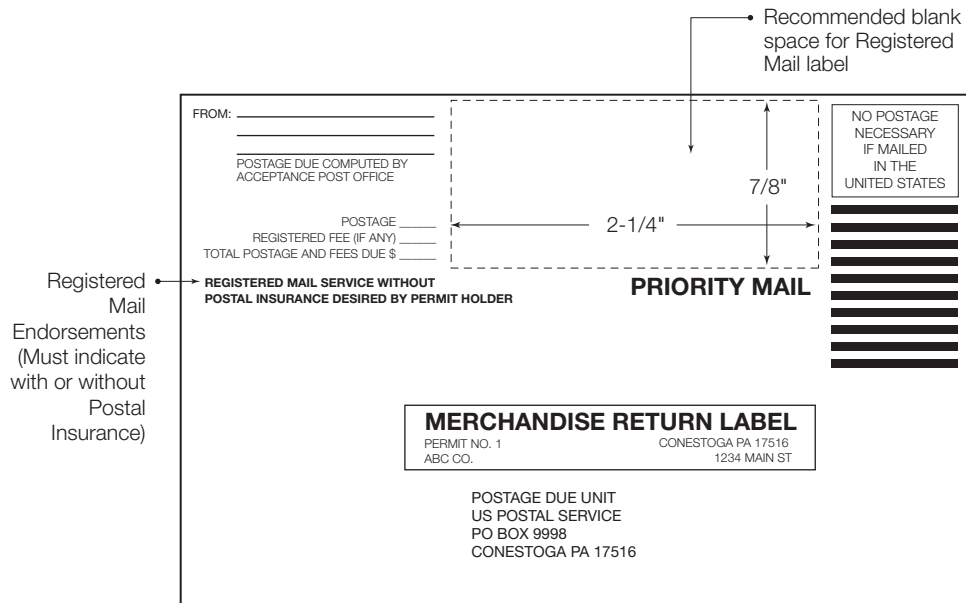
**Exhibit 9.6.6a Merchandise Return Label With No Extra Services or With Insurance, Special Handling, or Pickup Service (\*see 9.6.6d)**



[Exhibit S923.5.6a]

- b. "Merchandise Return Label" Rectangle. The "Merchandise Return Label" rectangle must be placed above the return delivery address and must enclose these lines:
1. Line 1: The words "MERCHANDISE RETURN LABEL" (the "Merchandise Return Label" legend) must be shown in capital letters at least 3/16 inch high.
  2. Line 2: The words "PERMIT NUMBER" or "PERMIT NO.," followed by the permit number, and the name of the issuing post office (city and state), followed by the ZIP Code, must be shown in capital letters.
  3. Line 3: The name and delivery address (street or post office box number) of the permit holder at that post office must be placed directly below the permit number line. Alternatively, a permit holder may use a name other than the permit holder's own name on this line if a written notification of the change is provided to the issuing post office. A separate permit or fee is not required for using this alternative name.

**Exhibit 9.6.6b Merchandise Return Label With Registered Mail Service**

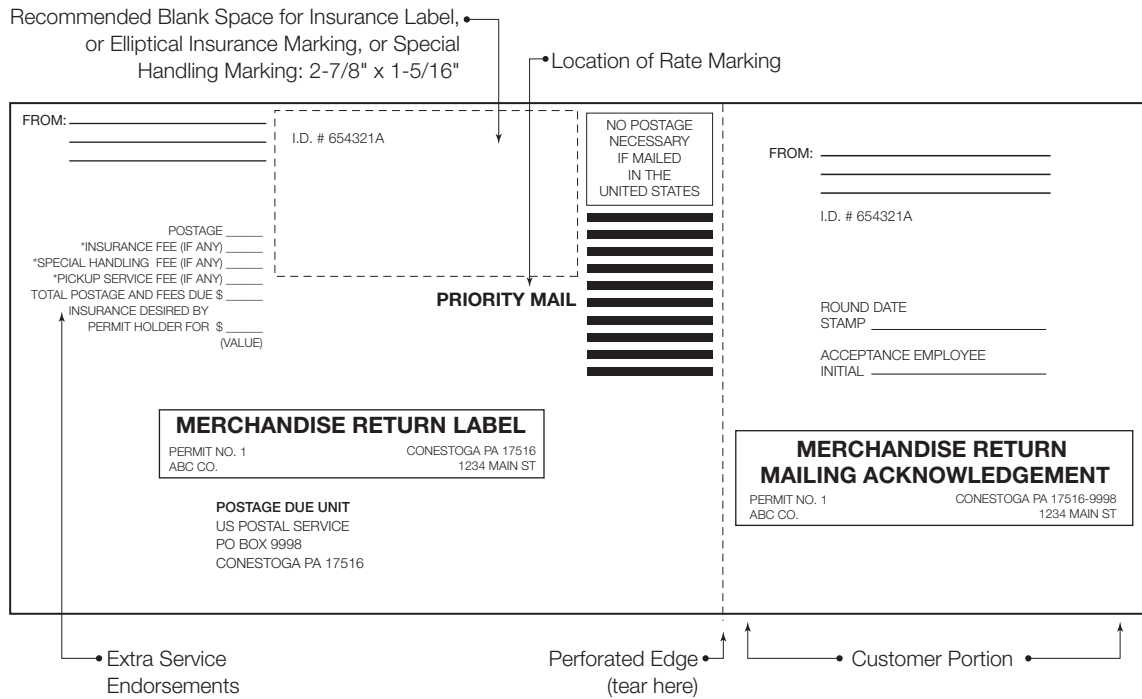


[Exhibit S923.5.6b]

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- c. Rate Marking. If a rate marking is used, it must be placed in the space to the right and above the "Merchandise Return Label" legend. The marking must be at least 3/16 inch high and printed or rubber-stamped. Only the permit holder may apply this marking.

**Exhibit 9.6.6c Merchandise Return Label With Mailing Acknowledgment (\*see 9.6.6d)**



[Exhibit S923.5.6c]



- d. Extra Services Except Registry. If no extra service is requested, or if extra services other than registry service are requested, the applicable entries below must be shown in capital letters above the "Merchandise Return Label" legend rectangle and to the left of the space reserved for any class marking:
  - 1. If no extra service is requested, "POSTAGE DUE COMPUTED BY DELIVERY UNIT" must appear; if any available extra service other than registry is requested, "POSTAGE DUE COMPUTED BY ACCEPTANCE POST OFFICE" must appear.
  - 2. As marked with an asterisk below, insurance, special handling, Delivery Confirmation, return receipt for merchandise, and pickup service fee entries may not appear if the permit holder does not choose the corresponding service(s). As appropriate, these postage and fee markings must appear:

POSTAGE \_\_\_\_\_

\*INSURANCE FEE (IF ANY) \_\_\_\_\_

\*DELIVERY CONFIRMATION FEE (IF ANY) \_\_\_\_\_

\*RETURN RECEIPT FOR MERCHANDISE FEE (IF ANY) \_\_\_\_\_

\*SPECIAL HANDLING FEE (IF ANY) \_\_\_\_\_

\*PICKUP SERVICE FEE (IF ANY) \_\_\_\_\_

TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_

INSURANCE DESIRED BY \_\_\_\_\_

PERMIT HOLDER FOR \$ \_\_\_\_\_

(VALUE)

**Exhibit 9.6.6d Merchandise Return Label With Delivery Confirmation Service**

FROM: \_\_\_\_\_

\_\_\_\_\_

POSTAGE DUE COMPUTED BY  
ACCEPTANCE POST OFFICE

POSTAGE \_\_\_\_\_

DELIVERY CONFIRMATION FEE \_\_\_\_\_

TOTAL POSTAGE AND FEES DUE \$ \_\_\_\_\_

NO POSTAGE  
NECESSARY  
IF MAILED  
IN THE  
UNITED STATES

**USPS DELIVERY CONFIRM**

**8202 6837 3310 0000 0012**

**MERCHANDISE RETURN LABEL**

PERMIT NO. 1  
ABC CO. CONESTOGA PA 17516  
1234 MAIN ST.

POSTAGE DUE UNIT  
US POSTAL SERVICE  
PO BOX 9998  
CONESTOGA PA 17516

Delivery Confirmation barcode

[Exhibit S923.5.6d]

## 507.9.6.6

- e. Registry Service. If registry service is requested, the appropriate class marking must appear for First-Class Mail (“First-Class” or “First-Class Mail”) or Priority Mail (“Priority” or “Priority Mail”). In addition, the following applicable endorsements must appear in capital letters above the “Merchandise Return Label” legend rectangle and to the left of the space reserved for the class marking:
1. “ACCEPTANCE POST OFFICE COMPUTE POSTAGE DUE.”
  2. The following postage and fee entries:  

|                               |  |
|-------------------------------|--|
| POSTAGE                       |  |
| REGISTERED FEE                |  |
| TOTAL POSTAGE AND FEES DUE \$ |  |
  3. The appropriate insurance endorsement, below the “TOTAL POSTAGE AND FEES DUE” entry: if matter returned has value (\$0.01 or greater), “REGISTERED MAIL SERVICE WITH POSTAL INSURANCE DESIRED BY PERMIT HOLDER”; if matter returned has no value (\$0.00), “REGISTERED MAIL SERVICE WITHOUT POSTAL INSURANCE DESIRED BY PERMIT HOLDER.”
- f. Customer’s Return Address. The return address of the customer mailing the article back to the permit holder must be shown in the upper left corner. Space must be provided for the customer’s return address if it is not preprinted by the permit holder.
- g. Delivery Address. The lines “POSTAGE DUE UNIT” and “US POSTAL SERVICE,” followed by the delivery address line and by the city, state, and ZIP Code line of the postage due unit at the post office where the permit is authorized, must be printed on the front of the mailpiece, at least 1 inch from the left edge of the piece, in capital letters at least 1/8 inch high.
- h. Horizontal Bars. Horizontal bars must be placed on the label below the postage endorsement that appears in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced. The vertical column of horizontal bars must not extend below the delivery address line, which is the line above the line containing the ZIP Code. A facing identification mark (FIM) must not be used on this label.
- i. Additional information. Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in [402.4.0](#). [S923.5.6]

## 10.0 Bulk Parcel Return Service

### 10.1 Bulk Parcel Return Service (BPRS) Fees

#### 10.1.1 Permit Fee

Annual permit fee: \$150.00. [R900.3.1]

#### 10.1.2 Accounting Fee

Annual accounting fee: \$475.00. [R900.3.2]

#### 10.1.3 Per Piece Charge

For each piece returned, regardless of weight: \$1.80. [R900.3.3]

### 10.2 Charges and Fees

#### 10.2.1 Permit Fee

An annual permit fee must be paid once each 12-month period at each post office where a BPRS permit is held. Payment of the annual permit fee is based on the anniversary date of the permit's issuance. The fee may be paid in advance only for the next 12 months and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [S924.3.1]

#### 10.2.2 Per Piece Fee

Each piece returned through BPRS is charged only the per piece fee in 10.1. Postage is not charged for pieces returned through BPRS. [S924.3.2]

#### 10.2.3 Advance Deposit Account and Annual Accounting Fee

The permit holder must pay BPRS fees through an advance deposit account and must pay an annual accounting fee (see 10.1). This fee covers the administrative cost of maintaining the account and provides the mailer with a single accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [S924.3.3]

#### 10.2.4 Existing Advance Deposit Account

A separate advance deposit account for BPRS is not required; the annual accounting fee is charged if BPRS fees are paid from an existing account. [S924.3.4]

#### 10.2.5 Payment Guarantee

The permit holder guarantees payment of all applicable fees. The post office returns BPRS items to the permit holder only when there are sufficient funds in the advance deposit account to pay the fees on returned pieces. [S924.3.5]

### 10.3 General Information

#### 10.3.1 Description

Bulk parcel return service (BPRS) allows mailers of large quantities of Standard Mail machinable parcels that are either undeliverable-as-addressed or opened and remailed by addressees to be returned to designated postal facilities. The mailer has the option of picking up all returned parcels from a designated postal facility at a predetermined frequency specified by the USPS or having them delivered by the

## 507.10.3.2

USPS in a manner and frequency specified by the USPS. For this service a mailer pays an annual permit fee and a per piece charge for each parcel returned. Payment for the returned pieces is deducted from an advance deposit account. [S924.1.1]

**10.3.2 Availability**

A mailer may be authorized to use BPRS when the following conditions apply:

- a. All returned parcels are initially prepared as Regular or Nonprofit Standard Mail and are machinable parcels as defined in [401.1.0](#).
- b. At least 10,000 Standard Mail machinable parcels will be returned to a designated postal facility during a 12-month period.
- c. Parcels are returned to the mailer either because they are undeliverable-as-addressed or because they have been opened, resealed, and redeposited in the mail by the recipient and it is impractical or inefficient for the USPS to return them.
- d. Parcels bear one of the following BPRS endorsements ([2.0, Forwarding](#)):
  - “Return Service Requested — BPRS”
  - “Address Service Requested — BPRS”
- e. Parcels have a return address that is in the delivery area of the post office that issued the BPRS permit.
- f. The postal facility designated for returned parcels is located in the United States, its territories or possessions, or is a U.S. military post office overseas (APO or FPO).
- g. The mailer has a valid postage due advance deposit account and pays the annual BPRS permit fee.
- h. BPRS parcels may be combined with the shipper paid forwarding service ([3.2.7](#)).
- i. Standard Mail parcels that qualify for a single-piece Package Services rate under the applicable standards and that contain the name of the Package Services rate in the mailer’s ancillary service endorsement are not eligible for BPRS. [S924.1.2]

**10.3.3 Optional Label**

An authorized BPRS permit holder has the option to use a label to identify BPRS parcels for return to a designated postal facility. The label is prepared at the mailer’s expense and must meet all format requirements described in [10.5](#) and [10.6](#) and specifications in [402.4.0, General Barcode Placement for Parcels](#), for a postal routing barcode symbology used to produce a correct, readable barcode for the return address. Each label must be accompanied by complete instructions for its use. [S924.1.3]

**10.3.4 Extra Services**

Extra services cannot be added to pieces returned via bulk parcel return service. [S924.1.4]

## 10.4 Permits

### 10.4.1 Application Procedures

To obtain a BPRS permit, a mailer must send a written request to the postmaster at each post office where parcels are to be returned. The request must include the following:

- a. Payment for the annual BPRS permit fee.
- b. Information pertinent to each requested delivery point that documents either the receipt of at least 10,000 machinable parcels originally mailed at Standard Mail rates during the past 12 months, or that there are reasonable grounds to expect at least 10,000 machinable parcels originally mailed at Standard Mail rates will be returned during the next 12-month period.
- c. A description of the returned parcels (e.g., piece size and packaging).
- d. A statement of the desired frequency and location of the parcel pickup or delivery point.
- e. Sample documentation that will be used to substantiate the number of parcels returned daily to each location.
- f. If labels will be furnished for returning opened parcels, sample labels prepared in accordance with 10.5 along with instructions for their use.
- g. A written statement agreeing to pay the per piece fee for each returned parcel from a centralized advance deposit account. [S924.2.1]

### 10.4.2 Authorization

Upon approval of a mailer's request, the post office issues an authorization letter and provides a postage due service agreement with a BPRS permit number. The permit number is used for account administration only and is not for use on mail. [S924.2.2]

### 10.4.3 Postage Due Service Agreement

A BPRS mailer will be required to sign a postage due service agreement with each post office that issues a permit for the return of BPRS parcels. [S924.2.3]

### 10.4.4 Permit Renewal

A post office provides BPRS permit holders with annual renewal notices advising that their permits are due to expire. A notice must be returned to the issuing post office with the fee payment or authorization for the postmaster to deduct the fee from the advance deposit account by the permit expiration date. Written authorization is not necessary for renewal of a permit if there is no change to the authorization on file at the post office where the parcels are returned. If a permit holder does not renew a BPRS permit after having been given notice, the USPS will endorse the mail "Bulk Parcel Return Service Canceled" and will charge postage due at the single-piece First-Class Mail or Priority Mail rate as appropriate for the weight of the piece. If the single-piece First-Class Mail or Priority Mail rate is not paid, the mail is forwarded to the nearest mail recovery center. [S924.2.4]

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**10.4.5 Permit Cancellation**

A BPRS permit may be canceled by the USPS for any of the following reasons:

- a. Failure to meet the minimum volume requirement of 10,000 parcels returned during a 12-month period to each postal facility.
- b. Failure of the mailer to pay the required postage and fees for returned parcels.
- c. Insufficient funds in an advance deposit account to cover postage and fees that are due for returned parcels.
- d. Failure to fulfill the terms and conditions of the BPRS permit authorization.
- e. Failure to conform return labels to the specifications in sections 10.5 and 10.6. [S924.2.5]

**10.4.6 Reapplying After Cancellation**

A mailer must do the following to receive a new BPRS permit at the same post office where a permit was previously canceled:

- a. Submit a letter to that office requesting a permit and new agreement.
- b. Pay a new permit fee.
- c. Provide evidence showing that the reasons for cancellation of the previous permit no longer exist.
- d. Maintain adequate funds in an advance deposit account to cover the number of returns expected over at least a 2-week period. [S924.2.6]

**10.5 Label Requirements****10.5.1 Production Methods**

Any photographic, mechanical, or electronic process, or any combination of such processes other than typewriting or handwriting may be used to prepare the BPRS label. The background may be any light color that allows the address, postmark, and other endorsements to be easily read. Brilliant colors may not be used for the background. If a label is prepared with adhesive on its reverse side, the adhesive must be capable of securely bonding the label to the parcel. [S924.4.1]

**10.5.2 Label Instructions**

Written instructions must be provided with the label that, at a minimum, advise the user to do the following:

- a. Obliterate all other delivery addresses and barcodes on the outside of the parcel.
- b. Print a complete return address in the location provided in the upper left corner of the label.
- c. Place the label with the delivery address and barcode on the side of the mailpiece with the largest surface area. If tape or similar material is used, it must not cover any part of the label where the mailer's return address and postal routing barcode are located. The barcode should be at least 1 inch from the edge of the parcel. If the shape of the parcel requires specific orientation for stability, the label must be placed on the top surface.

- d. Take the parcel to a post office, drop it in a collection box, or give it to a postal carrier. [S924.4.2]

**10.5.3 Distribution**

BPRS return labels may be distributed to customers as an enclosure with merchandise, as a separate item, as a facsimile transmission (fax), or as an electronic transmission for customer downloading and printing. Regardless of distribution method, all standards in 10.5.2 and 10.6 must be met. An electronic file must include instructions that explain how to affix the label securely to the parcel as required in 10.5.2. [S924.4.3]

**10.6 Format**

**10.6.1 General**

The BPRS label contents and format must meet all applicable standards before the label may be distributed for use. Format requirements are shown in Exhibit 10.6.9. [S924.5.1]

**10.6.2 Postage Guarantee**

The endorsement “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES” must be printed in the upper right corner of the face of the piece. The endorsement must not extend more than 1-3/4 inches (1.75 inches) from the right edge of the label. [S924.5.2]

**10.6.3 Horizontal Bars**

To facilitate recognition of BPRS parcels, a series of horizontal bars parallel to the label length must be printed directly below the endorsement “NO POSTAGE NECESSARY IF MAILED IN THE UNITED STATES:”

- a. The bars must be uniform in length, at least 1 inch long and 1/16 inch (0.0625 inch) to 3/16 inch (0.1875 inch) thick, and evenly spaced.
- b. There must be at least a 1/2 inch (0.500 inch) clearance between the right edge of the ZIP Code in the delivery address and the left edge of the horizontal bars.
- c. The bottom bar in the series must be above (not on or below) the top of the delivery address line (the next-to-last line in the address, just above the line with the city, state, and ZIP Code).
- d. Do not use a facing identification mark (FIM) on this label. [S924.5.3]

**10.6.4 Class Endorsement**

The “STANDARD MAIL” class endorsement must be at least 1/4-inch (.25 inch) high and shown in capital letters to the left of the postage guarantee endorsement. [S924.5.4]

**10.6.5 Bulk Parcel Return Service Legend**

The “BULK PARCEL RETURN SERVICE” legend must be placed above the return delivery address on all BPRS parcels. The legend means that the BPRS permit holder guarantees payment of postage and fees on all returned Standard Mail parcels. The following information must be enclosed in a rectangle:

- a. Line 1: Show the words “BULK PARCEL RETURN SERVICE” in capital letters at least 3/16 inch (0.1875 inch) high, enclosed in a rectangle.

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- b. Line 2: The name of the BPRS permit holder must also be printed in capital letters in the rectangle directly below the words “BULK PARCEL RETURN SERVICE.”
- c. The permit holder's city, state, and ZIP Code must appear in capital letters and must be located on the same line as the company name.
- d. The post office box number and/or street address must appear in capital letters on the line beneath this information. [S924.5.5]

**10.6.6 Delivery Address**

A complete delivery address (city, state, ZIP Code) specified by the post office that issued the BPRS permit and to which parcels are returned must be printed in capital letters at least 3/16 inch (0.1875) high below the “BULK PARCEL RETURN SERVICE” rectangle and at least 1 inch from the left edge of the label. There must be at least a 1/2-inch (0.50 inch) clearance between the ZIP Code and the horizontal bars. [S924.5.6]

**10.6.7 Customer's Return Address**

The complete return address (street, city, state, ZIP Code) of the customer mailing the article back to the permit holder must be shown in the upper left corner of the label. Space must be provided for the customer's return address if it is not preprinted by the permit holder. [S924.5.7]

**10.6.8 Optional Information**

At the option of the permit holder, a single line above the top line of the customer return address may be used for customer account or other information. [S924.5.8]

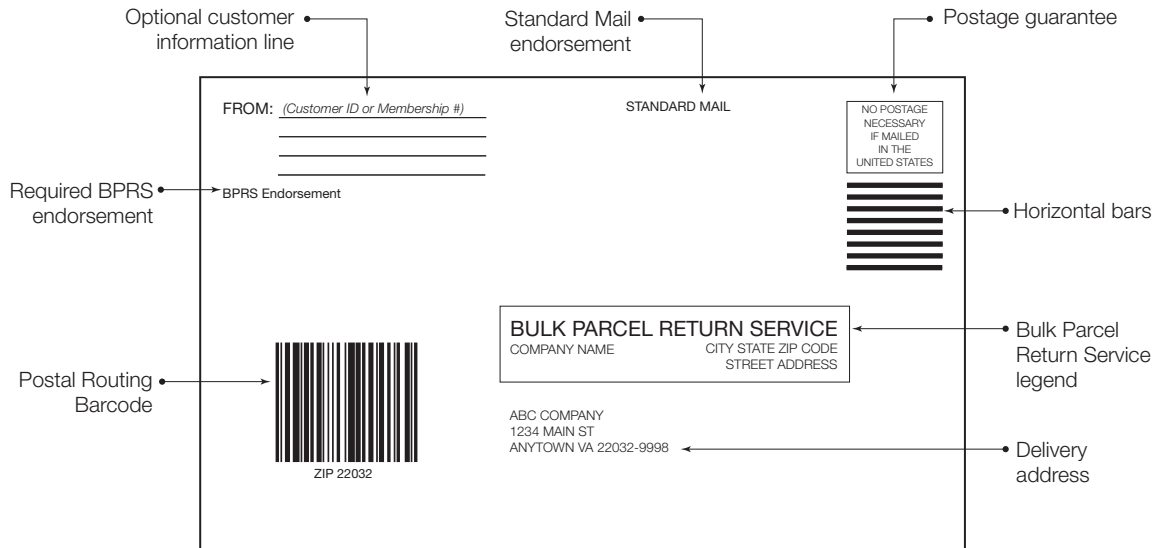


### 10.6.9 Postal Routing Barcode

Every BPRS label must include a properly prepared barcode that represents the correct ZIP Code information for the delivery address of the returned parcel plus the appropriate verifier character suffix or application identifier prefix characters appropriate for the barcode symbology as described in 402.4.0, *General Barcode Placement for Parcels*, for machinable parcels. In addition to the barcode requirements in 402.4.0, the following requirements must be met in preparing BPRS labels:

- a. **Barcode Location.** The barcode must be placed on the label immediately adjacent to the address and the label must be located on the parcel so the barcode is at least 1 inch from the parcel edge.
- b. **Barcode Clear Zone.** No printing may appear in the area 1/8 inch (0.125 inch) above and below the barcode regardless of location on the label. A minimum clear zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode.
- c. **Human-Readable Barcode Information.** The human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode as referenced in 402.4.0 may be omitted. [S924.5.9]

#### Exhibit 10.6.9 Bulk Parcel Return Service Label



[Exhibit S924.5.0]



# 508 Recipient Services

## Overview

- 1.0 Recipient Options
- 2.0 Conditions of Delivery
- 3.0 Customer Mail Receptacles
- 4.0 Post Office Box Service
- 5.0 Caller Service
- 6.0 General Delivery
- 7.0 Firm Holdout
- 8.0 Pandering Advertisements
- 9.0 Sexually Oriented Advertisements

## 1.0 Recipient Options

### 1.1 Basic Recipient Concerns

#### 1.1.1 Delivery to Addressee

Addressees may control delivery of their mail. Without a contrary order, the mail is delivered as addressed. Mail addressed to several persons may be delivered to any one of them. [D042.1.1]

#### 1.1.2 Refusal at Delivery

The addressee may refuse to accept a mailpiece when it is offered for delivery. [D042.1.2]

#### 1.1.3 Refusal After Delivery

After delivery, an addressee may mark a mailpiece “Refused” and return it within a reasonable time, if the piece or any attachment is not opened. Mail that may not be refused and returned unopened under this provision may be returned to the sender only if it is enclosed in a new envelope or wrapper with a correct address and new postage. The following may not be refused and returned postage-free after delivery:

- a. Pieces sent as registered, insured, certified, collect on delivery (COD), and return receipt for merchandise mail.
- b. Response mail to the addressee’s sales promotion, solicitation, announcement, or other advertisement that was not refused when offered to the addressee.

[D042.1.3]

#### 1.1.4 Mail Withheld From Delivery

An addressee may request the postmaster, in writing, to withhold from delivery for a period not to exceed 2 years any foreign letter or printed matter with a specified name or address on the outside. [D042.1.4]

#### 1.1.5 Addressee Identification

If a person claiming to be the addressee of certain mail is unknown to the delivery employee, the mail may be withheld pending identification of the claimant.

[D042.1.5]

508.1.1.6

**1.1.6 Remailing Returned Mail**

Generally, a returned mailpiece that was undeliverable-as-addressed or refused by the addressee may not be remailed unless it is placed in a new envelope or wrapper with a correct address and new postage. A returned shortpaid mailpiece can have the necessary additional postage affixed to the original piece and does not have to be placed in a new envelope or wrapper. [D042.1.6]

**1.1.7 Express Mail and Accountable Mail**

The following specific conditions also apply to the delivery of Express Mail and accountable mail (registered, certified, insured for more than \$50, or COD, as well as mail for which a return receipt or a return receipt for merchandise is requested or for which the sender has specified restricted delivery):

- a. The recipient (addressee or addressee's representative) may obtain the sender's name and address and may look at the mailpiece while held by the USPS employee before accepting delivery and endorsing the delivery receipt.
- b. The mailpiece may not be opened or given to the recipient before the recipient signs and legibly prints his or her name on the delivery receipt (and return receipt, if applicable) and returns the receipt(s) to the USPS employee.
- c. Suitable identification can be required of the recipient (if not known to the USPS employee) before delivery of the mailpiece.
- d. When delivery is not restricted at the sender's request, mail addressed to a person at a hotel, apartment house, etc., may be delivered to any person in a position to whom mail for that location is usually delivered.
- e. USPS responsibility ends when the mailpiece is delivered to the recipient (or another party, subject to 1.1.7d and 1.0).
- f. A notice is left for a mailpiece that cannot be delivered. If the piece is not called for or redelivery is not requested, the piece is returned to the sender after 15 days (5 days for Express Mail, 30 days for COD) unless the sender specifies fewer days on the piece.
- g. A hand stamp approved by the postmaster may be used to provide the signature and name of the individual or organization receiving the mailpiece. In accordance with the electronic signature capture process, the hand stamp must be sized to fit within the Signature and Printed Name blocks on Form 3849. The stamp must not overlap into the delivery office information section or the Delivery Address block of the form. To obtain approval for such a stamp, the company must submit a written statement to the postmaster that the person whose name appears on the stamp is the person authorized to accept accountable mail, accompanied by a sample of the authorized employee's signature that can be verified against the signature on the stamp. After approval, the stamped signature and name are acceptable only if a clean, legible impression is provided within the Signature and Printed Name blocks on Form 3849. On mail addressed to a federal or state official, the stamp need show only the name and location of the accepting organization. In these cases, the stamp should fit within the Printed Name and Delivery Address block of Form 3849 but must not overlap into the Signature block or barcode sections.

[D042.1.7]

**1.2 Carrier Release for Uninsured Parcels**

An uninsured parcel may not be left in an unprotected place, such as a porch or stairway, unless the addressee has filed a written order, or the mailer has endorsed the parcel “Carrier—Leave If No Response.” The endorsement must appear directly below the return address as specified in [402.2.0](#) and [402.3.0](#). [D042.7.1]

**1.3 Jointly Addressed**

For mail that is jointly addressed:

- a. Such as “Mr. and Mrs. John Doe,” or “John and Jim Doe,” neither party is entitled to control delivery of such mail over the objection of the other. [D042.3.1]
- b. To husbands or wives, neither party may control delivery of mail addressed to the other. [D042.3.2]

**1.4 Delivery to Addressee’s Agent****1.4.1 Basic Standard**

Unless otherwise directed, an addressee’s mail may be delivered to an employee, to a competent member of the addressee’s family, or to any person authorized to represent the addressee. A person or several persons may designate another to receive their mail. [D042.2.1]

**1.4.2 Minor**

A minor’s guardian may control delivery of mail addressed to the minor. If there is no guardian and the minor is unmarried, either parent may receive delivery of the minor’s mail. [D042.2.2]

**1.4.3 Incompetent Person**

Mail may be delivered under the order of the guardian or conservator for a person legally declared incompetent. If there is no legal representative, the mail is delivered as addressed. [D042.2.3]

**1.4.4 Deceased Person**

Mail addressed to a deceased person may be received at the address of the deceased by anyone who would normally receive the addressee’s mail at that address. The mail may also be forwarded to a different address, such as that of an appointed executor or administrator, if an order of request is filed at the post office. [D042.2.4]

**1.5 Delivery to Individual at Organization****1.5.1 To Address**

All mail addressed to a governmental or nongovernmental organization or to an individual by name or title at the address of the organization is delivered to the organization, as is similarly addressed mail for former officials, employees, contractors, agents, etc. If disagreement arises where any such mail should be delivered, it must be delivered under the order of the organization’s president or equivalent official. [D042.4.1]

508.1.5.2

**1.5.2 Not to Address**

Mail addressed to a governmental or nongovernmental official by title or by organization name, but not to the address of the organization, is delivered to the organization if the organization so directs. [D042.4.2]

**1.6 Delivery at Hotels, Institutions, Schools, and Similar Places****1.6.1 Patient or Inmate**

Mail addressed to a patient or inmate at an institution is delivered to the institution authorities. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the post office. [D042.5.1]

**1.6.2 Hotel or School**

Mail addressed to a person at a hotel, school, or similar place is delivered to the hotel, school, etc. If the addressee is no longer at that address, the mail must be redirected to the current address, if known, or endorsed appropriately and returned by the institution to the post office. [D042.5.2]

**1.6.3 Prisoner**

Mail addressed to a prisoner is subject to the mail security standards in the *Administrative Support Manual*. [D042.5.3]

**1.6.4 Registered Mail Addressed to Hotel or Apartment House**

Registered Mail addressed to a person at a hotel or apartment house is delivered to the persons designated by the management of the hotel or apartment house in a written agreement with the USPS (Form 3801-A). If the sender restricts delivery of the Registered Mail, it may not be delivered to that designated person, unless the addressee authorized that person in writing to receive restricted-delivery mail. [D042.5.4]

**1.7 Conflicting Delivery Orders****1.7.1 Delivery to Third Party**

If persons make conflicting orders for delivery of the same mail, and they cannot agree among themselves who should receive the mail, the mail may be delivered to a named receiver or third party unanimously agreed to by the disputing parties. [D042.6.1]

**1.7.2 Receiver in Dispute**

If the disputing parties are unable to select a receiver, they must furnish the postmaster all available evidence on which they rely to exercise control over the disputed mail. The USPS may hold or return mail pending resolution of the dispute. [D042.6.2]

**1.7.3 Court Order**

Mail is delivered under a court order issued for mail claimed by different persons. [D042.6.3]

## 1.8 Commercial Mail Receiving Agencies

### 1.8.1 Procedures

The procedures for establishing a commercial mail receiving agency (CMRA) are as follows:

- a. An addressee may request mail delivery to a CMRA. The CMRA accepts delivery of the mail and holds it for pickup or remails it to the addressee, prepaid with new postage.
- b. Each CMRA must register with the post office responsible for delivery to the CMRA. Any person who establishes, owns, or manages a CMRA must provide Form 1583-A to the postmaster (or designee) responsible for the delivery address. The CMRA owner or manager must complete all entries and sign the Form 1583-A. The CMRA owner or manager must furnish two items of valid identification; one item must contain a photograph of the CMRA owner or manager. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The postmaster (or designee) may retain a photocopy of the identification for verification purposes and must list and record sufficient information to identify the two types of identification on Form 1583-A (block 10). Furnishing false information on the application or refusing to give required information is reason for denying the application. When any information required on Form 1583-A changes, the CMRA owner or manager must file a revised application (write "revised" on the form) with the postmaster. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:
  1. Valid driver's license or state non-driver's identification card.
  2. Armed forces, government, university, or recognized corporate identification card.
  3. Passport, alien registration card, or certificate of naturalization.
  4. Current lease, mortgage, or deed of trust.
  5. Voter or vehicle registration card.
  6. Home or vehicle insurance policy.
- c. The postmaster (or designee) must verify the documentation to confirm that the CMRA owner or manager resides at the permanent home address shown on Form 1583-A; witness the signature of the CMRA owner or manager; and sign Form 1583-A. The postmaster must provide the CMRA with a copy of the DMM regulations relevant to the operation of a CMRA. The CMRA owner or manager must sign the Form 1583-A acknowledging receipt of the regulations. The postmaster must file the original of the completed Form 1583-A at the post office and provide the CMRA with a duplicate copy.
- d. A CMRA is authorized to accept the following accountable mail from their customers for mailing at the post office: insured, COD, Express Mail, Certified Mail, Delivery Confirmation, and Signature Confirmation mail. The sender (CMRA customer) must present accountable mail items not listed to the post office for mailing. [D042.2.5]

**1.8.2 Delivery to CMRA**

Procedures for delivery to a CMRA are as follows:

- a. Mail delivery to a CMRA requires that the CMRA owner or manager and each addressee complete and sign Form 1583. Spouses may complete and sign one Form 1583. Each spouse must furnish two items of valid identification. If any information that is required on Form 1583 is different for either spouse it must be entered in the appropriate box. A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on Form 1583 (block 12). The CMRA owner or manager, authorized employee, or a notary public must witness the signature of the addressee. The addressee must complete all entries on Form 1583. The CMRA owner or manager must verify the documentation to confirm that the addressee resides or conducts business at the permanent address shown on Form 1583. The address is verified if there is no discrepancy between information on the application and the identification presented. If the information on the application does not match the identification, the applicant must substantiate to the CMRA that the applicant resides or conducts business at the address shown. A document from a governmental entity or recognized financial institution or a utility bill with the applicant's name and current permanent address may be used for such purpose. If the applicant is unable to substantiate the address, the CMRA must deny the application. Furnishing false information on the application or refusing to give required information is reason for withholding the addressee's mail from delivery to the agent and returning it to the sender. When any information required on Form 1583 changes, the addressee must file a revised application (write "revised" on the form) with the CMRA. The addressee must furnish two items of valid identification; one item must contain a photograph of the addressee. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and is traceable to the bearer. The CMRA owner or manager may retain a photocopy of the identification for verification purposes. The CMRA owner or manager must list and record sufficient information to identify the two types of identification on Form 1583 (block 8) and write the complete CMRA delivery address used to deliver mail to the addressee on Form 1583 (block 3). Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:
  1. Valid driver's license or state non-driver's identification card.
  2. Armed forces, government, university, or recognized corporate identification card.
  3. Passport, alien registration card, or certificate of naturalization.
  4. Current lease, mortgage, or deed of trust.
  5. Voter or vehicle registration card.
  6. Home or vehicle insurance policy.
- b. A CMRA must not modify or alter Form 1583 or Form 1583-A. Modified or altered forms are invalid and the addressee's mail must be returned to sender in accordance with USPS regulations.



- c. The CMRA must provide the original of completed Forms 1583 to the postmaster. This includes revised Forms 1583 submitted by an addressee based on information changes to the original Form 1583 (write “revised” on form). The CMRA must maintain duplicate copies of completed Forms 1583 on file at the CMRA business location. The Forms 1583 must be available at all times for examination by postal representatives and postal inspectors. The postmaster must file the original Forms 1583 first by CMRA and then alphabetically by the addressee’s last name at the station, branch, or post office. The postmaster files the original Forms 1583 without verifying the address of residence or firm shown on Forms 1583. The postmaster is required to verify only when the postmaster receives a request by the Postal Inspector in Charge, or when there is reason to believe that the addressee’s mail may be, or is being, used for unlawful purposes.
- d. When the agency relationship between the CMRA and the addressee terminates, the CMRA must write the date of termination on its duplicate copy of Form 1583. The CMRA must notify the post office of termination dates through the quarterly updates (due January 15th, April 15th, July 15th, and October 15th) of the alphabetical list of customers cross-referenced to the CMRA addressee delivery designations. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination. The CMRA must retain the endorsed duplicate copies of Forms 1583 for at least 6 months after the termination date. Forms 1583 filed at the CMRA business location must be available at all times for examination by postal representatives.
- e. A CMRA must represent its delivery address designation for the intended addressees by the use of “PMB” (private mailbox) or the alternative “#” sign. Mailpieces must bear a delivery address that contains at least the following elements, preferably in the following format:
  1. Line 1: Intended addressee’s name or other identification. *Examples: JOE DOE or ABC CO.*
  2. Line 2: “PMB” and number or the alternative “#” (pound sign) and number. *Examples: PMB 234 or #234.*
  3. Line 3: Street number and name or post office box number or rural route designation and number. *Examples: 10 MAIN ST STE 11 or PO BOX 34 or RR 1 BOX 12.*
  4. Line 4: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*
- f. As an alternate to the format presented in e., the following format may be used:
  1. Line 1: Intended addressee’s name or other identification. *Examples: JOE DOE or ABC CO.*
  2. Line 2: Street number and name or post office box number and “PMB” and number or the alternative “#” (pound sign) and number. *Examples: 10 MAIN ST PMB 234 or #234 or PO BOX 34 PMB 234 or #234.*

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3. Line 3: City, state, and ZIP Code (5-digit or ZIP+4). *Example: HERNDON VA 22071-2716.*
- g. As an exception to the formats presented in e. and f., when the CMRA's physical address contains a secondary address element (e.g., rural route box number, "suite," "#," or other term), the CMRA customer must use "PMB" in the three-line format. It is not permissible to combine the secondary address element of the physical location of the CMRA address and the CMRA customer private mailbox number, e.g., 10 MAIN ST STE 11-234. The CMRA must write the complete CMRA delivery address used to deliver mail to each individual addressee or firm on the Form 1583 (block 3). The USPS may return mail without a proper address to the sender endorsed "Undeliverable as Addressed, Missing PMB or # Sign." The three-line format must be as follows:
  1. JOE DOE  
10 MAIN ST STE 11 PMB 234  
HERNDON VA 22071-2716
  2. JOE DOE  
RR 12 BOX 512 PMB 234  
HERNDON VA 22071-2716
- h. The CMRA must be in full compliance with 1.8.1 through 1.8.3 and other applicable postal requirements to receive delivery of mail from the post office.
- i. The postmaster may, with the next higher level approval and notification to the Postal Inspector-In-Charge, suspend delivery to a CMRA that, after proper notification, fails to comply with 1.8.1 through 1.8.3 or other applicable postal requirements. The proper notification must be in writing outlining the specific violation(s) with a reasonable time to comply.
- j. With the approval of suspension of delivery, the postmaster must provide the CMRA with written notification of the effective date and the reason(s). If the CMRA fails to comply by the effective date, return mail to the sender endorsed "Delivery Suspended to Commercial Mail Receiving Agency." [D042.2.6]

**1.8.3 Addressee and CMRA Agreement**

In delivery of the mail to the CMRA, the addressee and the CMRA agree that:

- a. When the agency relationship between the CMRA and the addressee terminates, neither the addressee nor the CMRA will file a change-of-address order with the post office.
- b. The CMRA must remail mail intended for the addressee (customer) for at least 6 months after the termination date of the agency relationship between the CMRA and addressee. Mail that is remailed by the CMRA requires new postage. This remailing obligation need not be fulfilled if the CMRA customer provides written instructions to the CMRA that the mail (or specific types of mail) not be remailed upon termination of the relationship. This instruction may be provided in an internal service agreement between the customer and CMRA or by a separate document. Written instructions from the customer regarding the handling of this mail must not stipulate that the CMRA refuse mail or return it to sender, or hold the mail during the 6-month remail period and return it to the post office, or redeposit mail in the mails without new postage. At the end

of the 6-month remail period the CMRA may return to the post office only First-Class Mail, Priority Mail, Express Mail, accountable mail, or Parcel Post received for the former addressee (customer). The CMRA must return this mail to the post office the next business day after receipt with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA. Upon request, the agent must provide to the USPS all addresses to which the CMRA remails mail.

- c. If mail is remailed by the CMRA to the address of a former customer during the 6-month remail period and returned by the USPS endorsed "Moved, Left No Address," then the CMRA may return that mail to the post office with the approval of the postmaster or station manager. The approval is subject to evidence that the mail was remailed with new postage to the former customer at the address provided when the relationship was terminated and/or the verified home or business permanent address provided on the customer's Form 1583. Upon approval, the CMRA may return to the post office only First-Class Mail, Priority Mail, Express Mail, accountable mail, and Parcel Post received for the former customer. The CMRA must return this mail to the post office the next business day after receipt without new postage.
- d. The CMRA must provide to the postmaster a quarterly list (due January 15th, April 15th, July 15th, and October 15th) of its customers in alphabetical order cross-referenced to the CMRA addressee delivery designation. The alphabetical list must contain all new customers, current customers, and those customers who terminated within the past 6 months, including the date of termination.
- e. A CMRA may not refuse delivery of mail if the mail is for an addressee who is a customer or former customer (within the past 6 months). The agreement between the addressee and the CMRA obligates the CMRA to receive all mail, except restricted delivery, for the addressee. The addressee may authorize the CMRA in writing on Form 1583 (block 5) to receive restricted delivery mail for the addressee.
- f. If the CMRA has no Form 1583 on file for the intended addressee, the CMRA must return that mail to the post office responsible for delivery with this endorsement: "Undeliverable, Commercial Mail Receiving Agency, No Authorization to Receive Mail for this Addressee." This mail is returned to the post office without new postage. The CMRA must return misdelivered mail the next business day after receipt.
- g. The CMRA must not deposit return mail in a collection box. The CMRA must give the return mail to the letter carrier or return it to the post office responsible for delivery to the CMRA. [D042.2.7]

#### **1.8.4 Office Business Center Acting as a CMRA**

The procedures for an office business center (OBC) or part of its operation acting as a CMRA for postal purposes are as follows:

## 508.2.1

- a. An OBC is a business that operates primarily to provide private office facilities and other business support services to individuals or firms (customers). OBCs receive single-point delivery. OBC customers that receive mail at the OBC address will be considered CMRA customers for postal purposes under the standards set forth in 1.8.4b. Parties considered CMRA customers under this provision must comply with the standards set forth in 1.8.1 through 1.8.3. An OBC must register as a CMRA on Form 1583-A and comply with all other CMRA standards if one or more customers receiving mail through its address is considered a CMRA customer.
- b. An OBC customer is considered to be a CMRA customer for postal purposes if its written agreement with the OBC provides for mail service only or mail and other business support services (without regard for occupancy or other services that the OBC might provide). Additionally, an OBC customer receiving mail at the OBC address is considered to be a CMRA customer for postal purposes if each of the following is true:
  1. The customer's written agreement with the OBC does not provide for the full-time use of one or more of the private offices within the OBC facility.
  2. The customer's written agreement with the OBC does not provide all of the following: (a) the use of one or more of the private offices within the facility for at least 16 hours per month at market rate for the location; (b) full-time receptionist service and live personal telephone answering service during normal business hours and voicemail service after hours; (c) a listing in the office directory in the building in which the OBC is located; (d) use of conference rooms and other business services on demand, such as secretarial services, word processing, administrative services, meeting planning, travel arrangements, and video conferencing.
- c. Notwithstanding any other standards, a customer whose written agreement provides for mail services only or mail and other business support services will not be considered an OBC customer (without regard for occupancy or other services that an OBC may provide and bill for on demand).
- d. The USPS may request from the OBC copies of written agreements or any other documents or information needed to determine compliance with these standards. Failure to provide requested documents or information might be basis for suspending delivery service to the OBC under the procedures set forth in 1.8.2. [D042.2.8]

## 2.0 Conditions of Delivery

### 2.1 City Delivery Service

#### 2.1.1 Establishment

City delivery is provided according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend city delivery service must be made to the local postmaster. [D042.9.1]

**2.1.2 Accommodating Customer Hardship**

Changes in the type of delivery authorized for a delivery point may be considered if service by existing methods imposes an extreme physical hardship on the customer.

[D042.9.2]

**2.1.3 Customer Maintenance of Receptacles**

Customers must provide authorized mail receptacles or door slots, except for mail receptacles authorized by the USPS to be owned and maintained by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles used by customers for mail delivery are not the responsibility of the USPS. However, the USPS may authorize neighborhood delivery and collection boxes and parcel lockers to be purchased, installed, maintained, or replaced by the USPS. [D042.9.3]

**2.1.4 Businesses**

Mail receptacles or door slots are not required at businesses and offices that are open and have someone on hand to receive the mail when the carrier calls.

[D042.9.4]

**2.1.5 Receptacles With Locks**

If a lock is used on a mail receptacle, the receptacle must have a slot large enough to accommodate the normal daily mail volume. [D042.9.5]

**2.1.6 Door Slot**

A door slot for mail must meet specific criteria:

- a. The clear rectangular opening in the outside slot plate must be at least 1-1/2 inches wide and 7 inches long.
- b. The slot must have a flap, hinged at the top if placed horizontally, or hinged on the side away from the hinge side of the door if placed vertically.
- c. When an inside hood is used to provide greater privacy, the hooded portion must not be below the bottom line of the slot in the outside plate if placed horizontally, or beyond the side line of the slot in the outside plate nearest the hinge edge of the door if placed vertically.
- d. The hood at its greatest projection must not be less than 2-1/16 inches beyond the inside face of the door.
- e. The bottom of the slot must be at least 30 inches above the finished floor line.

[D042.9.6]

**2.1.7 Apartment Mail Receptacles**

Apartment house mail receptacles must be approved by the USPS. The purchase, installation, maintenance, and replacement of mail receptacles, boxes, or parcel lockers are not the responsibility of the USPS except for neighborhood delivery and collection boxes and parcel lockers authorized by the USPS to be owned and maintained by the USPS. When apartment buildings are substantially renovated or remodeled to provide additional apartments, or a material change is made in the location of boxes, obsolete receptacles must be replaced by currently approved receptacles. [D042.9.7]

## **2.2 Rural Delivery Service**

### **2.2.1 Establishment**

Rural stations and branches are established, and rural delivery is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions to establish, change, or extend rural delivery service, signed by the heads of families wanting this service, must be given to the postmaster of the post office from which delivery service is desired, or from which the route operates, as applicable. [D042.10.1]

### **2.2.2 Accommodating Customer Hardship**

On the customer's written request, the postmaster may approve an exception to the currently authorized method of delivery, if the type of rural delivery authorized imposes an extreme physical hardship. [D042.10.2]

### **2.2.3 Parcel Delivery**

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or deprecation of any such parcel left outside the box. [D042.10.3]

### **2.2.4 Delivery to Recipient With Contagious Disease**

Mail is delivered to a customer's mailbox if a quarantined disease exists, provided that delivery can be made without exposure to contagion. No mail is collected from such box while the quarantine is in force. [D042.10.4]

### **2.2.5 Insufficient Postage/ Mailable Matter**

Generally, mailable matter is collected from a rural mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a rural box is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from rural boxes is handled under the applicable standards. [D042.10.5]

## **2.3 Highway Contract Delivery Service**

### **2.3.1 Establishment**

Highway contract routes are established, and delivery service on such routes is provided, according to USPS policies and procedures, the characteristics of the area to be served, and the methods needed to provide adequate service. Requests or petitions for new routes, or for extensions of service or changes in the line of travel or schedule of highway contract service, must be directed to the USPS distribution networks office with supervision over the transportation of mail in the area involved. [D042.11.1]

### **2.3.2 Parcel Delivery**

An ordinary parcel too large to fit into a customer's mailbox is not left unless the customer has filed a written order with the postmaster relieving the USPS and carriers of all responsibility in case of loss or deprecation of any such parcel left outside the box. [D042.11.2]

### 2.3.3 Mail Collection

Generally, mailable matter is collected from a mailbox if postage is fully prepaid or money equal to the required postage is left in the mailbox. Money in a mailbox is left at the customer's risk. When postage or money is insufficient to cover postage, the mail is not collected, or if the sender cannot be identified, the mail is treated as unpaid mail. Mailable matter not bearing postage found in, placed on, attached to, supported by, or hanging from boxes is handled under the applicable standards.

[D042.11.3]

### 2.3.4 Mailbox Location

Curbside mailboxes meeting the applicable standards in 3.0 must be placed where they protect the mail and can be conveniently served by carriers without leaving their vehicles. These boxes must be on the right side of the road in the direction of travel when required by traffic conditions or when driving to the left to reach the boxes would violate traffic laws by the carrier. [D042.11.4]

## 3.0 Customer Mail Receptacles

### 3.1 Basic Information for Customer Mail Receptacles

#### 3.1.1 Authorized Depository

Except as excluded by 3.1.2, every letterbox or other receptacle intended or used for the receipt or delivery of mail on any city delivery route, rural delivery route, highway contract route, or other mail route is designated an authorized depository for mail within the meaning of 18 USC 1702, 1705, 1708, and 1725. [D041.1.1]

#### 3.1.2 Exclusions

Door slots and nonlockable bins or troughs used with apartment house mailboxes are *not* letterboxes within the meaning of 18 USC 1725 and are *not* private mail receptacles for the standards for mailable matter not bearing postage found in or on private mail receptacles. The post or other support is *not* part of the receptacle.

[D041.1.2]

#### 3.1.3 Use for Mail

Except under 3.2.11, *Newspaper Receptacle*, the receptacles described in 3.1.1 may be used only for matter bearing postage. Other than as permitted by 3.2.10, *Delivery of Unstamped Newspapers*, or 3.2.11, no part of a mail receptacle may be used to deliver any matter not bearing postage, including items or matter placed upon, supported by, attached to, hung from, or inserted into a mail receptacle. Any mailable matter not bearing postage and found as described above is subject to the same postage as would be paid if it were carried by mail. [D041.1.3]

#### 3.1.4 Clear Approach

Customers must keep the approach to their mailboxes clear of obstructions to allow safe access for delivery. If USPS employees are impeded in reaching a mail receptacle, the postmaster may withdraw delivery service. [D041.1.4]

## 3.2 Curbside Mailboxes

### 3.2.1 Manufacturer Specifications

Manufacturers of all mailboxes designed and made to be erected at the edge of a roadway or curbside of a street and to be served by a carrier from a vehicle on any city route, rural route, or highway contract route must obtain approval of their products under USPS Standard 7, *Mailboxes, City and Rural Curbside*. To receive these construction standards and drawings or other information about the manufacture of curbside mailboxes, write to USPS Engineering (see [608.8.0](#) for address). [D041.2.1]

### 3.2.2 Custom-Built Mailbox

The local postmaster may approve a curbside mailbox constructed by a customer who, for aesthetic or other reasons, does not want to use an approved manufactured box. The custom-built box must generally meet the same standards as approved manufactured boxes for flag, size, strength, and quality of construction. [D041.2.2]

### 3.2.3 Locked Box

A mailbox with a lock must have a slot that is large enough to accommodate the customer's normal daily mail volume. The USPS neither opens a locked box nor accepts a key for this purpose. [D041.2.9]

### 3.2.4 Mailbox Post

The post or other support for a curbside mailbox must be neat and of adequate strength and size. The post may not represent effigies or caricatures that tend to disparage or ridicule any person. The box may be attached to a fixed or movable arm. [D041.2.6]

### 3.2.5 Advertising

Any advertising on a mailbox or its support is prohibited. [D041.2.5]

### 3.2.6 Location

Subject to state laws and regulations, a curbside mailbox must be placed to allow safe and convenient delivery by carriers without leaving their vehicles. The box must be on the right-hand side of the road in the direction of travel of the carriers on any new rural route or highway contract route, in all cases where traffic conditions are dangerous for the carriers to drive to the left to reach the box, or where their doing so would violate traffic laws and regulations. [D041.2.7]

### 3.2.7 Address Identification

Every curbside mailbox must bear the following address information:

- a. A box number, if used, inscribed in contrasting color in neat letters and numerals at least 1 inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped.
- b. A house number if street names and house numbers have been assigned by local authorities, and the postmaster authorizes their use as a postal address. If the box is on a different street from the customer's residence, the street name and house number must be inscribed on the box. [D041.2.3]



**3.2.8 Owner's Name**

The mailbox may bear the owner's name. [D041.2.4]

**3.2.9 More Than One Family Sharing a Receptacle**

If more than one family wishes to share a mail receptacle, the following standards apply:

- a. Route and Box Number Addressing. On rural and highway contract routes authorized to use a route and box numbering system (e.g., RR 1 BOX 155), up to five families may share a single mail receptacle and use a common route and box designation. A written notice of agreement, signed by the heads of the families or individuals who want to join in the use of such box, must be filed with the postmaster at the delivery office.
- b. Conversion to Street Name and Number Addressing. When street name and numbering systems are adopted, those addresses reflect distinct customer locations and sequences. Rural and highway contract route customers who are assigned different primary addresses (e.g., 123 APPLE WAY vs. 136 APPLE WAY) should erect individual mail receptacles in locations recommended by their postmasters and begin using their new addresses. Customers having different primary addresses who wish to continue sharing a common receptacle must use the address of the receptacle's owner and the "care of" address format:

JOHN DOE  
 C/O ROBERT SMITH  
 123 APPLE WAY

Customers having a common primary address (e.g., 800 MAIN ST) but different secondary addresses (e.g., APT 101, APT 102, etc.) may continue to share a common receptacle if single-point delivery is authorized for the primary address. Secondary addresses should still be included in all correspondence.

[D041.2.8]

**3.2.10 Delivery of Unstamped Newspapers**

Generally, curbside mailboxes are to be used for mail only. However, publishers of newspapers regularly mailed as Periodicals may, on Sundays and national holidays only, place copies of the Sunday or holiday issues in the rural route and highway contract route boxes of subscribers if those copies are removed from the boxes before the next scheduled day of mail delivery. [D041.2.10]

**3.2.11 Newspaper Receptacle**

A receptacle for newspaper delivery by private carriers may be attached to the post of a curbside mailbox used by the USPS if the receptacle:

- a. Does not touch the mailbox or use any part of the mailbox for support.
- b. Does not interfere with the delivery of mail, obstruct the view of the mailbox flag, or present a hazard to carrier or vehicle.
- c. Does not extend beyond the front of the mailbox when the box door is closed.
- d. Does not display advertising, except the publication title. [D041.2.11]

508.3.3

**3.3 Wall-Mounted Centralized Mail Receptacles****3.3.1 Manufacturer Requirements**

Manufacturers of wall-mounted centralized mail receptacles used for mail delivery must receive approval under the specifications and procedures in USPS Standard 4. The specifications and other information can be obtained by writing to USPS Engineering (see [608.8.0](#) for address). [D041.3.1]

**3.3.2 Customer Requirements**

The installation of proper equipment is required for delivery service. The type of equipment must be approved by the USPS under [3.3.1](#) and must be appropriate for the structure. Customers should discuss the types of approved equipment permitted for their structures with their postmaster before purchasing and installing delivery equipment. [D041.3.2]

**4.0 Post Office Box Service****4.1 Fees for Post Office Box Service**

For service provided:

- a. Deposit per key issued: \$1.00.
- b. Additional keys, key duplication, or replacement, each: \$4.40.
- c. Post office box lock replacement, each: \$11.00.
- d. Post office box fees for each 6-month period are listed in [4.1e](#). Each box customer is charged a refundable deposit for post office box keys. Customers also are charged fees for duplicate and replacement post office box keys and for initiating lock changes on post office boxes. [D910.1.8]

e. Box fee per semiannual (6-month) period:

| Fee Group      | Box Size and Fee per Semiannual (6-month) Period |         |          |          |          |
|----------------|--|---------|----------|----------|----------|
|                | 1  | 2       | 3        | 4        | 5        |
| 1              | \$35.00  | \$50.00 | \$100.00 | \$205.00 | \$330.00 |
| 2              | 29.00  | 45.00   | 80.00    | 170.00   | 315.00   |
| 3              | 24.00  | 38.00   | 68.00    | 118.00   | 209.00   |
| 4              | 19.00  | 34.00   | 63.00    | 110.00   | 175.00   |
| 5              | 13.00  | 22.00   | 34.00    | 65.00    | 125.00   |
| 6              | 12.00  | 18.00   | 33.00    | 60.00    | 97.00    |
| 7              | 9.00   | 13.00   | 23.00    | 40.00    | 70.00    |
| E <sup>1</sup> | 0  | 0       | 0        | 0        | 0        |

**Additional Fees and Services**

|   |        |
|---|--------|
| Deposit per key issued                                    | \$1.00 |
| Key duplication or replacement (after first 2 keys), each | 4.40   |
| Post office box lock replacement, each                    | 11.00  |

1. A customer ineligible for carrier delivery may obtain one post office box at the Group E fee, subject to administrative decisions regarding the customer's proximity to post office.

[R900.20.0]

**4.2 Basic Information for Post Office Box Service**

**4.2.1 Purpose**

Post office box service is a premium service offered for a fee to any customer requiring more than free carrier delivery or general delivery and for no fee to customers who are not eligible for carrier delivery. The service allows a customer to obtain mail during the hours the box lobby is open or access is otherwise available. Post office box service is provided only through receptacles owned or operated by the USPS or its agents. Post office box service does not include alternate means of delivery established to replace, simplify, or extend carrier delivery service. A postmaster and a box customer may not make any agreement that contravenes the regulations on post office box service or its fees. [D910.1.1]

**4.2.2 Definition**

The term *post office box* (or its address abbreviation *PO BOX*) designates this service in an address. The term *box customer* applies only to the person who signs the application as an individual or to the organization on whose behalf an individual signs the application. [D910.1.2]

**4.2.3 Box Size**

There are five box sizes. A facility might not have each size. A customer is assigned a box size based on the customer's needs and the availability of boxes. The postmaster may require a customer to use a larger size box if the customer's mail volume increases beyond the capacity of the present box. [D910.1.4]

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**4.2.4 Number Assignment**

A number is assigned to each post office box. Mail intended for delivery through a box must show the assigned post office box number in the address immediately above the city, state, and ZIP Code. [D910.1.3]

**4.2.5 Box Availability**

When no box of the appropriate size is available, an application for box service may be handled, at the postmaster's discretion, in any one or more of the following ways: by referring the customer to another postal facility with available capacity; by placing the customer's name on a waiting list for box service; by providing general delivery service until an appropriate size box becomes available; by offering a smaller or larger box at its fee; or by offering caller service. Regardless of the box size applied for, customers must pay the correct fee for the service they receive. [D910.1.5]

**4.2.6 Service Period**

Post office box service is provided in 6-month increments. [D910.1.7]

**4.2.7 Limitation on Service**

The postmaster may require a box customer to use caller service under [5.0, Caller Service](#), based on the volume of mail received by the customer, the level of service requested by the customer, or the availability of boxes to meet demand. Existing box customers will not be allowed to use additional boxes at post offices having a waiting list for post office boxes. Not more than once per semiannual payment period, a customer who was required to use caller service based on the volume of mail may submit a written request to the postmaster for a new determination of whether sufficient volume remains to require caller service. [D910.1.6]

**4.3 Service****4.3.1 Application**

Procedures for applying for post office box service are as follows:

- a. The applicant must complete all required items on Form 1093, *Application for Post Office Box or Caller Service*, and submit it to any postal facility that provides window service to the public. The facility need not be the one where box service is desired. Furnishing false information on the application or refusing to furnish required information may be sufficient reason for denial of the application or discontinuance of service.
- b. Spouses may complete and sign one Form 1093. Each spouse must present two items of valid identification. A parent or guardian may receive delivery of a minor's mail by listing the name(s) of each minor on Form 1093. Other adult persons who receive mail in the post office box of an individual box customer must be listed on Form 1093 and must present two items of valid identification to the post office.
- c. Employees or members who receive mail in the post office box of an organization box customer must be listed on Form 1093. Each person must have verifiable identification and, upon request, present this identification to the Postal Service.
- d. When any information required on Form 1093 changes, the box customer must update the application on file at the post office. [D910.2.1]

#### 4.3.2 Verification

An application for post office box service may not be approved until the applicant's identity and current permanent physical address where he or she resides or conducts business is verified. Verification criteria are as follows:

- a. At the time of application, applicants must present two items of valid identification; one item must contain a photograph of the applicant. Social Security cards or credit cards and birth certificates are unacceptable as identification. The following are acceptable identification:
  1. Valid driver's license or state non-driver's identification card.
  2. Armed forces, government, university, or recognized corporate identification card.
  3. Passport, alien registration card, or certificate of naturalization.
  4. Current lease, mortgage, or deed of trust.
  5. Voter or vehicle registration card.
  6. Home or vehicle insurance policy.
- b. The identification presented must be current. It must contain sufficient information to confirm that the applicant is who he or she claims to be and must be traceable to the bearer. [D910.2.2]

#### 4.3.3 Transferring Service

Post office box service may be transferred, without payment of an additional fee, to any box of the same size and fee group at a different facility of the same post office. To transfer service, the box customer must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A box customer may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer. [D910.2.3]

#### 4.3.4 Minor

Post office box service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the appropriate postmaster. [D910.2.4]

### 4.4 Conditions of Use

#### 4.4.1 Mail Receipt

In accordance with the application and verification standards in 4.3, any individual box customer or organization may receive through the box any mail properly addressed to the box number. [D910.3.1]

#### 4.4.2 Mail Only

Only mail and official USPS notices may be placed into a post office box. [D910.3.2]

#### 4.4.3 Accumulation of Mail

A box customer must remove mail promptly from the box. If mail will not be removed from the box for more than 30 days and an overflow condition is probable, the customer must make prior arrangements with the postmaster. [D910.3.3]

**4.4.4 Overflow**

When mail for a customer's post office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), the customer must use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. [D910.3.4]

**4.4.5 Unlawful Activity**

A post office box may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement with a federal, state, or local agency whereby the box customer has agreed to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body. [D910.3.5]

**4.4.6 Forwarding**

A post office box may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge. [D910.3.6]

**4.4.7 Address Change**

Only the box customer or authorized representatives of the organization listed on the Form 1093 may file change-of-address orders. Forwarding of mail for other persons is the responsibility of the box customer. [D910.3.7]

**4.5 Basis of Fees and Payment****4.5.1 General**

Post office box fees are based on the size of the box provided and the fee group to which the box's 5-digit ZIP Code is assigned. [D910.4.1]

**4.5.2 Box Size**

Box sizes are standardized and the fees for boxes increase with box size. The following chart describes approximate box capacities and frontal dimensions.

| <b>BOX SIZE</b> | <b>CAPACITY<br/>(Cubic Inches)</b> | <b>WIDTH AND HEIGHT<br/>(Inches)</b> |
|-----------------|------------------------------------|--------------------------------------|
| <b>1</b>        | Under 296                          | 3 by 5.5                             |
| <b>2</b>        | 296 through 499                    | 5 by 5.5                             |
| <b>3</b>        | 500 through 999                    | 11 by 5.5                            |
| <b>4</b>        | 1,000 through 1,999                | 11 by 11                             |
| <b>5</b>        | 2,000 or more                      | 22.5 by 12                           |

[D910.4.2]

**4.5.3 Fee Changes**

A change in post office box service fees applicable to a given 5-digit ZIP Code can arise from a general fee change. In addition, the Manager, Special Services, can assign a fee group to a new ZIP Code, and may authorize the reassignment of one or more 5-digit ZIP Codes to the next higher or lower fee group if the past fee group assignments were in error. The USPS also may regroup 5-digit ZIP Codes. No ZIP Code may be moved more than once a calendar year and a ZIP Code may be moved only into the next higher or lower fee group. Any change in post office box service fees takes effect on the date of the action that caused the change unless an

official announcement specifies another date. If post office box service fees are increased, no customer must pay the new rate until the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment.

[D910.4.3]

#### **4.5.4 Payment**

All fees for post office box service are for a 6-month period. Except under 4.5.6, 4.5.7, and 4.5.10, fees must be paid in advance for each 6-month period. The fee may be paid for two periods at a time (i.e., up to one year in advance), but not more. The fee that must be paid is the one that is in effect on the day that the fee is paid. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date. [D910.4.4]

#### **4.5.5 Payment Period**

Except under 4.5.7, the beginning date for a box fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, box fees for service renewal may be paid any time during the last 30 days of the service period, but no later than the last day of the service period. [D910.4.5]

#### **4.5.6 U.S. Agencies**

Federal agencies whose payment period coincides with the federal fiscal year may pay their box fees during the first quarter rather than in advance. [D910.4.6]

#### **4.5.7 Exception**

Postmasters at offices with fewer than 500 post office boxes may set April 1 and October 1 as the beginning of payment periods for box customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees. [D910.4.7]

#### **4.5.8 Change of Payment Period**

Except for customers at post offices subject to 4.5.7, a box customer of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 4.7, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in box fees. [D910.4.8]

#### 4.5.9 Academic Institutions

The USPS does not set or collect fees for boxes owned by an academic institution if the boxes are separate from designated USPS areas and serviced by employees or agents of the institution. [D910.4.9]

#### 4.5.10 Adjusting Fees

In postal facilities primarily serving academic institutions or their students, box fees may be adjusted to fit the semester schedules, using the matrix below. Charges are rounded up to the next multiple of \$0.10. No refund is made for discontinued service when a box is obtained under this standard.

| SERVICE PERIOD        | ADJUSTED FEE         |
|-----------------------|----------------------|
| 95 days or less       | 1/2 semiannual fee   |
| 96 to 140 days        | 3/4 semiannual fee   |
| 141 to 190 days       | Full semiannual fee  |
| 191 to 230 days       | 1-1/4 semiannual fee |
| 231 to 270 days       | 1-1/2 semiannual fee |
| 271 days to full year | 2 semiannual fees    |

[D910.4.10]

### 4.6 Fee Group Assignments

#### 4.6.1 Regular Fee Groups

Post office boxes are assigned to fee groups listed in 4.1 based upon cost estimates of the facility space for post office boxes in each 5-digit ZIP Code. Local post offices can provide information about fees for a particular ZIP Code. [D910.5.1]

#### 4.6.2 Free Box Service (Group E)

Customers may qualify for free (Group E) post office box service if their physical address or business location meets all of the following criteria:

- a. The physical address or business location is within the geographic delivery ZIP Code boundaries administered by a post office.
- b. The physical address or business location constitutes a potential carrier delivery point of service.
- c. The USPS chooses not to provide carrier delivery to the physical address or business location.
- d. The customer does not receive carrier delivery via an out-of-bounds delivery receptacle. [D910.5.2]

#### 4.6.3 Additional Standards for Free Box Service

Only one free (Group E) post office box may be obtained for each potential carrier delivery point of service. Group E customers are assigned the smallest available box that will reasonably accommodate their daily mail volume. Eligibility for Group E boxes does not extend to individual tenants, contractors, employees, or other individuals receiving or eligible to receive single-point delivery such as delivery to a hotel, college, military installation, or transient trailer park. A customer must pay the applicable fee for each additional box requested beyond the initial box obtained at the Group E fee. [D910.5.3]



## 4.7 Fee Refund

### 4.7.1 Calculation

When post office box service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

- a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.
- b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.
- c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded. [D910.6.1]

### 4.7.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a box customer at that facility may obtain a refund of unused box fees if box service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the customer's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month). [D910.6.2]

## 4.8 Keys and Locks

### 4.8.1 Key Deposit

Two post office box keys are initially issued to each new box customer. Box customers must pay a refundable key deposit on each of these keys. The refundable key deposit must be paid on each additional key requested under 4.8.2. When box service is terminated, the key deposit is refunded to the customer for each key (including additional or replacement keys in 4.8.2) that is returned to the post office where the box was issued. [D910.7.1]

### 4.8.2 Additional Key Fee

A box customer may obtain additional or replacement keys by submitting Form 1094 and paying the refundable key deposit (see 4.8.1) and the key fee in 4.1b. The key fee for additional or replacement keys is not refundable. Worn or broken keys are replaced without charge when returned to the post office where the box is located. [D910.7.2]

### 4.8.3 Restrictions

A customer using a post office box may not obtain or use keys other than those issued by the USPS. [D910.7.3]

### 4.8.4 Lock Replacement

The primary box customer (box applicant) may request that the post office box lock be changed. To change the lock, the customer must first pay the applicable lock fee in 4.1c. Lock fees are charged for replacing keyed locks and combination locks and for re-setting combination locks. Lock fees are not refundable. Customers may turn in post office box keys for the old lock and get a refund of the key deposit. Two keys

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are provided with the new lock, with a refundable deposit for each key charged under 4.8.1. Customers may obtain additional keys for the new lock under 4.8.2. [D910.7.4]

## **4.9 Service Refusal or Termination**

### **4.9.1 Refusal**

A postmaster may refuse to approve post office box service if: the applicant submits a falsified or incomplete application for box service; within the 2 years immediately before submitting the application, the applicant physically abused a box or violated a standard on the care or use of a box; or there is substantial reason to believe that the box is to be used for activities as described in 4.4.5, *Unlawful Activity*, or 4.4.6, *Forwarding*. [D910.8.1]

### **4.9.2 Termination**

A postmaster may terminate post office box service, including that of a customer paying a Group E fee, if the box customer or its representative falsifies the application for the box; physically abuses the box; refuses to update information on the box application; violates any standard on the care or use of the box; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in 4.4.5. The customer is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures for that determination. [D910.8.2]

### **4.9.3 Customer Appeal**

The applicant or box customer may file a petition appealing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination and 39 CFR 958. The filing of a petition prevents the postmaster's determination from taking effect and transfers the case to the USPS Judicial Officer. The Administrative Law Judge's or the Judicial Officer's decision under 39 CFR 958 constitutes the final USPS decision. [D910.8.3]

### **4.9.4 Surrendered Box**

A post office box is surrendered if:

- a. A box customer refuses or fails to pay the proper fees by the due date.
- b. A box customer submits a written notice to discontinue service.
- c. Any person other than the box customer attempts to renew service at the end of the period for which the box is issued.
- d. A box customer, or an appointed executor or administrator of a deceased box customer, submits a permanent change-of-address order. [D910.8.4]

### **4.9.5 Boxes Not Surrendered**

A post office box is not surrendered if:

- a. A box customer dies or disappears before the end of the period for which the box is issued.
- b. A box customer submits a temporary change-of-address order.

- c. A change-of-address order is submitted by any person other than the box customer, or an appointed executor or administrator of a deceased box customer, for mail going to the box. [D910.8.5]

## 5.0 Caller Service

### 5.1 Caller Service Fees

Fees are charged as follows:

- a. For each separation provided, per semiannual period (all post offices): \$412.00.
- b. For each reserved call number, per calendar year (all post offices): \$32.00.  
[R900.5.0]

### 5.2 Basic Information

#### 5.2.1 Purpose

Caller service is a premium service available for a fee to any customer requiring more than free carrier service or the largest installed box size, or to any customer who is required to use caller service by standard. The service allows a customer to pick up mail at a post office call window or loading dock when the office is open. Caller service does not include general delivery service. A customer may obtain caller service for receiving the mail of a client, subject to [1.0, Recipient Options](#), and [2.0, Conditions of Delivery](#). A postmaster and a caller may not make any agreement that contravenes the regulations on caller service or its fees. [D920.1.1]

#### 5.2.2 Caller

A caller is the person signing the application as an individual, or the organization represented by the individual signing the application. [D920.1.2]

#### 5.2.3 Service Types

Destination caller service is caller service provided at the postal facility to which the caller's mail is addressed. Origin caller service (accelerated reply mail) is described in [5.8](#). [D920.1.3]

#### 5.2.4 Caller Service Number

Except for origin caller service, the customer (including a customer using a post office box number) is assigned a caller service number before caller service may begin. A caller number is assigned for each separation used. Except under [5.2.6, Exemption](#), mail addressed to a caller service customer must include "Post Office Box" or "PO BOX" followed by the assigned number in the mailing address immediately above the city, state, and ZIP Code. [D920.1.4]

#### 5.2.5 Reserving a Caller Number

Customers may reserve a caller number for future use by paying the caller number reservation fee in [5.1b](#). The postmaster determines the reserved numbers and may restrict the availability of this service. [D920.1.5]

#### 5.2.6 Exemption

A postmaster may exempt any customer continuously receiving firm holdout service since July 3, 1994, from the standard in [5.2.4](#) that correspondents must use the assigned post office box (caller service) number in the address. [D920.1.6]

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**5.2.7 Restriction**

The USPS may restrict caller service if such service adversely affects postal operations. [D920.1.7]

**5.2.8 Required Use**

When mail for a customer's post office box(es) exceeds the capacity of the box(es) on 12 of any 20 consecutive business days (excluding Saturdays, Sundays, and national holidays), or when the customer seeks multiple caller service separations, the postmaster can require the customer to use caller service, change to a larger box, or use one or more additional boxes (subject to availability) to which mail will be addressed. A customer required to use caller service because of the mail volume received may, once per semiannual payment period, make a written request to the postmaster for a new determination of whether current mail volume requires continued use of caller service. [D920.1.8]

**5.2.9 U.S. Agencies and Schools**

Federal agencies and the various schools and departments within educational institutions are considered separate customers for 5.2.8. [D920.1.9]

**5.2.10 Eligible Customers**

Caller service may be provided to the following:

- a. A new customer planning to receive an incoming volume of mail that cannot fit into the largest available post office box.
- b. A customer wanting a post office box when a box is unavailable, and the postmaster determines that such service does not adversely affect postal operations.
- c. A customer formerly receiving firm holdout service. [D920.1.10]

**5.3 Service****5.3.1 Application**

To apply for caller service, the applicant must complete all relevant spaces on Form 1093 and submit it to any postal facility that provides public window service. The facility need not be the one where destination caller service is desired. An incomplete or falsified application is sufficient reason to deny or discontinue service. An application is not considered approved until the USPS verifies the applicant's identity. [D920.2.1]

**5.3.2 Transferring Service**

Caller service may be transferred, without payment of an additional fee, to a different facility of the same post office if that facility has caller service. To transfer service, the caller must submit a new application either to the facility where service is currently provided or to the facility where service is desired. A caller may transfer service no more than once in any semiannual payment period and must submit a completed Form 3575 at the time of transfer. [D920.2.2]

**5.3.3 Minor**

Caller service may be provided to a minor (a person under 18 years of age) unless the minor's parent or guardian submits a written objection to the postmaster. [D920.2.3]

## 5.4 Conditions of Use

### 5.4.1 Mail Receipt

An individual caller or organization may receive mail properly addressed to the caller number. Mail addressed only to a caller number is delivered to the caller so long as no improper or unlawful business is conducted. A caller who, as a regular practice, wants to call for mail at a postal facility more than once in any 24-hour period must obtain the postmaster's approval of the pickup schedule. [D920.3.1]

### 5.4.2 Updating

When any information required to be provided by the caller on Form 1093 changes, the caller must notify the post office of such changes. [D920.3.2]

### 5.4.3 Unlawful Activity

Caller service may not be used for, or in connection with, a scheme or enterprise that violates any federal, state, or local law; breaches an agreement between the caller and a federal, state, or local agency for the caller to discontinue a specified activity; or violates or attempts to evade any order of a court or administrative body. [D920.3.3]

### 5.4.4 Forwarding

Caller service may not be used when the primary purpose is to have the USPS forward or transfer mail to another address free of charge. [D920.3.4]

## 5.5 Basis of Fees and Payment

### 5.5.1 Caller Service Fee

Customers must pay the caller service fee listed in 5.1b. The fee must be paid for each caller number or separation used, with the following exceptions:

- a. If a caller uses many caller numbers but receives only a bulk delivery of mail not separated to those numbers, either because this mail is sorted to the customer's unique 5-digit ZIP Code or because sortation is made by caller name or other identification, then the caller service fee is charged only for each separation actually made. The reserved number fee is charged for each of the caller numbers to which mail received by the caller is addressed.
- b. When a post office box service applicant is provided a single caller service separation because of a shortage of available post office boxes, then the fee charged is the fee for the largest installed post office box. In this instance, neither the caller service fee nor the reserved number fee is charged. [D920.4.1]

### 5.5.2 Reserved Number

The reserved caller number fee in 5.1b is charged per calendar year or any part of a calendar year for each number reserved by a customer. Reserved caller number fees are not prorated. [D920.4.2]

### 5.5.3 Fee Changes

A change in caller service fees (including reserved number fees) can arise from a general fee change. Any change in caller service fees takes effect on the date of the action that caused the change unless an official announcement specifies another date. If a caller service fee is increased, no customer must pay at the new rate until

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the end of the current service period, and no retroactive adjustment is to be made for a payment received before the date of the change. The fee charged is that in effect on the date of payment. [D920.4.3]

**5.5.4 Box Number**

If a caller uses a physical post office box to obtain a caller number, the applicable fees for both post office box service and caller service must be paid. [D920.4.4]

**5.5.5 Payment**

The basic caller service fee is for a 6-month period. The fee must be paid in advance for each 6-month period. The fee may be paid for two periods at a time (i.e., up to 1 year in advance), but not more. The fee that must be paid is the one that is in effect on the day that the fee is paid. Fees may be paid using cash, credit or debit card, or check or money order payable to the postmaster. A mailed payment must be received by the postmaster on or before the due date. [D920.4.5]

**5.5.6 Payment Period**

Except under 5.5.8, the beginning date for a caller fee payment period is determined by the approval date of the application. The period begins on the first day of either the same month if the application is approved on or before the 15th of the month, or the next month if approved after the 15th of the month. After that, caller fees for renewal of service may be paid any time during the last 30 days of the service period, but no later than the last day of the service period. [D920.4.6]

**5.5.7 Change of Payment Period**

A caller of record may change the payment period by submitting a new application noting the month to be used as the start of the revised payment period. The date selected must be before the end of the current payment period. The unused fee for the period being discontinued may be refunded under 5.6, and the fee for the new payment period must be fully paid in advance. A change of payment period date may not be used to circumvent a change in caller service fees. [D920.4.7]

**5.5.8 Exception**

Postmasters at offices with fewer than 500 post office boxes may set April 1 and October 1 as the beginning of payment periods for caller service customers in their offices. Payment periods beginning other than April 1 or October 1 are brought into alignment with these respective dates by adjusting fees as follows:

- a. New service, one-sixth of the semiannual fee is charged for each remaining month between the beginning of the new payment period and the next April 1 or October 1.
- b. Existing service, one-sixth of the semiannual fee is charged for each remaining month between the end of all currently paid periods and the next April 1 or October 1.
- c. Next one or two semiannual payment periods, an adjustment may be accepted in addition to fees. [D920.4.8]

## 5.6 Fee Refund

### 5.6.1 Discontinued Number

When caller service is terminated or surrendered by the customer, the unused portion of the fee may be refunded as follows:

- a. If service is discontinued any time within the first 3 months of the service period, then one-half of the fee is refunded.
- b. If service is discontinued after the beginning of the fourth month of the service period, then none of the fee is refunded.
- c. If service is discontinued and the customer has prepaid for the next semiannual service period, then the entire fee for that next period is refunded. [D920.5.1]

### 5.6.2 Discontinued Postal Facility

When a postal facility is discontinued or relocated, a caller service customer at that facility may obtain a refund of unused caller service fees if caller service at that location is discontinued and additional travel of 1/4 mile or more (from the physical address on the caller's Form 1093) is required to obtain equivalent service. For this purpose, one-sixth of a semiannual fee is refunded for each month left in the payment period. The refund is computed from the first day of that month (if the effective date of the facility discontinuance is on or before the 15th of the month) or from the first day of the next month (if the effective date is after the 15th of the month). [D920.5.2]

### 5.6.3 Reserved Number Fee

The reserved number fee is not refundable. [D920.5.3]

## 5.7 Service Refusal or Termination

### 5.7.1 Refusal

A postmaster may refuse to approve caller service if the applicant submits a falsified or incomplete application for caller service; within the 2 years immediately before submitting the application, the applicant violated a standard on the use of the service; or there is substantial reason to believe that the service is to be used for activities described in [5.4.3, Unlawful Activity](#), or [5.4.4, Forwarding](#). [D920.6.1]

### 5.7.2 Termination

A postmaster may terminate caller service if the caller or its representative falsifies the application for the service; refuses to update information on the application; violates any standard on the use of the service; conducts himself or herself in a violent, threatening, or otherwise abusive manner on postal premises; or uses it for any unlawful activity as described in [5.4.3](#). The caller is notified of the postmaster's determination to refuse or terminate service and of the appeal procedures to that determination. [D920.6.2]

### 5.7.3 Customer Appeal

The applicant or caller may file a petition opposing the postmaster's determination to refuse or terminate service within 20 calendar days after notice, as specified in the postmaster's determination and 39 CFR 958. The filing of a petition prevents the

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postmaster's determination from taking effect and transfers the case to the USPS Judicial Officer. The Administrative Law Judge's or Judicial Officer's decision under 39 CFR 958 constitutes the final USPS decision. [D920.6.3]

**5.7.4 Surrendered Service**

Caller service is deemed surrendered if the caller submits a permanent change-of-address order, fails or refuses to pay the appropriate fees by the due date, or submits a written notice to discontinue service. [D920.6.4]

**5.8 Accelerated Reply Mail (ARM)****5.8.1 Purpose**

Accelerated reply mail (ARM) is *origin caller service* provided at a postal facility other than the one to which the caller's mail is addressed. ARM is subject to the applicable standards for caller service and the additional standards in [5.8](#). [D920.7.1]

**5.8.2 Applicability**

ARM must be obtained at an originating mail processing facility that is fully automated to process prebarcoded mail. [D920.7.2]

**5.8.3 Barcoding**

The caller's mail must meet the standards for barcoded First-Class Mail and must be certified by the mailpiece design analyst at the origin facility where ARM service is requested. The barcode on the mailpiece must represent the ZIP+4 code or the mailer's unique 5-digit ZIP Code printed on the mailpiece. [D920.7.3]

**5.8.4 FIM A**

The caller's mail must bear facing identification mark (FIM) A. [D920.7.4]

**5.8.5 Caller Service**

Caller service must also be obtained at the destinating postal facility. The address on all mailpieces to be received through ARM must be the post office box address assigned where destination caller service is authorized. Mailpieces that show a dual address must show only the post office box on the line immediately above the city, state, and ZIP Code line. [D920.7.5]

**5.8.6 Mailer Receipt**

The mailer may either pick up ARM at the origin facility caller service window or have it reshipped, through Express Mail Custom Designed Service, to the destination caller service address or to another address specified by the mailer in the Custom Designed Service Agreement. To change the destination address on the Custom Designed Service Agreement, the mailer must provide a 30-day advance notice and submit an amended ARM application, completing only the "Applicant Information" and "Express Mail Reship." [D920.7.6]

**5.8.7 CMRA**

An applicant who is a commercial mail receiving agent (CMRA) must also meet the applicable standards in [1.0, Recipient Options](#), and [2.0, Conditions of Delivery](#). [D920.7.7]



**5.8.8 Mailer Compliance**

An applicant for ARM must meet the application procedures in 5.3. Besides completing Form 1093, an applicant for ARM must also complete Form 8061 and submit both forms to the facility where ARM service is desired. [D920.7.8]

**5.8.9 USPS Actions**

ARM service is not provided until the USPS verifies the applicant's identity and service availability at the requested facility, and makes scheme preparations. [D920.7.9]

**5.8.10 ARM Assignment**

When the application is approved and the caller service fee received, an ARM number is assigned. A separate basic fee must be paid for each facility where ARM service is provided. [D920.7.10]

**5.8.11 Transfer**

An ARM authorization may not be transferred to another facility. [D920.7.11]

**5.8.12 Past-Due Caller Fee**

Payments for ARM service must be received at least 45 days before the applicable semiannual period. Payment of the renewal fee is due at least 45 days before the last day of the last month of the current period. Payment may be made for the next semiannual or annual period, as appropriate. If, on notice, the customer does not pay the fee by the 30th day before the end of the current payment period, the barcode sortation scheme is revised to remove the separation for the caller. Once that change is made, the caller must reapply to obtain further ARM service. [D920.7.12]

**5.8.13 Refund**

A refund is made only for future prepaid periods if a caller discontinues ARM service. No refund is made for the remaining part of the current fee period. [D920.7.13]

**6.0 General Delivery****6.1 Purpose**

General delivery is intended primarily as a temporary means of delivery:

- a. For transients and customers not permanently located.
- b. For customers who want post office box service when boxes are unavailable. [D930.1.1]

**6.2 Service Restrictions**

General delivery is available at only one facility under the administration of a multifacility post office. A postmaster may refuse or restrict general delivery:

- a. To a customer who is unable to present suitable identification.
- b. To a customer whose mail volume or service level (e.g., mail accumulation) cannot reasonably be accommodated. [D930.1.2]

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**6.3 Delivery to Addressee**

A general delivery customer can be required to present suitable identification before mail is given to the customer. [D930.1.3]

**6.4 Holding Mail**

General delivery mail is held for no more than 30 days, unless a shorter period is requested by the sender. Subject to 6.2, general delivery mail may be held for longer periods if requested by the sender or addressee. [D930.1.4]

**7.0 Firm Holdout****7.1 Purpose**

Firm holdout service allows a customer to obtain street-addressed mail from the post office when the customer normally receives 50 letters or more on the first delivery trip, or when the customer is a news agent or publisher's representative and receives publications that qualify for newspaper treatment. [D930.2.1]

**7.2 Obtaining and Using Service**

To obtain firm holdout service, a customer must fill out Form 3801. The form must include the signature of each employee or agent authorized to pick up the mail. There is no fee for firm holdout service. On the postmaster's approval, based on the availability of resources, the customer may pick up mail at a postal unit once each delivery day at the time and place of delivery specified by the postmaster. [D930.2.2]

**7.3 Service Cancellation**

A customer may cancel a firm holdout at any time. The postmaster may cancel firm holdout service when the mail volume falls below the 50-piece requirement on each delivery day over a 30-day period. The postmaster may also cancel the service when the mail is not picked up for 10 consecutive days and the customer does not arrange with the postmaster to hold the mail. A customer may not request restoration of the service for 1 year after its cancellation. [D930.2.3]

**8.0 Pandering Advertisements****8.1 Prohibitory Order****8.1.1 Initiation by Addressee**

Pursuant to 39 USC 3008, an addressee who receives a solicited or unsolicited advertisement offering for sale matter that, in the addressee's sole discretion, is "erotically arousing or sexually provocative," may, by completing Form 1500, obtain a prohibitory order directing the mailer of the advertisement to refrain from making further mailings to that addressee. Using this form is not mandatory if the information that the form solicits is in a signed written statement. [C033.1.1]

**8.1.2 Deceased**

A person entitled to receive mail addressed to a deceased person is regarded as the addressee of such mail for obtaining a prohibitory order in the name of the deceased. [C033.1.4]

**8.1.3 Addressed to Job Title**

A person authorized to receive mail addressed to a job title (e.g., sales manager) of any business, government agency, or institution, is regarded as the addressee of such mail for obtaining a prohibitory order covering such job title. [C033.1.5]

**8.1.4 Apparent Authority**

Any person with apparent authority to act for a business, governmental, or institutional addressee is regarded as the addressee of such organization's mail for obtaining a prohibitory order in the name of such organization. [C033.1.6]

**8.1.5 Applying for Order**

The application for prohibitory order may be submitted at any post office and must be accompanied by the advertisement on which the application is based, and its opened envelope or other cover or wrapper. When applying for a prohibitory order, if the addressee receives mail at more than one address, the addressee should complete an additional Form 1500 for each address. [C033.1.2]

**8.1.6 Applying for Order On Behalf of Children**

An addressee who is the parent of one or more children less than 19 years of age residing with that parent may request an order on behalf of any or all such children. If the parent of any such child determines that matter offered for sale in an advertisement addressed to the child is "erotically arousing or sexually provocative," the parent may request issuance of an order prohibiting further mailings to such child. This order is not enforced for mailings received by such person after that person reaches 19 years of age. Such person, however, may ratify the order by giving written notice to the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address) that the order is to continue in effect for himself or herself. [C033.1.3]

**8.1.7 Effects of Prohibitory Order**

The prohibitory order forbids the mailer, his or her agents, or assigns from making further mailings to the designated addressees, effective on the 30th calendar day after the mailer's receipt of the order; directs immediate deletion of such addressees from all mailing lists owned or controlled by the mailer, his or her agents, or assigns; and prohibits any sale, rental, exchange, or other transaction by the mailer, his or her agents, or assigns, involving mailing lists bearing the names of the designated addressees. [C033.1.7]

**8.1.8 Continuing Order With Address Change**

An addressee protected by a prohibitory order who has a permanent change of mailing address may continue the protection provided by the order by notifying the mailer of his or her change of address and desire to have the order honored for the new address. The notification must be sent by Certified Mail, return receipt requested. To enforce any violation of the order at the new address, a copy of the notification and return receipt must be submitted to the manager of the Prohibitory Order Processing Center (POPC) (see [608.8.0](#) for address). Such written notification must modify the order by substituting the new address for the address designated in the original or previously modified order. An order thus modified takes effect in the same manner as the original order. [C033.1.11]

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**8.1.9 Denying Application**

A prohibitory order is not issued when the application is based on any of these:

- a. The request of a person who the USPS finds does not qualify under any of the foregoing paragraphs of this section.
- b. A mailpiece that the USPS finds does not offer matter for sale.
- c. A mailpiece not originating with the person against whom the order is sought (e.g., a newspaper or magazine not mailed by the person on whose advertisement the application is based).
- d. A mailpiece received by a foreign addressee who has no regular mailing address at which mail is delivered directly by the USPS.
- e. A mailpiece sent by a mailer not subject to U.S. jurisdiction.
- f. A basis in any other way insufficient under the statute. [C033.1.8]

**8.1.10 Abandoned Applications**

An applicant for a prohibitory order or its enforcement is deemed to have abandoned the application if the applicant fails to comply, within 60 days, with any USPS request to supplement, correct, or complete the application. The USPS does not keep abandoned applications. [C033.1.9]

**8.1.11 Voiding Orders**

A prohibitory order is considered void on expiration of 5 years from the date of issuance, except that, when application for enforcing a prohibitory order is made, it is not considered void until expiration of 5 years from the last application for enforcement. USPS files on such void orders may be disposed of, if a record is kept of the disposal of each such file and the reason for the disposal. [C033.1.10]

**8.1.12 Availability of Remedies**

The fact that a name and address is on the USPS list of persons not wanting to receive sexually oriented advertisements through the mail does not limit or affect the authority of the USPS to issue a prohibitory order protecting such name and address. The issuance of a prohibitory order also does not limit or affect the authority of the USPS to list, under 9.0, the name and address protected by such prohibitory order. [C033.2.0]

**8.2 Taking Action Against Violations****8.2.1 Requesting Enforcement**

If a person protected by a prohibitory order who receives a mailpiece apparently in violation of such order opens the envelope or other outside cover of such piece and writes on it the identifying number of the prohibitory order (if known) and a statement indicating receipt by mail and the date of receipt (for example, "I received this mailpiece on [date]."), followed by the person's signature. The person submits the piece directly, or through a post office, to the Prohibitory Order Processing Center. Such submission constitutes an application for enforcing the order. [C033.3.1]

### 8.2.2 Enforcement

When the USPS finds, after appropriate administrative proceedings under POPC Standard Operation Procedures (formerly Notice 241) and 39 CFR 963, that enforcement is warranted, it requests the U.S. Department of Justice to seek a court order directing compliance with the prohibitory order. [C033.3.2]

## 9.0 Sexually Oriented Advertisements

### 9.1 Basic Information for Sexually Oriented Advertisements

#### 9.1.1 Definition

39 USC 3010(d) defines *sexually oriented advertisement* as “any advertisement that depicts, in actual or simulated form, or explicitly describes, in a predominantly sexual context, human genitalia, any act of natural or unnatural sexual intercourse, any act of sadism or masochism, or any other erotic subject directly related to the foregoing.” It also provides that “material otherwise within the definition of this subsection shall be deemed not to constitute a sexually oriented advertisement if it constitutes only a small and insignificant part of the whole of a single catalog, book, periodical, or other work the remainder of which is not primarily devoted to sexual matters.” [C032.1.2]

#### 9.1.2 Legal Means

Section 3010 of Title 39 USC provides members of the public with a means to protect themselves and their minor children from receiving unsolicited sexually oriented advertisements through the mail. This section permits any person served by the USPS to file with the USPS a statement that he or she does not want to receive such advertisements through the mail. Any mailer who sends that person an unsolicited sexually oriented advertisement more than 30 days after the date when the USPS adds that person’s name to its reference list of those who want this protection may be subject to civil and criminal sanctions, under 39 USC 3011 and in 18 USC 1735-37. [C032.1.1]

#### 9.1.3 Mailer Responsibility

The responsibility for ensuring that no unsolicited sexually oriented advertisement is sent through the mail to any person in violation of section 3010 is placed by that section on the mailer of such advertisements. No USPS regulations may be used to place this responsibility on the USPS. [C032.1.3]

#### 9.1.4 Complying With Law

A person who mails sexually oriented advertisements only to persons who request to receive them does not violate the statute or regulations, if otherwise in compliance with the law whether buying and using the USPS list. [C032.6.2]

### 9.2 Applying for Listing

#### 9.2.1 USPS Form

A person may invoke the protection of section 3010 by completing and filing, with any postmaster or designated USPS representative, Form 1500, available at post offices. [C032.2.1]

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**9.2.2 Authorized Filers**

A person may file in his or her own behalf and in behalf of any of that person's children under the age of 19 years who reside with that person or are under his or her care, custody, or supervision. An authorized officer, agent, fiduciary, surviving spouse, or other representative, may file in behalf of a corporation, firm, association, estate, or deceased or incompetent addressee. [C032.2.2]

**9.2.3 Five-Year Retention on List**

A person's name and address are kept on the list for 5 years, unless a request for revocation is filed sooner by that person. A person must file a new application at the end of the 5-year period to keep his or her name on the list. The names and addresses of minor children are removed from the list after the 5-year period or when they reach 19 years of age, whichever comes first. A minor must file an original application in his or her own behalf if the minor wants his or her name to remain on the list after reaching 19 years of age. [C032.2.3]

**9.2.4 Applications for Different Addresses**

The filing of a single application results in the listing of a single address for the person filing. A person who moves must file a new Form 1500 to receive the protection of section 3010 at his or her new address. Form 3575 may not be used for this purpose. [C032.2.4]

**9.2.5 Using Listed Addresses**

It is not a violation of section 3010 to mail a sexually oriented advertisement to a person at an address other than that which is shown for that person on the list. It is a violation to mail such an advertisement to that person at the address shown for that person even though he or she has moved from that address. [C032.2.5]

**9.3 Requesting Removal From List****9.3.1 Removal**

A person, at any time, may request the removal of his or her name and address, or that of one or more of his or her minor children, from the list by notifying the manager of the Prohibitory Order Processing Center (POPC) (see [608.8.0](#) for address). [C032.3.1]

**9.3.2 Receipt After Removal**

It is not evidence of a violation of section 3010 if a person (or that person's minor child) receives a sexually oriented advertisement in the mail on or after the date he or she requests the removal of his or her name from the list or his or her minor child's name. [C032.3.2]

**9.4 Availability of USPS Lists****9.4.1 General**

Copies of the list and/or periodic amendments to the list are available to any person paying the annual service fee. The list is provided on a CD-ROM. Information about or requests for the list must be submitted to the manager of the Prohibitory Order Processing Center (see [608.8.0](#) for address). A certified or cashier's check made payable to the USPS must be received in payment before the list is provided to the buyer. More information on CD-ROM format can be obtained from the manager. [C032.4.1]

**9.4.2 Annual Service Fee**

The annual service fee is determined by dividing the number of buyers for the previous calendar year into the total cost to the USPS of compiling, processing, printing, and distributing the list. [C032.4.2]

**9.4.3 Using Lists**

This list may be used by a mailer only to protect persons whose names appear on it from receiving unwanted sexually oriented advertisements through the mail. No person, including a subscriber to the list, may use the list for any other purpose, and no person may sell, lease, rent, lend, exchange, or license another to use this list for any other purpose, including its use by another to remove names from a list of persons to whom sexually oriented advertisements are to be sent. No person may use the list or a copy of the list for preparing mailings or other lists for sale, lease, rent, loan, exchange, or use by another. Violators are subject to criminal prosecution. [C032.4.3]

**9.5 Envelope Marking**

Section 3010(a) authorizes and directs the USPS to provide a mark or notice that must be placed on the envelope or cover of any sexually oriented advertisement sent through the mail, with the sender's name and address. The following provisions implement this authority and direction:

- a. Any person who mails or causes to be mailed any sexually oriented advertisement must place in the upper left corner of the exterior face of the mailpiece, whereon appear the address designation and postmarks, postage stamps, or indicia thereof, the sender's name and address. In the right portion below the postage stamp, or indicia thereof, and above the addressee designation, there must be placed "Sexually Oriented Ad." The words "Sexually Oriented Ad," however, need not be placed on the exterior envelope or cover of a mailpiece containing such an advertisement, if the contents of the mailpiece are enclosed in a sealed envelope or cover, inside the exterior envelope or cover, and the sealed envelope or cover bears conspicuously the words "Sexually Oriented Ad."
- b. The name and address of the sender and the required legend, if it is placed on the exterior face of the mailpiece, must be printed in a type size no smaller than that used for any other word on the envelope or other cover, and never smaller than 12-point type. Such type must be no less conspicuous than the boldest type used to print other words on the exterior face of the mailpiece.
- c. The contrast between the background and printing of the sender's name and address and the contrast between the background and the printing of the required notice must be no less than the contrast between the background and printing of any other word on the envelope or other wrapper.
- d. A clear space no less than 1/4 inch wide must surround the sender's name and address and the required notice, separating each from any other matter on the same envelope or cover. [C032.5.0]

**9.6 Violations**

This is a partial list of conduct that may violate 39 USC 3010 or 18 USC 1735:

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- a. The mailing of a sexually oriented advertisement in an envelope or other wrapper that does not bear the name and address of the sender and the legend "Sexually Oriented Ad," under [9.5](#).
- b. The mailing directly or indirectly of a sexually oriented advertisement to a person whose name and address are on the list for more than 30 days.
- c. The sale, loan, lease, or licensing of the use of the list or a copy thereof in whole or in part.
- d. The use of the list or a copy of it in whole or in part for any purpose other than to ensure that no mailings of sexually oriented advertisements are made to persons on the list. [C032.6.1]

## **9.7 Reporting Unsolicited Advertisements**

### **9.7.1 Submitting a Report**

Anyone who wants to report receipt of an unsolicited sexually oriented advertisement after an addressee's name and address are on the list for more than 30 days should submit to any postmaster, or directly to the POPC manager, the entire mailpiece, including the envelope or other wrapper. The piece must have been opened by the addressee. When submitting the piece, the addressee must endorse the envelope or other wrapper and also the inside contents in substance as follows: "I received this mailpiece on [date]," and sign the statement. If received by the postmaster, the piece must be forwarded promptly to the POPC manager. The manager then forwards the piece to the appropriate Inspection Service Field Division Office. [C032.6.3]

### **9.7.2 Verifying Inclusion on List**

A customer wanting to verify inclusion on the list should write to the Prohibitory Order Processing Center (see [608.8.0](#) for address). [C032.6.4]



## 509 Other Services

### Overview

- [1.0 Address Information System Products](#)
- [2.0 Nonpostal Services](#)

### 1.0 Address Information System Products

#### 1.1 Delivery Statistics File

Delivery statistics for all city carrier routes, rural routes, highway contract routes, general delivery units, and post office box sections are included in the Delivery Statistics File. This database is available on CD-ROM or cartridge for the entire nation. Information by states also is available on CD-ROM. The information is updated monthly through transaction files and can be ordered either with a single base file in the initial shipment or with a base file provided bimonthly. For information on charges and an order form, call 1-800-238-3150. To order the products, send a written request and appropriate payment to the USPS Delivery Statistics File, National Customer Support Center (see [608.8.0](#) for address). [A930.1.0]

#### 1.2 AIS Database Products

Customers may use USPS Address Information System (AIS) products to obtain correct 5-digit ZIP Codes for the addresses on their mailing lists. These products generally are more economical than mailing list services. Customers with computerized address lists may obtain the City State Product, Five-Digit ZIP Code File, enhanced Line of Travel (eLOT) information, Z4CHANGE File, ZIPMOVE File, Carrier Route File, and ZIP+4 tapes. Information about ordering and using these products is available by calling 1-800-238-3150. [A930.2.0]

#### 1.3 AIS Database Products

##### 1.3.1 Descriptions

The following products may be ordered from the USPS:

- a. Database Cartridge and Bimonthly Cumulative Updates, which contain a master copy plus bimonthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
- b. Database Cartridge and Monthly Transactions, which contain a master copy plus monthly updates of all add, change, or delete actions that have occurred within the database since the last release date.
- c. Technical Guide, a printed (paper) document that provides data formats and field definitions of the records in AIS products. The guide accompanies any product ordered, but may also be ordered separately or accessed at [www.usps.com](http://www.usps.com). [A930.3.1]

##### 1.3.2 Ordering

The products in [1.3.1](#) may be obtained by sending a written request and appropriate payment to the National Customer Support Center. For information on charges, call 1-800-238-3150. [A930.3.2]

**1.3.3 Specifications**

In the written request, mailers must specify the name of the product needed. The request must specify CD-ROM, ASCII, or EBCDIC cartridge at 38K BPI. [A930.3.3]

**1.4 Carrier Route Schemes**

Under [507.6.0, Mailing List Services](#), a mailer may ask for a copy of the city scheme used by clerks for sorting mail. The mailer may also ask that the USPS sort address cards, plates, or stencils by carrier routes. However, the mailer is responsible for sorting under the latest bimonthly Carrier Route File scheme. The mailer is considered to have made a sorting error only if the mail was not sorted according to the latest bimonthly Carrier Route File scheme. [A930.4.0]

**1.5 Delivery Statistics**

In post offices with rural delivery, highway contract box delivery, and post office box delivery, postmasters must provide, at no charge, the following information for their respective offices:

- a. Number of post office boxes rented.
- b. Route numbers, number of boxes, and number of families on each rural and highway contract box delivery route (including seasonal data, if applicable).
- c. Number of families served or number of business places served by rural or highway contract box delivery routes within the total delivery area. [A930.5.0]

**1.6 Computerized Delivery Sequence (CDS)**

The Computerized Delivery Sequence (CDS) file is a 5-digit ZIP Code-based electronic customer product that provides and updates delivery sequence address information by carrier route for qualified mailers. Mailers must first qualify for CDS information through the sequencing described in [507.7.0](#). Once a mailer has qualified for a 5-digit ZIP Code area, delivery sequence information is made available via electronic media. The CDS file is updated bimonthly. [A930.6.0]

**1.7 Delivery Sequence File<sup>2</sup> (DSF<sup>2</sup>)**

The Delivery Sequence File<sup>2</sup> (DSF<sup>2</sup>) is a computerized file that contains information on all delivery point addresses serviced by the USPS, with the exception of general delivery. Each matching address record is assigned the ZIP+4 code, carrier route code, delivery sequence, delivery type, and seasonal delivery information. The DSF<sup>2</sup> is updated monthly and is available through licensees approved by the USPS. A list of licensees is available at [www.ribbs.gov](http://www.ribbs.gov) or by contacting the National Customer Support Center (see [608.8.0](#) for address). [A930.7.0]

**1.8 Enhanced Line-of-Travel (eLOT) Product**

The USPS provides an electronic product called "eLOT." The USPS requires address lists to be processed through CASS-certified ZIP+4 address-matching software before being processed against an eLOT product. Records that are not ZIP+4-coded may not be used with this product. eLOT products are updated bimonthly and are available for purchase from the National Customer Support Center (see [608.8.0](#) for address). [A930.8.0]

## 2.0 Nonpostal Services

### 2.1 **Bird Hunting Stamps**

Migratory bird hunting and conservation stamps (“bird stamps”) are required by federal law for the hunting of migratory birds, such as ducks and geese. As a public convenience, these stamps are sold at all post offices in CAGs A through J and, based on demand, at designated offices in CAGs K and L. These post offices act as agents of the federal government for this function. Migratory bird stamps are nonredeemable and all sales are final. [S020.4.1]

### 2.2 **U.S. Savings Stamps**

Post offices no longer redeem U.S. savings stamps posted in albums, previously acceptable as postal funds. Customers should contact a Federal Reserve Bank or branch, or mail albums at their own risk to the Bureau of the Public Debt, U.S. Department of the Treasury. [S020.4.2]

### 2.3 **U.S. Savings Bonds**

The USPS discontinued over-the-counter sales of U.S. savings bonds on March 26, 1977, at the request of the Treasury Department. Inquiries should be made to local financial institutions or the Treasury Department. [S020.4.3]

### 2.4 **Postal Savings**

The Postal Savings System was discontinued by Public Law 89-377, approved March 28, 1966. The effective date for closing the system was April 27, 1966. The final expiration date was July 13, 1985, for inquiries that could lead to recovery of money invested in Postal Savings Accounts and/or Postal Savings Certificates. [S020.4.4]



# 600

## **Basic Standards For All Mailing Services**

- 601 Mailability**
- 602 Addressing**
- 604 Postage Payment Methods**
- 607 Mailer Compliance and  
Appeals of Classification  
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- 608 Postal Information and  
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**600 Basic Standards  
For All Mailing Services**

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# 601 Mailability

**Overview**

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- 2.0 Packaging
- 3.0 Acceptable Containers
- 4.0 Cushioning, Closure, Sealing, and Reinforcements
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- 11.0 Other Restricted and Nonmailable Matter
- 12.0 Written, Printed, and Graphic Matter Generally

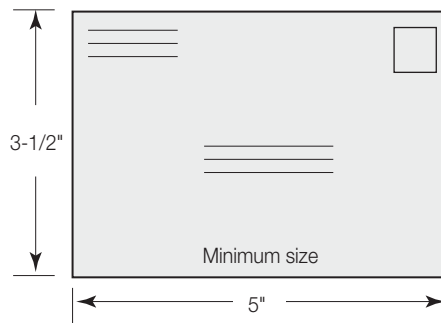
## 1.0 General Standards

### 1.1 Minimum Dimensions

For mailability, the following standards apply:

- a. All mailpieces must be at least 0.007 inch thick.
- b. All mailpieces (except keys and identification devices) that are 1/4 inch thick or less must be:
  1. At least 3-1/2 inches high and at least 5 inches long.
  2. Rectangular, with four square corners and parallel opposite sides (see [Exhibit 1.1](#)), unless prepared as Customized MarketMail under [705.1.0](#).  
[C010.1.1]

**Exhibit 1.1 Minimum Dimensions, Pieces 1/4" Thick or Less**



Minimum thickness = 0.007"

[C010.1.1]

**1.2 Maximum Dimensions and Weight**

No mailpiece may weigh more than 70 pounds. Except for Parcel Post, no mailpiece may measure more than 108 inches in length and girth combined. For parcels, length is the distance of the longest dimension and girth is the distance around the thickest part. [C010.1.2]

**1.3 Length and Height**

The location and orientation of the delivery address on a mailpiece generally establish which dimensions of the piece are the length and the height. The *length* is the dimension parallel to the address as read; the *height* is the dimension perpendicular to the length; the *top* and *bottom* of the piece are the upper and lower edges, respectively, when the address is positioned for normal reading. This general rule does not apply to:

- a. Automation rate flats.
- b. Standard Mail Enhanced Carrier Route flats.
- c. Standard Mail Customized MarketMail.
- d. Pieces thicker than 1/4 inch that are not prepared and mailed as a flat. [C010.1.3]

**1.4 Nonmailable, Nonmachinable Placement**

The location of the delivery address on a letter-size mailpiece determines which dimensions are the length and height of the piece. Consequently, the placement of the address may render a piece nonmailable or nonmachinable. [A010.1.4]

**1.5 General Mailability and Right of Refusal**

Articles presented for mailing must be prepared under the general and specific standards in this document. The USPS accepts properly packaged and marked parcels but reserves the right to refuse nonmailable or improperly packaged articles or substances. Additional or other standards can apply to overseas military post offices and international mail. [C010.2.1]

**1.6 Mailer's Responsibility**

It is the mailer's responsibility to refrain from depositing nonmailable matter in the mail. The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the possession, treatment, transmission, or transfer of particular matter. Information about USPS standards is available from postmasters, business mail entry managers, and the PCSC manager (see [608.8.0, USPS Contact Information](#)). [C010.9.3]

**2.0 Packaging**

**2.1 Preservation**

The mailer must package the contents of a shipment to prevent deterioration or degradation. [C010.2.9]

**2.2 Harmful, Fragile, and Heavy Items**

No item may be packaged so that its contents could harm employees, equipment, or other mail. Fragile items must be packaged to withstand mail processing and transportation. Heavy items must be braced and cushioned to prevent damage to other mail. [C010.2.2]

**2.3 Stationery**

Stationery-type items thicker than 1 inch or heavier than 1 pound are not accepted in letter-style envelopes. The contents of these packages must be unitized by tying, banding, or using partitions on close-fitting interior containers to prevent shifting. [C010.2.3]

**2.4 Liquids**

Containers of liquid with only friction-top closures are generally not acceptable; screw caps, soldering, clips, or other means must be used for closure. Glass and other breakable containers of liquid with a capacity of more than 4 fluid ounces must be cushioned, with material sufficient to absorb all leakage in case of breakage, inside a sealed, waterproof container. Containers of liquid with a capacity of more than 32 fluid ounces are acceptable for mailing if cushioned as above and packaged within another sealed, waterproof container such as a can or plastic bag. The outer shipping container must be strong enough to protect the contents and must be marked to show the liquid nature of the contents. Steel pails and drums with carrying handles and positive closures, such as locking rings or recessed spouts under screw-cap closures, may be accepted without additional packing. [C010.2.4]

**2.5 Aerosols**

Aerosols (i.e., containers under pressure) are hazardous materials and must be constructed to prevent accidental discharge of the contents during postal handling. Mailable aerosol containers must be packaged under [10.0, Hazardous Materials](#). [C010.2.5]

**2.6 Infectious Substances**

Infectious substances (etiologic agents), clinical specimens, and biological products must be packaged and marked as specified in [10.0](#). [C010.2.7]

**2.7 High-Density Items**

High-density items are defined as packages of solid objects other than books whose weight is comparatively high for their volume (e.g., hardware, machine and auto parts, tools). Such items weighing more than 15 pounds and packaged so that they exert no more than 60 pounds per square foot (0.4167 pound per square inch) pressure on the smallest side of the container are machinable. [C010.2.6]

**3.0 Acceptable Containers****3.1 Load Type**

The following three terms describe types of loads, based on the content, degree of protection, and strength of the package used:

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- a. An *easy load* is one that contains items of moderate density that either completely fill the container or are packaged in interior containers that completely fill the outer mailing container. This load type is not readily damaged by puncture or shock and does not move within the package or present a hazard to other parcels.
- b. An *average load* is one that contains moderately concentrated items packed directly into a shipping container or that are subjected to an intermediate stage of packing and providing partial support to all surfaces of the container. This load type can be prepackaged by nesting items within partitions or in separate paperboard boxes to stabilize items and prevent shifting and damage.
- c. A *difficult load* is one that contains items that require a high degree of protection to prevent puncture, shock, or distortion to the items or the package. Fragile items, delicate instruments, and high-density, small-bulk items that do not support the mailing container are not acceptable in paperboard boxes, bags, or wraps. [C010.2.8]

**3.2 Envelopes**

Envelopes may be used as containers for articles if the package can reasonably be expected to be processed and delivered without damage to the contents or other mail. Letter-style (nongusseted flat) envelopes are acceptable as containers for nonrigid stationery and similar material, up to 1 pound and 1 inch thick. Larger or heavier envelopes are acceptable for easy loads up to 5 pounds if made from envelope paper equivalent to 28 substance weight or greater, or made from extra-strength materials with a Mullen strength of more than 90 pounds per square inch. Envelopes for photographic film mailers or gusseted (three dimensional) envelopes are acceptable if made from envelope paper equivalent to 24 substance weight or greater. Envelopes may be used as containers for odd-shaped items mailed at nonautomation Standard Mail rates, if the piece meets the standards for that class of mail. [C010.3.8]

**3.3 Boxes**

Boxes are acceptable, subject to these standards:

- a. Paperboard boxes may be used for easy and average loads to 10 pounds.
- b. Metal-stayed paperboard boxes may be used for easy and average loads to 20 pounds.

- c. Solid and corrugated fiberboard boxes may be used according to the limits in the following chart, unless otherwise specified. *The first maximum reached governs the grade of the box used.*

| <b>MAXIMUM WEIGHT OF BOX AND CONTENT (pounds)</b> |                       |  |                  |
|---|-----------------------|--|------------------|
| <b>Easy or Average Load</b>                       | <b>Difficult Load</b> | <b>MAXIMUM LENGTH AND GIRTH (inches)</b> | <b>BOX GRADE</b> |
| 20  | —                     | 67                                       | 125              |
| 40  | 20                    | 100                                      | 175              |
| 65  | 45                    | 108                                      | 200              |
| 70  | 65                    | 108                                      | 275              |
| —   | 70                    | 108                                      | 350              |

- d. Wood, metal, or plastic boxes may be used for all types of loads, assuming adequate construction.
- e. The size of the box must be adequate to contain the items and provide enough space for cushioning material.
- f. Good, rigid, used boxes with all flaps intact are acceptable.
- g. Boxes with difficult loads to out-of-town destinations must be reinforced with banding about every 8 inches in each direction around the package. [C010.3.1]

### 3.4 Fiberboard Tubes and Similar Long Packages

Fiberboard tubes and similar long packages are acceptable if their length does not exceed 10 times their girth. The strength of the tube ends must be at least equal to the tube sidewall strength, unless the contents are lightweight, rolled items. Sidewall strength is always equal to solid fiberboard 1/16 inch thick for tubes less than 18 inches long, 3/32 inch thick for tubes 18 to 32 inches long, and 5/32 inch thick for tubes more than 32 inches long. Crimped or taped end closures are not acceptable for other than lightweight rolled items. Tape must completely encircle the seams on friction slide closures of mailing tubes. [C010.3.9]

### 3.5 Paper Bags and Wraps

For easy loads of up to 5 pounds, paper bags and wraps are acceptable when at least of a 50-pound basis weight (the strength of an average large grocery bag) and the items are immune from impact or pressure damage. A combination of plies adding up to or exceeding 50-pound basis weight is not acceptable. For easy and average loads of up to 20 pounds, reinforced bags or bags with a minimum of 70-pound basis weight are acceptable. Nonreinforced loose-fill padded bags are not acceptable as exterior containers, unless the exterior ply is at least 60-pound basis weight. [C010.3.3]

### 3.6 Plastic Bags

Plastic bags must be at least 2 mil thick polyethylene or equivalent for easy loads up to 5 pounds; 4 mil thick for easy loads up to 10 pounds. [C010.3.4]

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**3.7 Plastic Film**

Heat-shrinkable plastic film—either irradiated polyethylene, linear low-density polyolefin, or copolymer—must be at least 3/4 mil thick for an easy load up to 5 pounds, and 1-1/4 mil thick for an average load up to 5 pounds. When requested, mailers must provide documentation that these types of film are being used for mailing. [C010.3.5]

**3.8 Cloth Bags**

Cloth bags are acceptable for easy and average loads of up to 10 pounds, if the seams of the bags equal the strength of the basic material. [C010.3.6]

**3.9 Difficult Load**

The USPS does not accept bags, bales, or wraps with difficult loads. The contents in bags, bales, and wraps must be compressed when possible. [C010.3.2]

**3.10 Bales**

Bales are acceptable within postal weight limits, if adequately compressed and reinforced to contain the material. [C010.3.7]

**3.11 Cans and Drums**

Cans and drums with positive closures are acceptable. Generally, friction closures alone are not acceptable. Protruding devices, such as locking rings, must be shielded by padding to prevent injury to USPS employees, equipment, or other mail. [C010.3.10]

**4.0 Cushioning, Closure, Sealing, and Reinforcements****4.1 Volume**

Loose-fill cushioning must overfill the container before closure to hold the item and prevent its movement to an outside surface of the container or to other items in the package. Shock and pressure forces must be dissipated over as much of the surface of the item as possible. [C010.4.1]

**4.2 Several Items Within Container**

When several items are inside a package, they must be protected from each other as well as from external forces. Concentrated heavy items must not be packaged with fragile items unless extreme care is exercised to separate them from each other. Heavy items must be adequately stabilized. [C010.4.2]

**4.3 Tape**

Cellophane and masking tape may not be used for closure or reinforcement of packages but may be used to augment adhesive closures on envelopes or to cover staples on bags. [C010.5.1]

**4.4 Paper Tape**

Paper tape must be at least 60-pound basis weight kraft. The adhesives on gummed tapes must be adequately activated before application and firmly applied with the tape extending at least 3 inches over the adjoining side of the box. [C010.5.2]

**4.5 Tape Size**

Except for pressure-sensitive filament tape, tapes used for closure and reinforcement may not be less than 2 inches (or 48 mm metric) wide. Nonreinforced plastic tapes must be at least as strong in the cross direction as in the machine (long) direction. [C010.5.3]

**4.6 Adhesive**

Adhesives for closure on box flaps or on tapes must remain serviceable from -20 degrees to +160 degrees Fahrenheit. Hot-melt adhesive may be used if at least four strips are applied on each part of the box flap where the outer flap overlays the inner flap; each strip is 3/16 inch wide after compression; the strips are not more than 1-1/2 inches apart, with the first strip no more than 1/2 inch from the center seam; and all strips are the full width of the inner flap, unless hot-melt adhesive is applied to 25% of the area where the outer flap lies over the inner flap. [C010.5.4]

**4.7 Banding**

When banding is used for closure and reinforcement, it must encircle the length and girth of the package at least once. If twine or cord is used for closure and reinforcement, it must be at least 20-pound tensile strength and secured at an intersection at least once on each side. Loose strapping and metal strapping are not acceptable. [C010.5.5]

**4.8 Staples and Steel Stitching**

Staples and steel stitching are acceptable if spaced not more than 5 inches apart for easy and average loads (or 2-1/2 inches apart for difficult loads) and not more than 1-1/4 inches from the ends of the box. Boxes not meeting these requirements may be made acceptable by applying a strip of 3-inch-wide reinforced tape in the gap between the staples or by strapping to compensate for the gap in the staple closure. Improperly clinched staples in flats, envelopes, and cards are not acceptable. [C010.5.6]

**5.0 Content and Extra Service Markings****5.1 Handling, Content, and Extra Service**

Certain markings may be used to identify handling, content, and extra service. Unauthorized markings not designating rate, class, address, handling, content, or extra service are not permitted. Extraneous information, which can be confused with ZIP Codes, may not be placed next to or directly under the last line of the delivery address. Any obsolete marking on a container to be reused for mailing must be obliterated. The following markings must be placed in an area below the postage and above the addressee's name in the delivery address and to the right of the return address:

- a. Handling markings such as "Fragile" must be applied only to packages containing delicate items such as glass and electrical appliances. Markings such as "Do Not Bend" must be used only when the content is protected with stiffeners.

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- b. Content markings such as “Perishable” must be applied to any package containing items or substances that can degrade or decompose rapidly such as meat, produce, plants, or certain chemical and hazardous materials samples. Restricted and hazardous articles must be marked and labeled under applicable standards. A container improperly identified by content is not acceptable for mailing (e.g., a box marked “Art Supplies” that contains flammable liquid or a box marked “Bleach” that contains clothing).
- c. Extra service markings such as “Return Receipt Requested” must use the wording or label required by the applicable extra service standards. [C010.8.2]

**5.2 Method**

The mailer must mark the package using material that is not readily water soluble or easily smeared or rubbed off. The marking must be readable at a distance of 30 inches. Marking methods or surfaces must permit application and retention of adhesive stamps, postage meter impressions, and postal endorsements made with hand stamp, ballpoint pen, or Number 2 pencil. Any address label or envelope must be firmly affixed to the mailing container, with no more than an 1/8-inch separation between the ends of the label or envelope and the container. [C010.8.1]

**6.0 Special Mailing Containers****6.1 Express Mail and Priority Mail Packaging**

Express Mail and Priority Mail packaging provided by the USPS must be used only for Express Mail or Priority Mail, as applicable. Regardless of how the packaging is reconfigured or how markings may be obliterated, any matter mailed in USPS-provided Express Mail or Priority Mail packaging is charged the appropriate Express Mail or Priority Mail rate. [C010.6.2]

**6.2 Green Diamond Border Envelope**

An envelope or card bearing a green diamond border must be used only for First-Class Mail. Any envelope or card bearing a green diamond border is charged the appropriate First-Class Mail rate, regardless of mail content or of requested class or service. When printed on letter-size mail, the border must not enter the OCR read area or barcode clear zone unless a delivery point barcode appears in the address block as described in [202.5.7](#). [C010.6.3]

**6.3 Window Envelope**

For all letter-size and flat-size mail in window envelopes, every character in the delivery address, including any postal barcode, marking, or endorsement, must be completely visible through the window throughout the full range of movement of the insert bearing the delivery address. Any window envelope used for letter-size or flat-size mail claimed at automation rates or for letter-size mail claimed at Enhanced Carrier Route high density or saturation rates must also meet the barcoding standards for letters and flats in [708.4.0](#). Any window envelope used for letter-size or flat-size mail claimed at any other rate must meet the following additional standards:

- a. The address and any barcode visible through the window must be printed on white paper or paper of a very light color.



- b. A clear space of at least 1/8 inch is required between the address block, which includes any optional endorsement line and any barcode, and the top, bottom, and left and right edges of the address window, and must remain when the insert is moved to its full limits in each direction within the envelope to ensure efficient processing and delivery. For nonautomation rate mail, the bottom edge of the address window must not extend more than 1/8 inch into the barcode clear zone as defined in [202.5.1](#). Any letter-size envelope containing a window that intrudes into the barcode clear zone is not eligible for MLOCR or RVE *FASTforward* processing options for the Move Update standard in [233.3.3](#).
- c. Window cover material, if used over the address window, must be made of a nontinted clear or transparent material (e.g., cellophane or polystyrene) and must permit the address, as viewed through the window material, to meet the print-contrast ratio standards in [708.4.0](#) to ensure efficient processing and delivery. Glassine may be used for window cover material. All edges of the window cover material must be glued securely to the envelope. The bottom edge of an address window must be at least 1/2 inch from the bottom edge of the envelope.
- d. For letter-size mail, the delivery address window must be parallel with the longest edge of the envelope. For flat-size mail, the address window may be parallel with any edge of the envelope.
- e. For Registered Mail, the opening on a window envelope must be covered as described in [503.2.4.8](#). [C010.6.1]

#### 6.4 Reusable Mailpiece

A reusable mailpiece is an envelope, self-mailer, or similar mailpiece designed for two-way mailing. The recipient removes part of the original mailpiece or refolds the piece to cover the delivery address of the recipient and reveal the delivery address of the originator (sender) for return. Except for reusable mailpieces that originate as permit imprint mailings, the piece must meet these standards:

- a. **Basic Design.** The piece must be designed and constructed to allow the recipient to reconfigure or modify the piece to remove or obscure the address, POSTNET barcode, postage, and any marking or endorsement that applied to the piece when it was originally mailed so that these elements are not mistaken by USPS employees or mail processing equipment as applying to the returned piece. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable mailpiece does not meet the applicable standards, the piece must be reenvveloped and new postage affixed before distribution by the originator.
- b. **Distribution.** When the piece is mailed by the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking or endorsement. The originator's address and barcode for returning the piece and any postage, marking, endorsement, and facing identification mark (FIM) provided for that purpose must be obscured so that they are not mistaken by USPS employees or postal mail processing equipment as applying to the originating piece.

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- c. Return. When the piece is reconfigured for return from the recipient to the originator, the piece must show only one complete delivery address and, if used, the corresponding barcode; the appropriate postage; and any required marking, endorsement, and FIM. If a reusable mailpiece does not meet the applicable standards, the piece must be reenvloped and new postage affixed before return by the recipient. [C010.6.4]

**6.5 Reusable Mailpieces That Originate as Permit Imprint Mailings**

As an alternative to the standards in 6.4, reusable mailpieces that originate as permit imprint mailings may meet these standards:

- a. Basic Design. The piece must be designed and constructed so that the recipient may reconfigure or modify it to remove or obscure the address that applied to the piece when it was originally mailed. The instructions on the piece must ensure that the recipient can prepare the piece correctly for remailing. If a reusable piece does not meet the applicable standards, the piece must be reenvloped and new postage affixed before distribution by the originator.
- b. Distribution. When reusable mailpieces are originally mailed, postage must be paid with permit imprint and a complete address and corresponding barcode must be located in the address block. Reusable pieces must be entered at a postal facility as part of a permit imprint mailing. On mailpieces other than window envelopes, the address block for return of the piece (including the delivery address and a corresponding barcode) and FIM A will be located on the reverse side. If included, prepaid reply postage must be located or obscured so that it is not mistaken by postal mail processing equipment or employees as applying to the originating piece.
- c. Return. When the piece is reconfigured for return from the recipient to the originator, only one complete address with a corresponding barcode located in the address block and a FIM must be visible on the piece. If a reusable mailpiece does not meet the applicable standards, the piece must be reenvloped and new postage affixed before return by the recipient. [C010.6.5]

**7.0 Packaging Standards for BMCs****7.1 High-Density Items**

High-density items (see 2.7) weighing from 20 to 45 pounds must be packaged in fiberboard boxes constructed of a minimum 200-pound test board or equivalent wood, metal, or plastic containers. Plastic, metal, and similar hard containers must be packaged, treated, or otherwise prepared so that their coefficient of friction or ability to slide on a smooth, hard surface is similar to that of a domestic-class fiberboard box of the same approximate size and weight. Closure must be done by staples, heat-shrinking, adhesives, or tape. Boxes without inner packing or containing loose material must be reinforced or banded with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Internal blocking and bracing, including the use of interior containers, cut forms, partitions, dunnage, and liners, must be used as required so that packages are capable of maintaining their integrity without damage to the contents if dropped once on one of their smallest sides on a solid surface from a height of 3 feet. These

items from 45 to 70 pounds must be similarly packaged, closed, and reinforced, except that exterior containers must be a minimum of 275-pound test fiberboard or equivalent. [C010.7.2]

## 7.2 Books

Books with 24 pages or more, fastened together along one edge between hardback, paperback, or self-covers, and more than 1 inch thick or 1 pound must not be accepted in letter-style nongusseted, flat envelopes. Other envelopes meeting the standards above must be used. Void spaces within multiple book containers must be filled with dunnage or otherwise stabilized to prevent shifting or damage to the contents or container. Shipments of books are packaged according to these weight categories:

- a. Up to 5 pounds, closure must be by multiple friction closures, completely clinched staples, heat-sealing, adhesives, tape, or nonmetallic banding. Although shrinkwrap is not acceptable as the only packaging for hardback books exceeding 1 pound or 1 inch thick, it may be used on the exterior of otherwise acceptable containers. Shrinkwrap may be used as the only method of packaging for paperback books up to 3 pounds.
- b. From 5 to 10 pounds, closure must be by tape, nonmetallic banding, or adhesives. Reinforced tape or nonmetallic banding is adequate for both closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps must be tightened until they depress the carton at the edges.
- c. From 10 to 25 pounds, reinforced tape or nonmetallic banding is adequate for closure and reinforcement. Nonmetallic banding must be firmly applied to the point that the straps tighten until they depress the carton at the edges.
- d. From 25 to 50 pounds, hardbound books must be packaged in 275-pound test fiberboard boxes and paperback books must be packaged in 200-pound test fiberboard boxes.
- e. From 50 to 70 pounds, hardbound books must be packaged in 350-pound test fiberboard boxes and paperback books must be packaged in 275-pound test fiberboard boxes. [C010.7.1]

## 7.3 Soft Goods

Boxes containing soft goods (e.g., textiles, clothing, sheets, blankets, pillows and pillowcases, draperies, cloth, and any wearing apparel) weighing up to 5 pounds must be filled to capacity. Soft goods between the weight range of 5 to 20 pounds must be packaged in material with a minimum 70-pound outer ply basis weight. Closure of bags must be by completely clinched staples, heat-sealing, adhesives, sewing, or tape. Improperly clinched staples must be removed. Shrinkwrapping is not acceptable as the only packaging. Fiberboard containers must be made of at least 200-pound test board for soft goods weighing from 20 to 45 pounds and at least 275-pound test board for soft goods weighing from 45 to 70 pounds. [C010.7.3]

## 7.4 Sound Recordings

Shipments of recordings (e.g., records and cassette tapes in paper sleeves, paperboard, or chipboard shells) weighing up to 10 pounds must be packed in 70-pound basis weight envelopes for weights up to 3 pounds, or outer corrugated,

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fiberboard containers for weights up to 10 pounds. When shipments weigh from 20 to 40 pounds, multiple shell containers must be packaged in 175-pound test fiberboard containers or equivalent and closed and reinforced by adhesives, kraft paper tape, equivalent plastic tape, or staples. When shipments weigh from 40 to 65 pounds, multiple shell containers up to 65 pounds must be packaged in 200-pound test fiberboard containers or equivalent and closed and reinforced as described for 20- to 40-pound containers, except that containers must be reinforced about every 8 inches around the package. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent. [C010.7.4]

**7.5 Magnetic Tapes**

Shipments of multiple magnetic tapes and cartridges up to 5 pounds must be packed in outer fiberboard containers or chipboard containers (minimum 0.022 mil). Closure must be by multiple friction closures, completely clinched staples, heat-shrinking or adhesives, or by tape. Paper tape must be a minimum of 60-pound basis weight kraft. Shrinkwrapping is acceptable on the exterior of otherwise acceptable boxes of multiple tape shipments. Standards for shipments weighing from 5 to 20 pounds are similar, except that closure must be only by the use of adhesives, tape, or staples. Standards are also similar for shipments weighing from 20 to 40 pounds, except that the contents must be placed in 175-pound test containers that are banded or reinforced at two points with reinforced paper or plastic tape, pressure-sensitive filament tape, or firmly applied nonmetallic banding. Shipments from 40 to 65 pounds must be similarly packaged, except that fiberboard containers of at least 200-pound test board or equivalent must be used. Shipments weighing more than 65 pounds must be packaged in 275-pound test fiberboard containers or equivalent. [C010.7.5]

**8.0 Nonmailable and Restricted Articles and Substances Generally****8.1 Nonmailable Matter—General**

Certain potentially undesirable, harmful, or dangerous matter is nonmailable by statute or regulation. The standards for nonmailable articles and substances and the special conditions under which certain of these articles and substances may be mailed are in 8.0 through 10.0 and 11.0. The standards in 12.0, *Written, Printed, and Graphic Matter Generally*, 508.8.0, *Pandering Advertisements*, and 508.9.0, *Sexually Oriented Advertisements*, apply to nonmailable matter in written, printed, or graphic form and contain the rules on advising mailers of matter covered in 8.0 through 12.0, 508.8.0, and 508.9.0. The standards in 8.0 through 10.0 and 11.0 apply to the military postal system, its employees, and undelivered mail that is or has been in the official custody of this system and its employees. References to Inspection Service apply to the Postal Inspection Service and authorized employees, not military investigative services. [C010.9.1]

**8.2 Basic Premise**

The basic premise of the postal mailability statutes is that anything “which may kill or injure another, or injure the mails or other property...” is nonmailable. Several statutory exceptions to this rule permit mailings of otherwise nonmailable matter under specified conditions. Statutory exceptions apply to live scorpions, poisonous drugs and medicines, poisons for scientific use, switchblade knives, firearms, motor vehicle master keys, locksmithing devices, and abortive and contraceptive devices. The statutes also provide that the USPS may, by regulation, permit the mailing, under required conditions of preparation and packing, of potentially harmful matter not “outwardly or of [its] own force dangerous or injurious to life, health, or property.” The standards in 8.0 summarize the statutory prohibitions and exceptions. The mailability standards that apply to perishable, hazardous, and restricted matter are detailed in 9.0, 10.0, and 11.0, respectively. Publication 52, *Hazardous, Restricted, and Perishable Mail*, contains additional clarification and further describes the conditions of preparation and packaging under which the USPS accepts for mailing potentially harmful matter that is otherwise nonmailable. Publication 52 also contains detailed information on the mailability of specific hazardous materials. [C021.2.1]

**8.3 Other Nonmailable Matter**

Matter is nonmailable also when it cannot be delivered because of an illegible, incorrect, or insufficient address, or when it does not meet USPS standards for mail preparation, classification, postage rates, size, or weight. [C010.9.2]

**8.4 Restricted Matter—General**

Restricted matter is an article or substance prohibited or limited by Title 18, U.S. Code (liquors, abortive and contraceptive devices, odd-shaped items in envelopes, motor vehicle master keys, and locksmithing devices). It also includes matter not otherwise described in 8.0 through 10.0 and 11.0 that is restricted by 18 USC 1716(a) because it may, under conditions encountered in the mail, be injurious to life, health, or property (obnoxious odors, liquids, powders, and battery-powered devices). [C021.1.0]

**8.5 Harmful Matter—General**

Except as provided in this document, any article, composition, or material is nonmailable if it can kill or injure another or injure the mail or other property. Harmful matter includes, but is not limited to:

- a. All types and classes of poisons, including controlled substances.
- b. All poisonous animals except scorpions mailed for medical research purposes or for the manufacture of antivenom; all poisonous insects; all poisonous reptiles; and all types of snakes, turtles, and spiders.
- c. All disease germs or scabs.
- d. All explosives, flammable material, infernal machines, and mechanical, chemical, or other devices or compositions that may ignite or explode.

[C021.3.1]

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**8.6 Hazardous Materials**

Harmful matter also includes regulated hazardous materials as defined in 10.0 that are likely to harm USPS employees or to destroy, deface, or otherwise damage mail or postal equipment. This includes materials such as caustic poisons (acids and alkalies), oxidizers, or highly flammable liquids, gases, or solids; or materials that are likely, under conditions incident to transportation, to cause fires through friction, absorption of moisture, or spontaneous chemical changes or from retained heat from manufacturing or processing, including explosives or containers previously used for shipping high explosives with a liquid ingredient (such as dynamite), ammunition, fireworks, radioactive materials, matches, or articles emitting obnoxious odors. [C021.3.2]

**8.7 Marking of Restricted Articles or Substances****8.7.1 Content**

Except for firearms and switchblade knives, controlled substances, radioactive materials, and motor vehicle master keys and locksmithing devices, the identity of the content of anything mailed under 8.0 through 10.0 and 11.0 must be plainly and durably marked on the address side of each mailpiece as a condition of mailing. When the content is a hazardous material as defined in 49 CFR, each mailpiece must be marked as required in 10.0. [C021.4.1]

**8.7.2 Addressing**

For any matter mailed under the provisions in 8.0 through 10.0 and 11.0, the recipient's name and address must be affixed or applied directly to the mailpiece using a material or method that is not water-soluble and not easily smeared or rubbed off. Except for diagnostic specimen mailpieces using a business reply mail format and nonregulated materials, a return address that includes the sender's name and address must appear on all matter mailed under 8.0 through 10.0 and 11.0. The return address, when required, must be applied using a material or method that is not water-soluble and not easily smeared or rubbed off. [C021.4.2]

**8.7.3 Warning Label**

Except for controlled substances mailed under 11.0, any label or other marking required by federal law or the regulation of any federal agency must be securely affixed or applied to the address side of each mailpiece. See 10.0 for the warning label requirements that apply to the mailing of hazardous materials. [C021.4.3]

**8.8 Mailer Responsibility**

The mailer must comply with applicable postal laws and regulations governing mailability and preparation for mailing, as well as nonpostal laws and regulations on the shipment of particular matter. [C021.2.2]

**8.9 Statutory System**

18 USC 2510, et seq., constitutes a statutory system of regulating interception of wire, oral, or electronic communications. Any person contemplating the mailing of a device primarily useful for surreptitiously effecting such interception should consider the provisions of 18 USC 2510, et seq., particularly section 2512. This statute makes it a crime, except as otherwise provided in 18 USC 2510, et seq., for a person intentionally to send through the mail any device whose design that person knows, or has reason to know, renders the device primarily useful for surreptitious

interception of wire, oral, or electronic communications. The statute does not declare that such a device in itself constitutes nonmailable matter but, as indicated, provides criminal penalties for the act of intentionally mailing it. [C021.2.5]

#### **8.10 Other Laws and Regulations**

Particular matter may be mailable under postal statutes and regulations, but customers may have responsibilities under nonpostal statutes and regulations concerned with possession, treatment, transmission, or transfer of such matter (e.g., 49 CFR 100-185 (Department of Transportation Regulations); the Comprehensive Drug Abuse Prevention and Control Act of 1970 (Public Law 91-513), 21 USC 801, et seq.; and the Gun Control Act of 1968 (Public Law 90-618), 18 USC 921, et seq.). [C021.2.4]

#### **8.11 Refusal of Nonmailable Matter**

USPS employees may refuse an article for mailing if the content of the article is described by the mailer or otherwise revealed to be nonmailable. [C021.2.3]

#### **8.12 Authorizing Mailability**

A postmaster may decide whether articles and substances other than written, printed, or graphic matter are nonmailable and, where appropriate, is authorized to refuse to accept for mailing such matter determined to be nonmailable. The mailer may seek a review of the postmaster's decision by the PCSC. The mailer may file a written appeal of the PCSC ruling with the USPS Recorder, Judicial Officer, with a copy or description of the determination or ruling. The rules of procedure for the determination of such appeals are in 39 CFR 953. [C021.2.6]

#### **8.13 Protecting Employees**

A postmaster may take any step reasonable and necessary to protect USPS employees and equipment from potentially dangerous or injurious materials or substances found in the mail. [C021.2.7]

#### **8.14 Applicability to Military Postal System**

8.0 through 10.0 and 11.0 applies to the military postal system, its personnel, and undelivered mail that is or has been in the official custody of that system and its personnel. References to the Inspection Service refer to the Postal Inspection Service and its authorized employees, not to military investigative services. [C021.2.8]

### **9.0 Perishables**

#### **9.1 Time Factor**

Mailable perishable matter may be sent through the mail only if it can reach its destination in good condition in the normal transit time between the mailing and address points. Mailable perishable foods that do not rapidly decay or generate obnoxious odors in the mail may be sent at the mailer's risk. [C022.1.0]

## **9.2 Preparation of Perishables**

### **9.2.1 Container**

Any container used to mail perishable matter must be constructed to protect and securely contain the contents. [C022.2.1]

### **9.2.2 Produce**

Fruits and vegetables are not mailable unless presented in dry condition. [C022.2.2]

### **9.2.3 Water Ice**

Water ice used as a refrigerant must be packed under 2.4 as though it were a liquid. [C022.2.3]

### **9.2.4 Dry Ice**

A parcel containing dry ice (carbon dioxide solid) must be packed in a container that allows the release of carbon dioxide gas. If a fiberboard box is used, enough insulation is necessary to prevent condensation and wetting of the mailing carton. [C022.2.4]

## **9.3 Live Animals**

### **9.3.1 Animal Fighting Prohibition**

Under 7 USC 2156, the mailing of a live animal for the purpose of participating in an animal fighting venture is prohibited (regardless of whether such venture is permitted under the laws of the state in which it is conducted). The term *state* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession. Violators can be subject to the criminal penalties in 7 USC 2156. [C022.3.1]

### **9.3.2 Day-Old Poultry**

Day-old poultry vaccinated with Newcastle disease (live virus) is nonmailable. Live day-old chickens, ducks, geese, partridges, pheasants (pheasants may be mailed only from April through August), guinea fowl, quail, and turkeys are acceptable in the mail only if:

- a. They are not more than 24 hours old and are presented for mailing in the original unopened hatchery box from the hatchery of origin.
- b. The date and hour of hatching is noted on the box by a representative of the hatchery who has personal knowledge thereof. (For COD shipments made by a hatchery for the account of others, the name or initials and address of the hatchery or the post office box number and address of the hatchery must be prominently shown for this standard.)
- c. The box is properly ventilated, of proper construction and strength to bear safe transmission in the mail, and not stacked more than 10 units high.
- d. They are mailed early enough in the week to avoid receipt at the office of address, in case of missed connections, on a Sunday, on a national holiday, or on the afternoon before a Sunday or holiday.
- e. They can be delivered to the addressee within 72 hours of the time of hatching, whether the addressee resides in town or on a rural route or highway contract route.



- f. The shipment bears special handling postage in addition to regular postage, unless sent at the First-Class Mail or Priority Mail rate.
- g. When live, day-old poultry is to be transported by aircraft, all provisions of the airline tariffs are met and air carriers have equipment available to safely deliver shipments within the specified time limits, allowing for delays en route in air and ground transportation.
- h. Day-old poultry, originally shipped by air express or air cargo and then presented for mailing, must be in First-Class condition and prepared as specified in [9.3.2a.](#) through [9.3.2e.](#)
- i. Boxes of day-old poultry of about identical size, securely fastened together to prevent separation in transit, may be accepted for mailing as a single parcel, if such parcel is not more than 100 inches in length and girth combined.

[C022.3.2]

### 9.3.3 Small Cold-Blooded Animals

Small, harmless, cold-blooded animals (except snakes and turtles) that do not require food or water or attention during handling in the mail and that do not create sanitary problems or obnoxious odors are mailable (e.g., baby alligators and caimans not more than 20 inches long, bloodworms, earthworms, mealworms, salamanders, leeches, lizards, snails, and tadpoles). [C022.3.3]

### 9.3.4 Adult Fowl

Adult turkeys, guinea fowl, doves, pigeons, pheasants, partridges, and quail, as well as ducks, geese, and swans sent by Express Mail in biologically secure containers approved by the manager of Mailing Standards (see [608.8.0](#) for address) are mailable if the number of birds per parcel follows the container manufacturer limits, and if each bird weighs more than 6 ounces. Under the applicable standards, indemnity may be paid only for loss, damage, or rifling, and not for death of the birds in transit if there is no visible damage to the mailing container. [C022.3.4]

### 9.3.5 Adult Chickens

Adult chickens must be sent by Express Mail. The Express Mail containers used must pass the standards in International Safe Transit Association (ISTA) Test Procedure 1A (detailed in Publication 2, *Packaging for Mailing*); be designed to remain intact during normal handling; be constructed to *totally* confine the chickens; contain shavings or other material to prevent damage to the bottom of the container; and be ventilated properly to ensure humane treatment in transit. The number of birds in each parcel must not exceed the container manufacturer's limit. Under the applicable standards, indemnity may be paid only for loss, damage, or rifling, and not for death of the chickens in transit if there is no visible damage to the container. The mailing of chickens for animal fighting purposes is prohibited under [9.3.1.](#) [C022.3.5]

### 9.3.6 Warm-Blooded Animals

Warm-blooded animals, except the specified birds under specific conditions in this section, are not mailable (e.g., hamsters, mice, rats, guinea pigs, rabbits, cats, dogs, squirrels, parakeets, and canaries). [C022.3.6]

**9.3.7 Mailed to Pacific Islands**

Animals mailed to the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia require a permit issued by the government of the destination country. [C022.3.7]

**9.3.8 Bees**

Bees are acceptable in the continental surface mail when shipped under federal and state regulations to ensure that they are free of disease. Packages of honeybees must bear special handling postage, except those sent at a First-Class Mail rate. Only queen honeybees may be shipped via air transportation. Each queen honeybee shipped via air transportation may be accompanied by up to eight attendant honeybees. [C022.3.8]

**9.3.9 Other Insects**

Other live, nonpoisonous, and nondisease-conveying insects may be sent through the mail when properly prepared for mailing and when shipped under regulations of the U.S. Department of Agriculture. Such insects mailed to the Republic of Palau, the Republic of the Marshall Islands, and the Federated States of Micronesia are also subject to the regulations of the destination country. [C022.3.9]

**9.3.10 Live Scorpions**

Live scorpions that are to be used for medical research or the manufacture of antivenin are accepted only in the continental surface mail when packaged in a double mailing container, both parts of which are closed or fastened to prevent escape of the scorpions. The inner container must be of material that cannot be punctured by the scorpions and must be plainly marked "Live Scorpions." Cushioning material must be used when necessary to prevent shifting of the inner container. The outer container must be strong enough to prevent crushing of the package or exposure of the contents during normal handling in the mail. The outer container must be plainly marked "Live Scorpions." [C022.3.10]

**9.3.11 Packaging**

Any mailing container used for mailable animals must be made of at least 275-pound test, double wall, corrugated, weather-resistant fiberboard (W5c) or equivalent and must be adequately ventilated. The container must be constructed to prevent escape of the animals while in the mail and to preclude the container and its contents from being crushed in normal handling. The outside of the container must include a return address and a description of the contents. A container marked "If Undeliverable, Abandon" is not accepted. [C022.3.11]

**9.3.12 Acceptance**

The USPS does not accept any shipment of animals that the USPS reasonably believes cannot reach its destination in a viable condition. Such a determination is based on factors including the expected temperatures (weather conditions) while the shipment is in the mail; the types of vehicles on which the shipment is to be transported; the expected transit time; and the types of packaging used for protection against suffocation, crushing, and handling. [C022.3.12]

**9.3.13 Disposal**

Any parcel of live animals that cannot be delivered to the addressee or returned to the sender within 72 hours (for live day-old poultry) or within the delivery period marked on the parcel (for other animals) is immediately disposed of under the relevant standards. A parcel not marked with the delivery period is disposed of immediately if it reasonably appears that the animals cannot be returned to the sender in a viable condition. [C022.3.13]

**9.4 Dead Wild Animals**

The dead bodies, or parts thereof, of any wild animals, wild birds, or eggs are acceptable for mailing only when they are lawfully killed or taken, and their shipment is not prohibited by law of the United States or of the state, territory, district, or foreign country or subdivision thereof in which killed or taken or offered for shipment. Mailing of fresh game is also subject to these standards. [C022.4.0]

**9.5 Furs, Hides, Skins, And Pelts**

A parcel containing the fur, hide, skin, or pelt of a wild animal is mailable only if the matter is properly dried or cured and has no offensive odor, and only if the parcel is plainly marked, labeled, or tagged on the outside with the names and addresses of the shipper and addressee. The parcel must bear any endorsement required by state laws. Hides and pelts must be wrapped when necessary to prevent damage to other mail. [C022.5.1 and C022.5.2]

**9.6 Mailing Plants****9.6.1 Mailability**

In general, plants and plant products are mailable within the United States and its territories and possessions, subject to certain prohibitions imposed under U.S. agriculture and conservation statutes. To the extent specified below, when such prohibitions make shipment of plants or plant products unlawful, those articles constitute nonmailable matter. More detailed information is in Publication 14, *Prohibitions and Restrictions on Mailing Animals, Plants, and Related Matter*. [C022.6.1]

**9.6.2 Nonmailable Quarantined Matter**

Under 39 USC 3014(b), any plant, plant product, or other article capable of carrying a dangerous plant disease or insect infestation is nonmailable from a quarantined area, if shipping such item by common carrier is prohibited by a U.S. Department of Agriculture (USDA) quarantine issued under 7 USC 161, except, any such item is mailable from a quarantined area if:

- a. Its movement by common carrier is allowed under conditions prescribed in the quarantine notice or in other USDA regulations, issued under 7 USC 161, governing its inspection, disinfection, certification, and other conditions for its movement.
- b. Its movement by mail complies with all such conditions. [C022.6.2]

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**9.6.3 Additional Quarantined Matter**

Any plant, article, or matter, the importation or interstate shipment of which is prohibited under the Act of August 20, 1912 (37 Stat. 315, chapter 308; 7 USC 151 et seq.), commonly known as the Plant Quarantine Act, is made nonmailable by 39 USC 3015(c). [C022.6.3]

**9.6.4 Illegally Taken Plants**

Any plant, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372), is made nonmailable by 39 USC 3015(d). [C022.6.4]

**9.6.5 Criminal Penalties**

18 USC 1716B provides criminal penalties for mailing anything nonmailable under 39 USC 3014(b), unless the item is excepted under USPS regulations. 18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(c) and (d). [C022.6.5]

**9.6.6 USDA Notices and Regulations**

USDA quarantine notices, issued under 7 USC 161, are published in the *Federal Register* and codified in 7 CFR (e.g., 7 CFR 301 and 318). Details on these and other USDA regulations may be obtained by writing to the USDA Animal and Plant Health Inspection Service (APHIS) Plant Protection and Quarantine (PPQ) Programs (see [608.8.0](#) for address). [C022.6.6]

**9.7 Nonmailable Plant Pests, Injurious Animals, and Illegally Taken Fish or Wildlife****9.7.1 Nonmailable Matter**

More detailed information is in Publication 14. Under the respective provisions of 39 USC 3015(a), (b), and (d), the following items are nonmailable:

- a. Any injurious animal, the importation or interstate shipment of which is prohibited under 18 USC 42.
- b. Any plant pest, the movement of which is prohibited under section 103 or 104 of the Federal Plant Pest Act (7 USC 150bb or 150cc).
- c. Any fish or wildlife, the conveyance of which is prohibited under section 3 of the Lacey Act Amendments of 1981 (16 USC 3372). [C022.7.1]

**9.7.2 Criminal Penalties**

18 USC 1716D provides criminal penalties for mailing anything nonmailable under 39 USC 3015(a), (b), or (d). [C022.7.2]

## 10.0 Hazardous Materials

### 10.1 Definitions

The following definitions apply:

- a. *Hazardous material* is any article or substance designated by the U.S. Department of Transportation (DOT) as being capable of posing an unreasonable risk to health, safety, and property during transportation. In international commerce, hazardous materials are known as “dangerous goods.”
- b. *Limited quantity* is the maximum amount of a specific hazardous material that is exempted from the labeling or packaging requirements in 49 CFR. Not every hazardous material is eligible to be shipped as a limited quantity. Almost all limited quantity materials are nonmailable.
- c. *ORM-D (Other Regulated Material) material* is a limited quantity of a hazardous material that presents a limited hazard during transportation due to its form, quantity, and packaging. In almost all instances, the proper shipping name for an ORM-D material is consumer commodity. Not all hazardous material permitted to be shipped as a limited quantity can qualify as an ORM-D material. ORM-D materials having the proper shipping name of “consumer commodity” are mailable subject to USPS quantity and packaging standards.
- d. *Consumer commodity* is a hazardous material that is packaged and distributed in a quantity and form intended or suitable for retail sale and designed for consumption by individuals for their personal care or household use purposes. This term can also include certain drugs or medicines. Not all hazardous material permitted to be shipped as a limited quantity can qualify as a consumer commodity.
- e. *Air transportation requirements*, for the purposes of 10.0 only, apply to all mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates. All mailable hazardous materials sent at those rates must meet the requirements that apply to air transportation. Mailable hazardous materials sent at any of those rates may or may not be transported via air depending on the distance between the point of origination and the point of destination, and the ability of the USPS to obtain an air carrier between those points.
- f. *Surface transportation requirements*, for the purposes of 10.0 only, apply to all mailable hazardous materials sent at the Standard Mail or Package Services rates. All mailable hazardous materials sent at the Standard Mail or Package Services rates must meet the requirements that apply to surface transportation.
- g. *Primary receptacle* is the container (e.g., tube, vial, bottle) that holds the hazardous material.
- h. *Secondary container* is the packaging component into which the primary receptacle(s) and any required absorbent and cushioning material is securely placed. The packaging of certain mailable hazardous materials does not require the use of a secondary container.

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- i. *Outer shipping container* is the exterior packaging component into which a primary receptacle, along with any required absorbent and cushioning material, and the secondary container (if required) are securely placed. The outer shipping container bears the addressing information along with all required markings. [C023.1.1]

**10.2 U.S. Department of Transportation Regulations of Hazardous Material**

The U.S. Department of Transportation (DOT) regulates the surface and air carriage of hazardous materials within the United States via any means of transportation. The DOT regulations for the transport of hazardous materials are codified in Title 49, Code of Federal Regulations (49 CFR) 100–185. USPS mailing standards for hazardous materials generally adhere to 49 CFR, but also include many additional limitations and prohibitions. [C023.1.2]

**10.3 USPS Standards for Hazardous Material**

The USPS standards generally restrict the mailing of hazardous materials to ORM-D materials with the proper shipping name of “consumer commodity” that meet USPS quantity limitations and packaging requirements. The few non-ORM-D materials permitted to be mailed are subject to the standards in [10.0](#). Detailed information on the mailability of specific hazardous materials is contained in Publication 52, *Hazardous, Restricted, and Perishable Mail*. [C023.1.3]

**10.4 Hazard Class**

Every hazardous material is assigned to one of nine hazard classes identified in 49 CFR 172.101 and 173. Some hazard classes are further separated into divisions based on their physical or chemical properties. For postal purposes, [Exhibit 10.4](#) generally summarizes the mailability of hazardous materials by hazard class.

**Exhibit 10.4 DOT Hazard Classes and Mailability Summary**

| CLASS    | HAZARD CLASS NAME AND DIVISION  | TRANSPORTATION METHOD   |   |  |
|----------|---|---|---|--|
|          |   | Domestic Mail Air Transportation  | Domestic Mail Surface Transportation  | International Mail   |
| <b>1</b> | <b>Explosives</b><br>Division -<br>1.1 Mass Explosive Hazard<br>1.2 Projection Hazard<br>1.3 Fire Hazard and/or Minor Blast/Minor Projection Hazard<br>1.4 Minor Blast Hazard<br>1.5 Very Insensitive With Mass Explosion Hazard<br>1.6 Extremely Insensitive With No Mass Explosion Hazard | Prohibited  | Prohibited except with written permission as allowed in <a href="#">10.11.2</a>   | Prohibited   |
| <b>2</b> | <b>Gases</b><br>Division -<br>2.1 Flammable Gases<br>2.2 Nonflammable, Nontoxic Gases<br>2.3 Toxic Gases  | <i>Division 2.1 and 2.3:</i> Prohibited.<br><i>Division 2.2:</i> Only ORM-D material per <a href="#">10.12.2</a>              | <i>Divisions 2.1 and 2.2:</i> Only ORM-D material per <a href="#">10.12.2</a> .<br><i>Division 2.3:</i> Prohibited                                  | Prohibited   |
| <b>3</b> | <b>Flammable and Combustible Liquids</b>  | <i>Flammable liquids:</i> Prohibited.<br><i>Combustibles:</i> Only ORM-D material per <a href="#">10.13.3</a>                 | <i>Flammable liquids:</i> Only ORM-D material per <a href="#">10.13.2</a> .<br><i>Combustibles:</i> Only ORM-D material per <a href="#">10.13.3</a> | Prohibited   |
| <b>4</b> | <b>Flammable Solids</b><br>Division -<br>4.1 Flammable Solids<br>4.2 Spontaneously Combustible<br>4.3 Dangerous When Wet  | Prohibited  | Only ORM-D material per <a href="#">10.14.2</a>   | Prohibited   |
| <b>5</b> | <b>Oxidizing Substances, Organic Peroxides</b><br>Division -<br>5.1 Oxidizing Substances<br>5.2 Organic Peroxides   | Only ORM-D material per <a href="#">10.15.2</a>   | Only ORM-D material per <a href="#">10.15.2</a>   | Prohibited   |
| <b>6</b> | <b>Toxic Substances and Infectious Substances</b><br>Division -<br>6.1 Toxic Substances<br>6.2 Infectious Substances  | <i>Division 6.1:</i> Only ORM-D material per <a href="#">10.16.2</a> .<br><i>Division 6.2:</i> Only per <a href="#">10.17</a> | <i>Division 6.1:</i> Only ORM-D material per <a href="#">10.16.2</a> .<br><i>Division 6.2:</i> Only per <a href="#">10.17</a>                       | <i>Division 6.1:</i> Prohibited.<br><i>Division 6.2:</i> Only mailable per IMM 135 |
| <b>7</b> | <b>Radioactive Materials</b>  | Prohibited  | Only in limits per 9.0 and Publication 52   | Only mailable in limits per IMM 135  |
| <b>8</b> | <b>Corrosives</b>   | Only ORM-D material per <a href="#">10.19.2</a>   | Only ORM-D material per <a href="#">10.19.2</a>   | Prohibited   |
| <b>9</b> | <b>Miscellaneous Hazardous Materials</b>  | Only ORM-D material per <a href="#">10.20</a>   | Only ORM-D material per <a href="#">10.20</a>   | Prohibited, except magnetized materials per IMM 136                                |

[C023.1.4]

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**10.5 Mailer Responsibility for Mailing Hazardous Materials**

Full responsibility rests with the mailer to comply with all postal and nonpostal laws and regulations regarding the mailing of hazardous materials. Anyone who mails, or causes to be mailed, a nonmailable or improperly packaged hazardous material can be subject to legal penalties, including but not limited to those specified in 18 USC. [C023.1.5]

**10.6 Mailability Rulings for Hazardous Materials**

Generally, the acceptability for mailing chemicals and other types of hazardous materials depends on container fluid/vapor capacities, the ability of the complete mailpiece to contain the material, and the method of absorbing and containing the product in case of accidental leakage of the primary receptacle. To determine mailability of a specific material, a mailer must submit a material safety data sheet (MSDS) and the following information to the appropriate Pricing and Classification Service Center (PCSC):

- a. Name of material, hazard class, and assigned United Nations (UN) or North America (NA) identification number.
- b. Chemical composition by percentage of ingredient.
- c. Flashpoint.
- d. Toxic properties.
- e. Irritant action when inhaled, swallowed, or contacted by eyes or skin.
- f. Special precautions necessary to permit handling without harm to USPS employees or damage to property or other mail.
- g. Explanation of warning labels and shipping papers required by state or federal regulations.
- h. Proposed packaging method, including the addressing and required markings.
- i. Proposed number of pieces to be mailed, class of mail, and post office(s) of mailing. [C023.1.6]

**10.7 Warning Labels for Hazardous Materials**

With few exceptions as noted in these standards, most hazardous materials acceptable for mailing fall within the Other Regulated Materials (ORM-D) regulations of CFR 49 173.144, which do not require DOT hazard class warning labels. Except for Division 6.2 materials under 10.17.5 and dry ice under 10.20.4, any hazardous material bearing or required to bear a DOT hazard class warning label under the requirements in 49 CFR is prohibited from mailing. Mailable ORM-D material must be marked as required in 10.8. Mailable hazardous material must bear DOT handling labels (e.g., orientation arrows, magnetized materials) when applicable. [C023.1.7]

**10.8 Package Markings for Hazardous Materials**

Each mailpiece containing a mailable hazardous material must be plainly and durably marked on the address side with the required shipping name and UN identification number. The UN identification number is not required on a mailpiece that contains an ORM-D material. A mailable ORM-D material must be marked on the address side with "ORM-D" or "ORM-D AIR," as applicable, immediately



following or below the proper shipping name. The proper shipping name for a mailable ORM-D material is “consumer commodity.” The designation “ORM-D” or “ORM-D AIR”, as required, must be placed within a rectangle that is approximately 6.3 mm (1/4 inch) larger on each side than the designation. Mailable ORM-D materials sent as Standard Mail or Package Services must also be marked on the address side as “Surface Only” or “Surface Mail Only.” [C023.1.8]

#### **10.9 Shipping Papers for Hazardous Materials**

A shipper’s declaration for dangerous goods (i.e., shipping paper) prepared under 49 CFR 172.200 through 172.205 is required for certain types of hazardous materials when mailed. The shipping paper must be completed and signed in triplicate by the mailer. It must be affixed to the outside of the mailpiece within an envelope or similar carrier that can be easily opened and resealed to allow viewing of the document. Shipping papers are required as follows:

- a. *Air transportation requirements.* Except for nonregulated materials sent under [10.17.3](#) or [10.17.10](#) and diagnostic specimens sent under [10.17.6](#), mailpieces containing mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates must include a shipping paper.
- b. *Surface transportation requirements.* Except for nonregulated materials sent under [10.17.3](#) or [10.17.10](#) and mailable ORM-D materials, mailpieces containing mailable hazardous materials sent at the Standard Mail or Package Services rates must include a shipping paper. [C023.1.9]

#### **10.10 Air Transportation Prohibitions for Hazardous Materials**

All mailable hazardous materials sent at the First-Class Mail, Priority Mail, or Express Mail rates must meet the requirements for air transportation. The following types of hazardous materials that are prohibited from carriage on air transportation must not be sent at the First-Class Mail, Priority Mail, or Express Mail rates:

- a. Anything susceptible to damage or that can become harmful because of changes in temperature or atmospheric pressures unless protected against the effects of such changes.
- b. Magnetic materials that have a field strength sufficient to cause a compass deviation at a distance of 15 feet (4.6 meters) or more from any point on the outer packaging.
- c. Flammable materials (gases, liquids, and solids).
- d. Radioactive materials.
- e. Materials excluded from air shipment by DOT regulations (49 CFR 100-185) or of the applicable state (country) or air carrier operator variations. Certain restricted articles, as described in 49 CFR 100-185 and the operator variations of the air carriers, may be accepted for air transportation if properly packaged. These articles must be labeled and bear a shipper's declaration in triplicate, as required by 49 CFR 172.204, or must be marked according to the air carrier's operator variations. Refer to the technical instruction of the International Civil Aviation Organization (ICAO) for air carrier operator variations. [C023.1.10]

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**10.11 Explosives (Hazard Class 1)****10.11.1 Definition**

An *explosive* is any substance, article, or device that is designed to function by explosion (i.e., an extremely rapid release of gas and heat) or that, by chemical reaction within itself, is able to function in a similar manner even if not designed to function by explosion, unless the substance or article is otherwise classed under the provisions in 49 CFR. Hazard class 1 has six divisions as shown in [Exhibit 10.4](#). No further explanation of the six divisions is provided in these standards because explosives are prohibited in the mail except as permitted in [10.11.2](#). [C023.2.1]

**10.11.2 Mailability**

Explosives are prohibited in international mail. Explosives are prohibited in the domestic mail via air transportation. For domestic surface transportation, explosives are prohibited except for certain Division 1.4S toy propellant devices and safety fuses specifically approved by the manager of Mailing Standards (see [608.8.0](#) for address) before mailing. A mailable explosive must meet the packaging and marking requirements provided with the manager's approval. A shipping paper is required. [C023.2.2]

**10.12 Gases (Hazard Class 2)****10.12.1 Definition**

Hazard class 2 consists of three divisions:

- a. Division 2.1, Flammable Gases. A material that is a gas at 68°F (20°C) or less and 14.7 psi (101.3 kPa) of pressure. Flammable gases also include materials that have a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa) and that are ignitable at 14.7 psi (101.3 kPa) when in a mixture of 13% or less by volume with air or that have a flammable range at 14.7 psi (101.3 kPa) with air of at least 12% regardless of the lower limit. These conditions must be established in accordance with ASTM E681-85, Standard Test Method for Concentration Limits of Flammability of Chemicals, or other approved equivalent method. The flammability of aerosols must be determined using the tests specified in 49 CFR 173.306(j).
- b. Division 2.2, Nonflammable, Nontoxic Gases. A material that does not meet the definition of Division 2.1 or 2.3 and exerts in its packaging an absolute pressure of 40.6 psi (280 kPa) or greater at 68°F (20°C).
- c. Division 2.3, Toxic Gases. A material that is poisonous by inhalation and is a gas at 68°F (20°C) or less and a pressure of 14.7 psi (101.3 kPa) or a material that has a boiling point of 68°F (20°C) or less at 14.7 psi (101.3 kPa). [C023.3.1]

**10.12.2 Mailability**

Gases are prohibited in international mail. Toxic gases in Division 2.3 are prohibited in domestic mail. Flammable gases in Division 2.1 are prohibited in domestic mail via air transportation, but are permitted via surface transportation if the material can qualify as an ORM-D material and meet the standards in [10.12.3](#) and [10.12.4](#). Nonflammable gases in Division 2.2 are generally permitted in the domestic mail via air or surface transportation if the material can qualify as an ORM-D material and meet the standards in [10.12.3](#) and [10.12.4](#). [C023.3.2]

**10.12.3 Container**

An other-than-metal primary receptacle containing a mailable gas may be acceptable if the water capacity of the primary receptacle is 4 fluid ounces (7.22 cubic inches) or less per mailpiece and the primary receptacle meets 49 CFR requirements. Mailable nonflammable and flammable compressed gases are acceptable in metal primary receptacles that have a water capacity up to 33.8 fluid ounces (1 liter or 61.0 cubic inches), depending on their internal pressure. A DOT 2P container must be used as the primary receptacle if the internal pressure is from 140 to 160 psi at 130°F (55°C). A DOT 2Q container must be used as the primary receptacle if the pressure is from 161 to 180 psi at 130°F (55°C). A container with an internal pressure over 180 psi at 130°F (55°C) is prohibited from mailing. Mailable flammable compressed gases are restricted to 33.8 fluid ounces (1 liter) per mailpiece. Mailable nonflammable compressed gases are permitted in individual 33.8 fluid ounce (1 liter) containers that must be securely packed within an outer shipping container. Each mailpiece must not exceed a total weight of 25 pounds. [C023.3.3]

**10.12.4 Marking**

For surface transportation, packages of mailable gases must be clearly marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name (consumer commodity). For air transportation, packages must be plainly and durably marked on the address side with “ORM-D AIR” immediately following or below the proper shipping name and must also bear a shipper’s declaration for dangerous goods. [C023.3.4]

**10.13 Flammable and Combustible Liquids (Hazard Class 3)****10.13.1 Definitions**

The terms used in the standards that apply to hazard class 3 are defined as follows:

- a. *Flammable liquid* means a liquid that has a flashpoint of not more than 141°F (60.5°C), or any material in a liquid phase that has a flashpoint at or above 100°F (38°C).
- b. *Combustible liquid* means any liquid that does not meet the definition of any other hazard class and has a flashpoint above 141°F (60.5°C) and below 200°F (93°C). Note: A flammable liquid with a flashpoint at or above 100°F (38°C) that does not meet the definition of any other hazard class may be reclassified as a combustible liquid per 49 CFR 173.120(b). [C023.4.1]

**10.13.2 Flammable Liquid Mailability**

Flammable liquid is prohibited in international mail. Flammable liquid with a flashpoint of 20°F (-7°C) or below is prohibited in domestic mail. Other flammable liquid is prohibited in domestic mail via air transportation but is permitted via surface transportation if the material can qualify as an ORM-D material and meet the following conditions as applicable:

- a. The flashpoint is above 20°F (-7°C) but no more than 73°F (23°C); the liquid is in a metal primary receptacle not exceeding 1 quart, or in another type of primary receptacle not exceeding 1 pint, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed within a securely sealed secondary container

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that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.

- b. The flashpoint is above 73°F (23°C) but less than 100°F (38°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are placed within a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.

[C023.4.2]

### 10.13.3 Combustible Liquid Mailability

Combustible liquid is prohibited in international mail. Combustible liquid is permitted in domestic mail if the material can qualify as an ORM-D material and meet the following conditions as applicable:

- a. For surface transportation, if the flashpoint is 100°F (38°C) but no more than 141°F (60.5°C); the liquid is in a metal primary receptacle not exceeding 1 gallon, or in another type of primary receptacle not exceeding 1 quart, per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name.
- b. For surface or air transportation, if the flashpoint is above 141°F (60.5°C) but no more than 200°F (93°C); the liquid is in a primary receptacle not exceeding 1 gallon per mailpiece; enough cushioning surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle are packed in a securely sealed secondary container that is placed within a strong outer shipping container; and each mailpiece is plainly and durably marked on the address side with “ORM-D” or “ORM-D AIR,” as applicable, immediately following or below the proper shipping name. Mailable material sent via surface transportation must be marked on the address side as “Surface Only” or “Surface Mail Only.” For air transportation, each mailpiece must bear a shipper’s declaration for dangerous goods.
- c. For air or surface transportation, if the flashpoint is above 200°F (93°C) the material is not regulated as a hazardous material. Such nonregulated materials must be properly and securely packaged to prevent leakage under the general packaging requirements in [2.0, Packaging](#). [C023.4.3]

**10.13.4 Cigarette Lighters**

A cigarette lighter equipped with an ignition element and containing fuel is a Class 3 flammable liquid. A cigarette lighter that contains a flammable gas is classed as a Division 2.1 flammable gas. A cigarette lighter containing either flammable liquid or flammable gas is permitted only in domestic mail via surface transportation when all of the following conditions are met:

- a. The design of the lighter and its packaging are approved by the DOT Associate Administrator for Hazardous Material Safety, per 49 CFR 173.21(i) and 173.308; and a DOT Approval Number (T-Number) is issued.
- b. The prospective mailer of the lighter submits to the appropriate PCSC manager a written request for authorization to mail the lighter, accompanied by a legible photocopy of the official DOT notice conveying the approval described in [10.13.4a](#) and a specimen of the actual lighter, the packaging materials in which each lighter is to be mailed, the number of mailpieces and mailing location; and the mailer receives from the PCSC manager a letter approving the requested authorization for mailing.
- c. When presented for mailing, the address side of the mailpiece containing the lighter prominently displays the T-Number, the proper shipping name "Lighter(s)" or "Lighter(s) for Cigarette," and the marking "Surface Only" or "Surface Mail Only"; all preparation and packaging requirements in the PCSC manager's approval letter are met; and a legible photocopy of the PCSC manager's approval letter accompanies the mailing. [C023.4.4]

**10.14 Flammable Solids (Hazard Class 4)****10.14.1 Definitions**

Hazard class 4 consists of three divisions:

- a. Division 4.1, Flammable Solids. Any solid material other than one classed as an explosive that, under conditions normally incident to transportation, is likely to cause fires through friction or retained heat from manufacturing or processing, or that can be ignited readily and, when ignited, burns so vigorously and persistently as to create a serious transportation hazard.
- b. Division 4.2, Spontaneously Combustible. A liquid or solid pyrophoric material that even in small amounts and without an external ignition source can ignite within 5 minutes after coming in contact with air, or a self-heating material that, when in contact with air and without an energy supply, is liable to self-heat.
- c. Division 4.3, Dangerous When Wet. A material that, by contact with water, is likely to become spontaneously flammable or to give off flammable or toxic gas at a rate greater than 1 liter per kilogram of the material per hour. [C023.5.1]

**10.14.2 Mailability**

Flammable solids are prohibited in international mail. Flammable solids are prohibited in domestic mail via air transportation. A flammable solid that can qualify as an ORM-D material is permitted in domestic mail via surface transportation if the material is contained in a secure primary receptacle having a weight of 1 pound or less; the primary receptacle(s) is packed in a strong outer shipping container with a

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total weight of 25 pounds or less per mailpiece; and each mailpiece is plainly and durably marked on the address side with "Surface Only" or "Surface Mail Only" and "ORM-D" immediately following or below the proper shipping name. [C023.5.2]

**10.14.3 Matches**

Matches are classified as flammable solids. Strike-anywhere matches are prohibited in international and domestic mail. Safety matches (book, card, or strike-on-box) are prohibited in international mail, and in domestic mail via air transportation, but are permitted in domestic mail via surface transportation if:

- a. They do not ignite spontaneously under conditions normally incident to transportation or when subjected for 8 consecutive hours to a temperature of 200°F (93°C).
- b. They cannot be readily ignited by friction unless struck on their own or a similar box, card, or book.
- c. They are tightly packed in a securely sealed primary receptacle to prevent any shifting or movement that could cause accidental ignition by rubbing against adjoining items. The primary receptacle(s) is placed securely within an outer shipping container made of fiberboard, wood, or other equivalent material. Multiple primary receptacles may be placed in a single outer shipping container. The address side of the mailpiece must be marked "Surface Only" or "Surface Mail Only" and "Book Matches," "Strike-on-Card Matches," or "Card Matches," as appropriate. A shipping paper is not required.
- d. The gross weight of each mailpiece is not more than 25 pounds. [C023.5.3]

**10.15 Oxidizing Substances, Organic Peroxides (Hazard Class 5)****10.15.1 Definition**

Hazard class 5 consists of two divisions:

- a. Division 5.1, Oxidizing Substances. A material that may, generally by yielding oxygen, cause or enhance the combustion of other materials.
- b. Division 5.2, Organic Peroxides. Any organic compound that contains oxygen in the bivalent structure and that may be considered a derivative of hydrogen peroxide, where one or more of the hydrogen atoms have been replaced by organic radicals. [C023.6.1]

**10.15.2 Mailability**

Oxidizing substances and organic peroxides are prohibited in international mail. For domestic mail, a material that can qualify as an ORM-D material is permitted via air or surface transportation. Liquid materials must be enclosed within a primary receptacle having a capacity of 1 pint or less; the primary receptacle(s) must be surrounded by absorbent cushioning material and held within a leak-resistant secondary container that is packed within a strong outer shipping container. Solid materials must be contained within a primary receptacle having a weight capacity of 1 pound or less; the primary receptacle(s) must be surrounded with cushioning material and packed within a strong outer shipping container. Each mailpiece may not exceed a total weight of 25 pounds. The address side of each mailpiece must be plainly and durably marked with "ORM-D AIR" or "ORM-D," as applicable, immediately following or below the proper shipping name. A mailable Class 5

material sent via surface transportation must be marked "Surface Mail" or "Surface Mail Only" on the address side. A mailable material sent via air transportation must bear a shipper's declaration for dangerous goods. [C023.6.2]

## 10.16 Toxic Substances (Hazard Class 6, Division 6.1)

### 10.16.1 Definitions

The terms used in the standards for Division 6.1 material are:

- a. *Toxic substance* is a poisonous material, other than a gas, that is known to be so toxic to humans as to cause death, injury, or harm to human health if swallowed, inhaled, or contacted by the skin.
- b. *Oral toxicity* applies to a liquid with a lethal dose (LD<sub>50</sub>) for acute oral toxicity of not more than 500 mg/kg or a solid with an LD<sub>50</sub> for acute oral toxicity of not more than 200 mg/kg that when administered by mouth is likely to cause death within 14 days in half of the test animals.
- c. *Dermal toxicity* applies to a material with an LD<sub>50</sub> for acute dermal toxicity of not more than 1,000 mg/kg that when administered by continuous contact with bare skin is likely to cause death within 14 days in half of the test animals.
- d. *Inhalation toxicity* applies to a dust or mist with a lethal concentration (LC<sub>50</sub>) for acute inhalation toxicity of not more than 10 mg/L; or a saturated vapor concentration in air at 68°F (20°C) of more than one-fifth of the LC<sub>50</sub> for acute toxicity on inhalation of vapors and with an LC<sub>50</sub> for acute inhalation toxicity of vapors of not more than 5,000 ml/m<sup>3</sup>; that when administered by continuous inhalation for 1 hour is likely to cause death within 14 days in half of the test animals.
- e. *Irritating material* is any liquid or solid substance (e.g., tear gas) that gives off intense fumes and causes extreme irritation and impairment to a person's ability to function. [C023.7.1]

### 10.16.2 Mailability

Toxic substances or poisons are prohibited in international mail. For domestic mail, a Division 6.1 toxic substance or poison that can qualify as an ORM-D material is permitted when packaged under the applicable requirements in 10.16.4. Certain other poisonous materials are permitted to be mailed only between the authorized parties and under the conditions in 10.16.3. [C023.7.2]

### 10.16.3 Authorized Parties

A Division 6.1 toxic substance having an LD<sub>50</sub> for oral toxicity of greater than 5mg/kg but less than or equal to 50 mg/kg is mailable only if packaged under the applicable requirements in 10.16.4 and when sent between authorized parties and under specified conditions, as follows:

- a. Toxic substances for scientific use (not outwardly or of their own force dangerous or injurious to life, health, or property) may be sent only between manufacturers, dealers, bona fide research or experimental scientific laboratories, and employees of federal, state, or local governments who have official use for such poisons and are designated by the agency head to receive or send such poisons. For air transportation, a shipper's declaration for dangerous goods is required.

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- b. Poisonous drugs and medicines may be sent only from the manufacturer or dealer of the drugs and medicines to licensed physicians, surgeons, dentists, pharmacists, druggists, cosmetologists, barbers, and veterinarians (18 USC 1716). [C023.7.3]

**10.16.4 Packaging and Marking**

The following requirements must be met, as applicable:

- a. A toxic substance that can qualify as an ORM-D material and does not exceed a total capacity of 8 ounces per mailpiece is permitted if: the material is held in a primary receptacle(s); enough cushioning material surrounds the primary receptacle to absorb all potential leakage; the cushioning and primary receptacle(s) are packed in another securely sealed secondary container that is placed within a strong outer shipping container. Each mailpiece must be plainly and durably marked on the address side with "ORM-D" or "ORM-D AIR," as applicable, immediately following or below the proper shipping name. Mailable material sent via surface transportation must be marked on the address side as "Surface Only" or "Surface Mail Only."
- b. Other toxic substances and poisons are permitted to be sent between the authorized parties and under the conditions in 10.16.3 when they do not exceed 8 ounces per mailpiece and if: the material is held in a leak-resistant primary receptacle(s); sufficient absorbent and cushioning material completely surround each primary receptacle; the primary receptacle(s) and the absorbent and cushioning materials are firmly held within a leakproof (for liquids) or siftproof (for solids) secondary container; the secondary container is firmly and securely held within a strong outer shipping container of 200-pound grade corrugated fiberboard or equivalent strength. The address side of each mailpiece must be marked with the proper shipping name and UN (or NA) identification number of the material (unless exempted by 11.11.2). Mailable materials sent via surface transportation must be marked on the address side as "Surface Only" or "Surface Mail Only." Each mailpiece must bear a shipping paper. [C023.7.4]

**10.16.5 Irritants**

Irritants are prohibited in international mail and domestic mail. [C023.7.5]

**10.17 Infectious Substances (Hazard Class 6, Division 6.2)****10.17.1 General**

The materials covered under Division 6.2 include infectious substances (i.e., etiologic agents), biological products, cultures and stocks, diagnostic (clinical) specimens, regulated medical waste, sharps waste, toxins, and used health care products. Division 6.2 materials are not permitted in international mail or domestic mail, except when they are intended for medical or veterinary use, research, or laboratory certification related to the public health; and only when such materials are properly prepared for mailing to withstand shocks, pressure changes, and other conditions related to ordinary handling in transit. Mailable Division 6.2 materials sent as international mail must meet the standards in *International Mail Manual* 135. For



domestic mail, mailable Division 6.2 materials must meet the applicable standards in 10.17. Unless otherwise noted, all mailable Division 6.2 materials in Risk Groups 2, 3, or 4 must be prepared to meet the requirements for air transportation. [C023.8.1]

### 10.17.2 Definitions

The terms used in the standards for Division 6.2 materials are defined as follows:

- a. *Division 6.2 (infectious substance)* means a material known to contain or suspected of containing a pathogen. A pathogen is a virus or microorganism (including its viruses, plasmids, or other genetic elements, if any) or a proteinaceous infectious particle (prion) that has the potential to cause disease in humans or animals. A Division 6.2 material must be assigned to a risk group as defined in 10.17.2f. Assignment to a risk group is based on the known medical condition and history of the source patient or animal, endemic local conditions, symptoms of the source patient or animal, or professional judgment concerning individual circumstances of the source patient or animal. Infectious substances are subject to applicable requirements in 42 CFR 72 (Interstate Shipment of Etiologic Agents).
- b. *Biological product* means a virus, therapeutic serum, toxin, antitoxin, vaccine, blood, blood component or derivative, allergenic product, or analogous product used in the prevention, diagnosis, treatment, or cure of diseases in humans or animals. A biological product includes a material manufactured and distributed in accordance with one of the following provisions: 9 CFR 102 (Licenses for Biological Products); 9 CFR 103 (Experimental Products, Distribution, and Evaluation of Biological Products Prior to Licensing); 9 CFR 104 (Permits for Biological Products); 21 CFR 312 (Investigational New Drug Application); 21 CFR 314 (Applications for FDA Approval to Market a New Drug); 21 CFR 600–680 (Biologics); or 21 CFR 812 (Investigational Device Exemptions). A biological product known to contain or suspected of containing a pathogen in Risk Group 2, 3, or 4 must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814 or UN 2900, as appropriate, unless otherwise excepted by standard.
- c. *Cultures and stocks* means a material prepared and maintained for growth and storage and containing a Risk Group 2, 3, or 4 infectious substance.
- d. *Diagnostic (clinical) specimen* means any human or animal material, including excreta, secretions, blood and its components, tissue, and tissue fluids being transported for diagnostic or investigational purposes, but excluding live infected animals. A diagnostic specimen is not assigned a UN identification number unless the source patient or animal has or may have a serious human or animal disease from a Risk Group 4 pathogen, in which case it must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814 or UN 2900, as appropriate. Assignment to UN 2814 or UN 2900 is based on known medical condition and history of the patient or animal, endemic local conditions, symptoms of the source patient or animal, or professional judgment concerning individual circumstances of the source patient or animal.

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- e. *Regulated medical waste*, for USPS purposes, means a soft waste material (other than a sharp) known to contain or suspected of containing an infectious substance in Risk Group 2 or 3 and generated in the diagnosis, treatment, or immunization of human beings or animals; research on the diagnosis, treatment, or immunization of human beings or animals; or the production or testing of biological products. Soft medical waste includes items such as used rubber gloves, swabs, gauze, tongue depressors, etc. Regulated medical waste classified in Risk Group 4 is nonmailable.
- f. *Risk group* means a ranking of a microorganism's ability to cause injury through disease. A risk group is defined by criteria developed by the World Health Organization (WHO) that are based on the severity of the disease caused by the organism, the mode and relative ease of transmission, the degree of risk to both an individual and a community, and the reversibility of the disease through the availability of known and effective preventive agents and treatment. There is no relationship between a risk group and a DOT packing group. Assignment to a risk group is based on the known medical condition and history of the source patient or animal, endemic local conditions, symptoms of the source patient or animal, or professional judgment concerning individual circumstances of the source patient or animal. The sender is responsible for accurately ranking a mailable material within the correct risk group. [Exhibit 10.17.2f](#) details the criteria for each risk group according to the level of risk.

**Exhibit 10.17.2f Risk Group Criteria**

| <b>RISK GROUP</b> | <b>PATHOGEN</b>   | <b>RISK TO INDIVIDUALS</b> | <b>RISK TO COMMUNITY</b> |
|-------------------|---|----------------------------|--------------------------|
| <b>4</b>          | A pathogen that usually causes serious human or animal disease and that can be readily transmitted from one individual to another, directly or indirectly, and for which effective treatments and preventive measures are not usually available.  | High                       | High                     |
| <b>3</b>          | A pathogen that usually causes serious human or animal disease but does not ordinarily spread from one infected individual to another, and for which effective treatments and preventive measures are available.  | High                       | Low                      |
| <b>2</b>          | A pathogen that can cause human or animal disease but is unlikely to be a serious hazard, and, while capable of causing serious infection on exposure, for which there are effective treatments and preventive measures available and the risk of spread of infection is limited.                               | Moderate                   | Low                      |
| <b>1</b>          | A microorganism that is unlikely to cause human or animal disease. A material containing only such microorganisms is not subject to regulation as a hazardous material, but it is subject to the packaging requirements in <a href="#">601.10.17.10</a> , unless otherwise noted in <a href="#">601.10.17</a> . | None or Very Low           | None or Very Low         |

[C023.8.2f]

- g. *Sharps*, for USPS purposes, means any object contaminated with a pathogen or that may become contaminated with a pathogen through handling or during transportation and that is also capable of cutting or penetrating skin or a packaging material. Sharps include used medical waste such as needles, syringes, scalpels, broken glass, culture slides, culture dishes, broken capillary tubes, broken rigid plastic, and exposed ends of dental wires. Sharps waste classified in Risk Group 4 is nonmailable.
- h. *Toxin* means a Division 6.1 material from a plant, animal, or bacterial source. A toxin containing an infectious substance or a toxin contained in an infectious substance must be classed as Division 6.2, described as an infectious substance, and assigned to UN 2814 or UN 2900, as appropriate.
- i. *Used health care product* means a medical, diagnostic, or research device or piece of equipment, or a personal care product used by consumers, medical professionals, or pharmaceutical providers that does not meet the definition of a diagnostic specimen, biological product, regulated medical waste, or sharps waste, is contaminated with potentially infectious body fluids or materials, and is not decontaminated or disinfected to remove or mitigate the infectious hazard prior to transportation. A used health care product classified in Risk Group 4 is nonmailable. [C023.8.2]

### 10.17.3 Nonregulated Materials

The following materials are not subject to regulation as Division 6.2 hazardous materials and are mailable when the packaging requirements in [10.17.10](#) are met:

- a. A diagnostic (clinical) specimen known to contain or suspected of containing a microorganism in Risk Group 1, or that does not contain a pathogen. Also, a diagnostic specimen in which the pathogen has been neutralized or inactivated so that exposure to it cannot cause disease.
- b. A biological product known to contain or suspected of containing a microorganism in Risk Group 1, or that does not contain a pathogen. Also any biological product, including an experimental product or component of a product, subject to Federal approval, permit, or licensing requirements, such as those required by the Food and Drug Administration (FDA) of the Department of Health and Human Services (HHS) or the U.S. Department of Agriculture (USDA).
- c. Blood collected for blood transfusion or the preparation of blood products; blood products; tissues intended for use in surgical procedures; and human cell, tissues, and cellular and tissue-based products regulated under authority of the Public Health Service Act and/or the Food, Drug, and Cosmetic Act. Also, blood collected for blood transfusion or the preparation of blood products and sent for testing as part of the collection process, except where the person collecting the blood has reason to believe it contains a pathogen in Risk Group 2 or 3, in which case the test sample must be packaged under [10.17.6](#).
- d. A material, including a Division 6.2 waste, that previously contained an infectious substance that has been treated by steam sterilization, chemical disinfection, or other appropriate method, so it no longer meets the definition of an infectious substance in Risk Group 2, 3, or 4.

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- e. Forensic material in Risk Group 1 transported on behalf of a U.S. government, state, local, or Indian tribal government agency.
- f. Environmental microbiological samples, such as samples of dust from a ventilation system or mold from a wallboard, collected to evaluate occupational and residential exposure risks. [C023.8.3]

**10.17.4 Packaging—General**

All materials mailable under the provisions in 10.17 must be properly packaged. Exhibit 10.17.4 lists the specific reference in 10.17 under which each type of mailable material must be packaged. [C023.8.4]

**Exhibit 10.17.4 Packaging References for Materials Mailable Under 10.17, Infectious Substances (Hazard Class 6, Division 6.2)**

| MATERIAL                            | RISK GROUP |         |         |         |
|-------------------------------------|------------|---------|---------|---------|
|                                     | 1          | 2       | 3       | 4       |
| Blood for Transfusion               | 10.17.10   | 10.17.6 | 10.17.6 | nm      |
| Biological Product                  | 10.17.10   | 10.17.5 | 10.17.5 | 10.17.5 |
| Culture or Stock                    | 10.17.10   | 10.17.5 | 10.17.5 | 10.17.5 |
| Diagnostic Specimen                 | 10.17.10   | 10.17.6 | 10.17.6 | 10.17.5 |
| Infectious Substance (Division 6.2) | 10.17.10   | 10.17.5 | 10.17.5 | 10.17.5 |
| Forensic Material                   | 10.17.10   | 10.17.9 | 10.17.9 | 10.17.5 |
| Regulated Medical Waste             | 10.17.7    | 10.17.7 | 10.17.7 | nm      |
| Sharps Waste                        | 10.17.7    | 10.17.7 | 10.17.7 | nm      |
| Toxin (Division 6.2)                | 10.17.10   | 10.17.5 | 10.17.5 | 10.17.5 |
| Treated Medical Waste               | 10.17.10   | n/a     | n/a     | n/a     |
| Used Health Care Product            | 10.17.8    | 10.17.8 | 10.17.8 | nm      |

nm = Not mailable.

n/a = Not applicable.

[Exhibit C023.8.4]

**10.17.5 Packaging of Division 6.2 Infectious Substances**

Division 6.2 materials include infectious substances (etiologic agents), biological products, cultures or stocks, and toxins known or suspected to contain a Risk Group 2, 3, or 4 pathogen. Division 6.2 also includes diagnostic specimens known or suspected to contain a Risk Group 4 pathogen. The packaging of Division 6.2 infectious substances is subject to these standards:

- a. All Division 6.2 materials must meet the packaging requirements in 49 CFR 173.196. Either the primary receptacle or the secondary container must be capable of withstanding, without leakage, an internal pressure that produces a pressure differential of not less than 0.95 bar, 14 psi (95 kPa), and temperatures in the range of -40°F to 131°F (-40°C to 55°C) as required by 49 CFR 173.196.
- b. The material must be packaged in a securely sealed and watertight primary receptacle (test tube, vial, etc.) that is enclosed in another watertight and durable secondary container that is securely sealed. Several primary

receptacles may be enclosed in the secondary container if there is adequate cushioning material between them to prevent breakage during normal handling, and if the total volume of the material in all enclosed primary receptacles does not exceed 50 ml for liquids or 50 g for solids. The primary receptacle(s) and the secondary container must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#).

- c. The space between the primary receptacle(s) and the secondary container at the top, bottom, and sides must contain enough absorbent material to take up the entire contents of the primary receptacle(s) in case of breakage or leakage.
- d. The primary receptacle(s) and the secondary container must be securely enclosed in an outer shipping container constructed of fiberboard or other equivalent material. No external surface of the outer shipping container may be less than 3.9 inches (100 mm) as required by 49 CFR 173.196. An itemized list of the contents of the primary receptacle(s) must be enclosed between the secondary container and the outer shipping container.
- e. Each mailpiece must be designed and constructed so that, if it were subject to the environmental and test conditions in 49 CFR 178.609, there would be no release of the contents to the environment and no significant reduction in the effectiveness of the packaging.
- f. All mailpieces sent under [10.17.5](#) must be sent First-Class Mail or Priority Mail and must be marked on the address side with the proper shipping name and UN number of the material (e.g., “UN 2814, Infectious Substances, Affecting Humans” or “UN 2900, Infectious Substances, Affecting Animals”). Each mailpiece must bear a DOT Class 6 label for infectious substances (etiologic agents), proper UN package specification markings, and orientation markings. A shipping paper is required. Any mailpiece classified as a Risk Group 4 material and that contains any of the select agents or toxins listed in 42 CFR 73.4 or 73.5 must meet all requirements in 42 CFR 72 and must also be sent using Registered Mail service.
- g. Articles that include dry ice as a refrigerant for the infectious substance must meet the requirements in 49 CFR 173.196(b)(2)(ii). [\[C023.8.5\]](#)

### **10.17.6 Packaging for Diagnostic Specimens in Risk Group 2 or 3**

A diagnostic (clinical) specimen known or suspected to contain a Risk Group 4 pathogen must be packaged under [10.17.5](#). A diagnostic specimen classified in Risk Group 1 must be packaged under [10.17.10](#). A diagnostic specimen classified in Risk Group 2 or 3 and that meets the definition in [10.17.2d](#) must be sent as First-Class Mail, Priority Mail, or Express Mail. Such materials must be packaged in a triple packaging, consisting of a primary receptacle, secondary container, and outer shipping container, subject to the following specific requirements:

- a. *Liquid Diagnostic (Clinical) Specimens.*
  1. The specimen must be contained in a leakproof and securely sealed primary receptacle. A single primary receptacle may not contain more than 500 ml of a specimen. Multiple primary receptacles are permitted in a single mailpiece if the mailpiece does not contain more than 4,000 ml. The primary receptacle(s) must be surrounded with sufficient

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cushioning material to withstand shock and pressure changes and with absorbent material capable of taking up the entire liquid contents should the primary receptacle(s) leak.

2. The primary receptacle(s) and the absorbent material must be securely packed within a secondary container in such a way that, under normal conditions of transport, the primary receptacle cannot break, be punctured, or leak its contents into the secondary container.
3. The secondary container must be leakproof, securely sealed, and placed within a strong outer shipping container having suitable cushioning material such that any leakage of the contents does not impair the protective properties of the cushioning material or the outer shipping container. The secondary container must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#).
4. The primary receptacle(s) or the secondary container must be capable of withstanding, without leakage, an internal pressure producing a pressure differential of not less than 0.95 bar, 14 psi (95 kPA). The completed mailpiece must be capable of successfully passing the drop test in 49 CFR 178.603 at a drop height of at least 1.2 meters (3.9 feet). The address side of the outer shipping container must be clearly and durably marked "Diagnostic Specimen." A shipping paper is not required.

*b. Solid (or Dried) Diagnostic Specimens.*

1. The primary receptacle must be siftproof with a capacity of not more than 500 g (1.1 pounds).
2. If several fragile primary receptacles are placed in a single secondary container, they must be individually wrapped or separated with sufficient cushioning material to prevent contact between them. The secondary container must be siftproof to contain the contents should the primary receptacle(s) leak. The secondary container must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#).
3. The outer shipping container may not exceed 4 kg (8.8 pounds) capacity. The outer shipping container must be clearly and durably marked "Diagnostic Specimen." A shipping paper is not required. [C023.8.6]

**10.17.7 Sharps Waste and Other Mailable Regulated Medical Waste**

Regulated medical waste and sharps waste known to contain or suspected of containing an infectious substance in Risk Group 4 are nonmailable. Regulated medical waste and sharps waste as defined in [10.17.2e](#) and [10.17.2g](#), respectively, and classified in Risk Group 1, 2, or 3 are permitted for mailing only using merchandise return service (see [507.9.0](#)) with First-Class Mail or Priority Mail, subject to the following requirements:

- a. *Authorization.* Each distributor or manufacturer of a complete regulated medical waste or sharps waste mailing container system (including all component parts required to safely mail such waste to a storage or disposal facility) must obtain authorization from the USPS prior to mailing. Before applying for authorization, each type of mailing container system must be tested and certified under the standards in [10.17.7d](#) by an independent testing facility. The manufacturer or

distributor in whose name the authorization is being sought must submit a written request to the manager, Mailing Standards, USPS Headquarters (see [608.8.0, USPS Contact Information](#), for address). The request for authorization must contain the following:

1. An irrevocable \$50,000 surety bond or letter of credit as proof of sufficient financial responsibility to cover disposal costs if the manufacturer (or distributor) ceases doing business before all its waste container systems are disposed of or to cover cleanup costs if spills occur while the containers are in USPS possession. The surety bond or letter of credit must be issued in the name of the manufacturer or distributor seeking the authorization and must name the USPS as the beneficiary or obligee, as appropriate.
  2. Address of the headquarters or general business office of the distributor or manufacturer seeking the authorization.
  3. Address of each disposal and storage site.
  4. List of all types of mailing container systems to be covered by the request, a complete sample of each mailing container system, and proof of package testing certifications performed by the independent testing facility that subjected the packaging materials to the testing requirements in [10.17.7d](#).
  5. Copy of the proposed waste manifest (i.e., shipping paper) to be used with each mailing container system.
  6. 24-hour toll free telephone number for emergencies.
  7. List of the types of waste to be mailed for disposal in each mailing container system.
  8. Copy of the merchandise return service label to be used with each mailing container system.
- b. *Packaging*. Regulated medical waste and sharps waste in Risk Group 4 are nonmailable. A waste material treated by steam sterilization, chemical disinfection, or other appropriate method, so it no longer meets the definition of an infectious substance in Risk Group 2, 3, or 4, must be packaged under [10.17.10](#). The packaging for regulated medical waste and sharps waste in Risk Group 1, 2, or 3 is subject to these standards:
1. Regulated medical waste and sharps waste meeting the definitions in [10.17.2e](#) and [10.17.2g](#), respectively, must be collected in a rigid, securely sealed, and leakproof primary receptacle. For sharps waste, the primary receptacle must also be puncture-resistant and may not have a maximum capacity that exceeds 3 gallons in volume. For regulated medical waste, the primary receptacle may not have a maximum capacity that exceeds 5 gallons in volume. Each primary receptacle may not contain more than 50 ml (1.66 ounces) of residual waste liquid. Each primary receptacle must display the international biohazard symbol shown in [Exhibit 10.17.7c.2](#). Each primary receptacle must maintain its integrity when exposed to temperatures between 0° and 120°F.

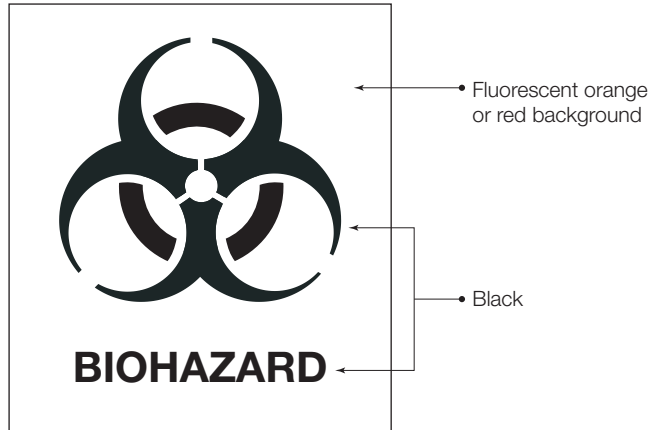
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2. The primary receptacle must be packaged within a watertight secondary container or containment system. The secondary container may consist of more than one component. If one of the components is a plastic bag, it must be at least 3 mil in thickness and be used in conjunction with a strong fiberboard box. A plastic bag by itself does not meet the requirement for a secondary container. Several primary receptacles may be enclosed in a secondary container. The primary receptacle(s) must fit securely and snugly within the secondary container to prevent breakage during ordinary processing.
  3. The secondary container must be enclosed in a strong outer shipping container constructed of 200-pound grade corrugated fiberboard. The joints and flaps of the outer shipping container must be securely taped, glued, or stitched to maintain the integrity of the container. When tape or glue is used to secure an outer shipping container, the material must be water-resistant. Fiberboard boxes with interlock bottom flaps (i.e., easy-fold) are not permitted as outer shipping containers unless reinforced with water-resistant tape. The secondary container must fit securely and snugly within the outer shipping container to prevent breakage during ordinary processing.
  4. There must be enough material within a watertight barrier to absorb and retain three times the total liquid allowed within the primary receptacle (150 ml per primary receptacle) in case of leakage.
  5. Each mailpiece must not weigh more than 25 pounds.
  6. In each mailing container system, the authorized manufacturer or distributor must include a step-by-step instruction sheet that clearly details the proper sequence and method of container system assembly prior to mailing to prevent package failure during transport due to improper assembly. The instruction sheet must also include a customer service telephone number, or provide specific information on where such a telephone number is located elsewhere on the container system, for third-party end users to contact if they have assembly questions or find a component part is missing.
- c. *Mailpiece Labeling, Marking, and Documentation.* Regulated medical waste and sharps waste must meet the following requirements:
1. Each primary receptacle and outer shipping container must bear a label, which cannot be detached intact, showing: (a) the company name of the manufacturer or the distributor to which the mailing authorization is issued; (b) the USPS Authorization Number, and; (c) the container ID number (or unique model number) signifying that the packaging material is certified and that the manufacturer or distributor obtained the authorization required by [10.17.7a](#).



2. The primary receptacle(s) and the outer shipping container must bear the international biohazard symbol in black with either a fluorescent orange or fluorescent red background as shown in [Exhibit 10.17.7c.2](#).

**Exhibit 10.17.7c2 International Biohazard Symbol**



[Exhibit C023.8.7c.2]

3. Each mailpiece must have a four-part waste manifest, which also serves as the shipping paper. The manifest must be affixed to the outside of the mailpiece in an envelope or similar carrier that can be easily opened and resealed to allow review of the document. The manifest must comply with all applicable requirements imposed by the laws of the state from which the container system is mailed. At a minimum, the information in [Exhibit 10.17.7c3, Manifest for Regulated Medical Waste and Sharps Waste Containers](#), must be on the manifest.

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### Exhibit 10.17.7c3 Manifest for Regulated Medical Waste and Sharps Waste Containers

| SECTION  | INFORMATION REQUIRED   |
|--|--|
| 1. Generator (Mailer)  | a. Name.<br>b. Complete address (not a Post Office box).<br>c. Telephone number.<br>d. Description of contents of mailing container. "Regulated Medical Waste" or "Regulated Medical Waste-Sharps" is required as appropriate.<br>e. Date container was mailed.<br>f. State permit number of approved facility in which contents are to be disposed of.  |
| 2. Destination Facility (Disposal Site)  | Complete address (not a Post Office box)   |
| 3. Generator's (Mailer's) Certification  | The following certification statement must be printed on manifest:<br><br>"I certify that this container has been approved for the mailing of [insert either "regulated medical waste" or "sharps waste," as appropriate], has been prepared for mailing in accordance with the directions for that purpose, and does not contain excess liquid or nonmailable material in violation of the applicable Postal Service regulations. I AM AWARE THAT FULL RESPONSIBILITY RESTS WITH THE GENERATOR (MAILER) FOR ANY VIOLATION OF 18 USC 1716 WHICH MAY RESULT FROM PLACING IMPROPERLY PACKAGED ITEMS IN THE MAIL. I also certify that the contents of this consignment are fully and accurately described above by proper shipping name and are classified, packed, marked, and labeled, and in proper condition for carriage by air according to the national governmental regulations."<br><br>This statement must be followed by printed or typewritten name of generator (mailer), signature of generator, and date signed. |
| 4. Destination Facility (Storage or Disposal Site)   | The following certification statement of receipt, treatment, and disposal must be printed on manifest:<br><br>"I certify that the contents of this container have been received, treated, and disposed of in accordance with all local, state, and federal regulations."<br><br>This statement must be followed by printed or typewritten name of an authorized recipient at destination facility, signature of authorized recipient, and date signed.   |
| 5. Transporter Intermediate Handler Other Than the Postal Service (If Different From Destination Facility) | a. Name.<br>b. Complete address (not a Post Office box).<br>c. Printed or typewritten name of transporter or intermediate handler.<br>d. Signature of transporter or intermediate handler and date signed.   |
| 6. Serialized Waste Manifests  | Each waste manifest or mail disposal service shipping record must be serialized using a unique numbering system for identification purposes.   |
| 7. Comment Area  | Each manifest must contain an area designated for entering comments or noting discrepancies.   |
| 8. Completion and Distribution of Waste Manifest   | Each manifest must contain instructions for properly completing the four-part form.<br><br>Copies of the form must be distributed as follows:<br>a. One copy must be kept by generator (mailer).<br>b. One copy must be kept by transporter or intermediate handler for 90 days.<br>c. One copy must be kept by destination facility for 90 days.<br>d. One copy must be mailed to generator by destination facility.  |
| 9. Emergency Telephone Number  | Each manifest must bear the following statement with appropriate information:<br><br>"IN CASE OF EMERGENCY, OR THE DISCOVERY OF DAMAGE OR LEAKAGE, CALL 1-800-###-####."   |

[Exhibit C023.8.7c.3]

4. The outer shipping container must bear a properly prepared merchandise return service label (see [507.9.0](#)). The merchandise return service permit must be held in the same name as that of the authorized medical waste manufacturer or distributor.
  5. The outer shipping container must be marked on two opposite side walls with the package orientation marking in 49 CFR 173.312 to identify the proper upright position of the mailpiece during handling.
  6. Mailpieces containing regulated medical waste or sharps waste must be marked on the address side with the correct UN number and proper shipping name (e.g., “Regulated Medical Waste, UN 3291” or “Regulated Medical Waste–Sharps, UN 3291”).
- d. *Package Testing.* Testing must be performed by an independent testing facility on one sample of each type of mailing container system to prove compliance with [10.17.7a](#). The sample mailing container system must withstand the tests in 49 CFR 178.604 (leakproof test), 178.606 (stacking test), 178.608 (vibration standard), and 178.609(e), (f), and (h) (test requirements for packaging for infectious substances). In addition, the absorbent material must withstand an absorbency test that satisfies the requirements in [10.17.7b4](#). The test results must show that if every container system prepared for mailing were to be subject to the environmental and test conditions in 49 CFR, there would be no release of the contents to the environment and no significant reduction in the effectiveness of the packaging. Periodic retesting must be performed whenever a change is made to the design of the container system or every 24 months, whichever occurs first. [[C023.8.7](#)]

### **10.17.8 Packaging of Used Health Care Products**

A used health care product known or suspected to contain a Risk Group 4 pathogen is nonmailable. A used health care product meeting the definition in [10.17.2i](#), classified in Risk Group 1, 2, or 3, and being returned to the manufacturer or manufacturer's designee is mailable as First-Class Mail, Priority Mail, or Express Mail subject to the following packaging requirements:

- a. Each used health care product must be drained of liquid to the extent possible and placed in a watertight primary receptacle designed and constructed to ensure that it remains intact under normal conditions of transport. For a used health care product capable of cutting or penetrating skin or packaging material, the primary receptacle must be capable of retaining the product without puncture of the packaging under normal conditions of transport. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#).
- b. Each primary receptacle must be placed inside a watertight secondary container designed and constructed to ensure that it remains intact under normal conditions of transport. The secondary container must also be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#).
- c. The secondary container must be placed inside an outer shipping container with sufficient cushioning material to prevent movement between the secondary container and the outer shipping container. An itemized list of the contents of

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the primary receptacle and information concerning possible contamination with a Division 6.2 material, including its possible location on the product, must be placed between the secondary container and the outer shipping container. A shipping paper and a content marking on the outer shipping container are not required. [C023.8.8]

**10.17.9 Packaging of Forensic Material in Risk Groups 2 and 3**

Forensic material in Risk Group 1 sent on behalf of a U.S. government, state, local, or Indian tribal government agency must be packaged under [10.17.10](#). Forensic material known or suspected to contain a Risk Group 4 infectious substance must be packaged under [10.17.5](#). Forensic material known or suspected to contain a Risk Group 2 or 3 pathogen is mailable as First-Class Mail, Priority Mail, or Express Mail when packaged in a triple packaging consisting of a primary receptacle, secondary container, and outer shipping container as follows:

- a. The forensic material must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary container from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. The primary receptacle must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#).
- b. The primary receptacle and the absorbent and cushioning material must be enclosed in a watertight and securely sealed secondary container. The secondary container must also display the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#).
- c. The secondary container must be firmly and snugly packed within a strong outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required. [C023.8.9]

**10.17.10 Packaging for Risk Group 1 Materials**

Division 6.2 materials in Risk Group 1 are not subject to regulation as hazardous materials (see [10.17.3](#)), but when presented for mailing they must be properly packaged. Regulated medical waste, sharps waste, and used health care products classified in Risk Group 1 must be packaged and mailed under the applicable requirements in [10.17.7](#) or [10.17.8](#). All other Risk Group 1 materials are mailable as First-Class Mail, Priority Mail, Express Mail, or Package Services. Such materials must be held within a securely sealed primary receptacle. The primary receptacle must be surrounded by sufficient absorbent material (for liquids) and cushioning material to protect the primary receptacle from breakage. The absorbent material must be capable of taking up the entire liquid contents of the primary receptacle in case of leakage. Either the primary receptacle or the inner packaging must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#). The primary receptacle and the absorbent and cushioning material must be snugly enclosed in a strong outer shipping container that is securely sealed. A shipping paper and a content marking on the outer shipping container are not required. Risk Group 1 diagnostic specimens and biological products are subject to the following packaging standards:

- a. *Liquid Diagnostic (Clinical) Specimens and Biological Products.* A diagnostic (clinical) specimen in Risk Group 4 or a biological product in Risk Group 2, 3, or 4 must be packaged under [10.17.5](#). A diagnostic specimen in Risk Group 2 or 3 must be packaged under [10.17.6](#). The packaging of a diagnostic specimen in Risk Group 1 (e.g., a urine specimen or blood specimen used in drug testing programs or for insurance purposes) or a biological product (e.g., polio vaccine) in Risk Group 1 is subject to the following standards:
1. *Not Exceeding 50 ml.* A diagnostic specimen or biological product consisting of 50 ml or less per mailpiece must be packaged in a securely sealed primary receptacle. Two or more primary receptacles whose combined volume does not exceed 50 ml may be enclosed within a single mailpiece. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container having a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container must be securely sealed and it may serve as the outer shipping container provided it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required.
  2. *Exceeding 50 ml.* A clinical specimen or biological product that exceeds 50 ml must be packaged in a securely sealed primary receptacle. A single primary receptacle must not contain more than 500 ml of specimen. Two or more primary receptacles whose combined volume does not exceed 500 ml may be enclosed in a single secondary container. Sufficient absorbent material and cushioning material to withstand shock and pressure changes must surround the primary receptacle(s), or be otherwise configured to take up the entire liquid contents in case of leakage. The primary receptacle(s) and the absorbent cushioning must be enclosed in a secondary container having a leakproof barrier that can prevent failure of the secondary container if the primary receptacle(s) should leak during transport. The secondary container cannot serve as the outer shipping container. The secondary container must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#). The secondary container must be securely and snugly enclosed in a fiberboard box or container of equivalent strength that serves as the outer shipping container. The maximum amount of a specimen that may be enclosed in a single mailpiece must not exceed 4,000 ml. A shipping paper and a content marking on the outer shipping container are not required.

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- b. *Solid (or Dried) Specimens*. A solid or dry specimen, such as a saliva swab, blood spot, or fecal smear in Risk Group 1 must be completely dried prior to placing it in or on a secure primary receptacle. Cushioning material to withstand shock and pressure changes is required only if the dry specimen is held in a breakable primary receptacle. When required, the cushioning material must surround the primary receptacle to prevent breakage or damage to the primary receptacle. The primary receptacle (and cushioning material, if required) must be enclosed in a secondary container having a leakproof barrier that can prevent failure of the secondary container if the primary receptacle breaks during shipment. The secondary container must be securely sealed and it may serve as the outer shipping container provided it has sufficient strength to withstand ordinary postal processing. The secondary container must be marked with the international biohazard symbol as shown in [Exhibit 10.17.7c.2](#), except when the secondary container also serves as the outer shipping container. In that case, the biohazard symbol must appear either on the inner packaging or on the primary container. A shipping paper and a content marking on the outer shipping container are not required. [C023.8.10]

#### **10.18 Radioactive Materials (Hazard Class 7)**

Radioactive materials are prohibited in international mail and domestic mail if required to bear the DOT Radioactive White-I, Radioactive Yellow-II, or Radioactive Yellow-III label (49 CFR 172.436, 172.438, or 172.440, respectively) or if it contains quantities of radioactive material in excess of those authorized in Publication 52, *Hazardous, Restricted, or Perishable Mail*. Radioactive materials are prohibited in domestic mail via air transportation. For international mail, the standards in IMM 135 apply. [C023.9.0]

#### **10.19 Corrosives (Hazard Class 8)**

##### **10.19.1 Definition**

A *corrosive* is any liquid or solid that causes visible destruction or irreversible alteration in human skin tissue at the site of contact or a liquid that has a severe corrosion rate on steel. [C023.10.1]

##### **10.19.2 Mailability**

Corrosives are prohibited in international mail. A corrosive that can qualify as an ORM-D material is permitted in domestic mail via air or surface transportation subject to these limitations:

- a. *Liquid Corrosive*. A liquid mixture must be 1 pint or less and must contain 15% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive material. Primary receptacles must be securely sealed compatible glass bottles that are enclosed within securely sealed metal or plastic secondary containers. The secondary container must be packed within a strong outer shipping container that does not exceed 25 pounds per mailpiece.
- b. *Solid Corrosive*. A solid mixture must be 10 pounds or less per primary receptacle and must contain 10% or less corrosive material with the remainder of the mixture not being a hazardous material, unless otherwise specified for a specific corrosive solid. The primary receptacle(s) and secondary container

must be securely sealed compatible siftproof containers packed in strong outer shipping container. The total weight of a mailable solid corrosive cannot exceed 25 pounds per mailpiece. [C023.10.2]

### 10.19.3 Marking

For surface transportation, the mailpiece must be plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name. For air transportation, the mailpiece must be plainly and durably marked on the address side with “ORM-D AIR” immediately following or below the proper shipping name and must bear a shipper's declaration for dangerous goods. [C023.10.3]

### 10.19.4 Nonspillable Wet Electric Storage Batteries

A battery containing liquid electrolyte is prohibited from mailing unless the battery casing is completely sealed to prevent the liquid corrosive from spilling during handling. Nonspillable batteries with UN2800 are prohibited in international mail, but may be sent as domestic mail via air or surface transportation under the following conditions:

- a. The nonspillable battery must be protected from short circuits, surrounded with sufficient cushioning material, and securely packaged in a strong fiberboard box that serves as the outer shipping container.
- b. The outer shipping container must be marked “NONSPILLABLE BATTERY, UN2800” on the address side.
- c. The nonspillable battery must be capable of withstanding the vibration and pressure differential tests cited in 49 CFR 173.159(d)(i) and (ii).
- d. Only one nonspillable battery is allowed per mailpiece and the weight of the mailpiece cannot exceed 25 pounds. [C023.10.4]

## 10.20 Miscellaneous Hazardous Materials (Hazard Class 9)

### 10.20.1 Definition

A *miscellaneous hazardous material* is a substance or article that presents a hazard during transportation but does not meet the definition of any other hazard class. Examples of miscellaneous hazardous materials (not all of which are mailable) include solid dry ice, elevated temperature substances, environmentally hazardous substances, life-saving appliances, and asbestos. [C023.11.1]

### 10.20.2 Mailability

A miscellaneous hazardous material is prohibited in international mail. A miscellaneous hazardous material that can qualify as an ORM-D material is permitted for domestic mail via air or surface transportation, subject to the applicable 49 CFR requirements. [C023.11.2]

### 10.20.3 Marking

For surface transportation, the mailpiece must be plainly and durably marked on the address side with “Surface Only” or “Surface Mail Only” and “ORM-D” immediately following or below the proper shipping name. For air transportation, a mailable

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material must be plainly and durably marked on the address side with “ORM-D AIR” immediately following or below the proper shipping name and bear a shipper’s declaration for dangerous goods. [C023.11.3]

**10.20.4 Dry Ice**

Dry ice (carbon dioxide solid) is prohibited in international mail. Dry ice is permitted in the domestic mail via air or surface transportation when used as a refrigerant to cool the contents of a mailpiece. A mailpiece containing dry ice must be packed in a container that is designed to permit the release of carbon dioxide gas and prevent a build-up of pressure that could rupture the parcel. Containers must conform to 49 CFR 173.217 and 175.10(a)(13). Additionally, the following applies:

- a. Air Transportation Requirements. Each mailpiece may not contain more than 5 pounds of dry ice. The address side of each mailpiece must be clearly marked “Carbon Dioxide Solid, UN1845” or “Dry Ice, UN1845” along with the net weight of the dry ice and the identity of the contents being cooled. A shipper’s declaration prepared in triplicate and a DOT Class 9 warning label for miscellaneous hazardous materials must be affixed to the outside of the mailpiece.
- b. Surface Transportation Requirements. The amount of dry ice per mailpiece may exceed 5 pounds. The address side of each mailpiece must be clearly marked “Carbon Dioxide Solid” or “Dry Ice” and “Surface Only” or “Surface Mail Only” along with the net weight of the dry ice and the identity of the contents being cooled. A shipper’s declaration and a DOT Class 9 warning label are not required for the dry ice. [C023.11.4]

**10.21 Other Regulated Materials—Magnetized Materials**

A magnetized material is not classified within any of the nine hazard classes. Such material is regulated as a hazardous material only if offered for carriage on air transportation and when it has a magnetic field strength capable of causing the deviation of aircraft instruments. Regulated magnetized materials are mailable subject to the following limitations:

- a. Definition. A magnetized material is any article that has a magnetic field strength capable of causing the deviation of aircraft instruments. A magnetized material is regulated as a hazardous material when it is presented for air transportation and has a measurable magnetic field strength greater than 0.00525 gauss at 15 feet. Magnetized materials include magnets and magnetized devices such as magnetrons and light meters of sufficient strength to possibly cause erroneous aircraft compass readings. If the maximum field strength observed at a distance of 7 feet is less than 0.002 gauss or there is no significant compass deflection (less than 0.5 degree), the article is not restricted as a magnetized material.
- b. Mailability. Regulated magnetized material is prohibited in international mail. A material with a measurable magnetic field strength greater than 0.00525 gauss at 15 feet is prohibited from domestic mail via air transportation. Mailable materials must be packaged and marked as specified in Publication 52, *Hazardous, Restricted, and Perishable Mail*. Mailable material permitted via air



transportation must bear a shipper's declaration for dangerous goods. Magnetized material is not regulated as a hazardous material when transported via surface transportation. [C023.12.0]

## 11.0 Other Restricted and Nonmailable Matter

### 11.1 Pistols, Revolvers, and Other Concealable Firearms

#### 11.1.1 Definitions

The terms used in this standard are defined as follows:

- a. *Handgun* means any pistol, revolver, or other firearm or device the mailing of which is regulated by this standard.
- b. *Pistol or revolver* means a handgun styled to be fired by the use of a single hand and to fire or otherwise expel a projectile by the action of an explosion, spring, or other mechanical action, or air or gas pressure with enough force to be used as a weapon.
- c. *Firearm* means any device, including a starter gun, designed to, or that may readily be converted to, expel a projectile by the action of an explosion, spring, or other mechanical action, or air or gas pressure with enough force to be used as a weapon.
- d. *Other firearms capable of being concealed on the person* include, but are not limited to, short-barreled shotguns and short-barreled rifles.
- e. *Short-barreled shotgun* means a shotgun that has one or more barrels less than 18 inches long. The term *short-barreled rifle* means a rifle that has one or more barrels less than 16 inches long. These definitions include any weapon made from a shotgun or rifle, whether by alteration, modification, or otherwise, if such weapon as modified has an overall length of less than 26 inches. A short-barreled shotgun or rifle of greater dimension may be regarded as nonmailable when it has characteristics to allow concealment on the person.
- f. *Licensed manufacturer* and *licensed dealer* mean, respectively, a manufacturer of firearms or a bona fide dealer of firearms, duly licensed by the Bureau of Alcohol, Tobacco and Firearms of the Department of the Treasury, under the Gun Control Act of 1968 (Public Law 90-618), 18 USC 921, et seq.
- g. *Antique firearm* means any firearm (including those with a matchlock, flintlock, percussion cap, or similar type of ignition system) manufactured in or before 1898, or any replica thereof, if such replica:
  1. Is not designed or redesigned for using rimfire or conventional centerfire fixed ammunition.
  2. Uses rimfire or conventional centerfire fixed ammunition that is no longer manufactured in the United States and that is not readily available in the ordinary channels of commercial trade. [C024.1.1]

601.11.1.2

**11.1.2 Handguns**

Pistols, revolvers, and other firearms capable of being concealed on the person (referred to as *handguns*) are nonmailable unless mailed between the parties listed in [11.1.3](#) and [11.1.5](#) after the filing of an affidavit or statement required by [11.1.4](#) and [11.1.6](#). [C024.1.2]

**11.1.3 Authorized Persons**

Subject to [11.1.4](#), handguns may be mailed by a licensed manufacturer of firearms, a licensed dealer of firearms, or an authorized agent of the federal government or the government of a state, territory, or district, only when addressed to a person in one of the following categories for use in the person's official duties:

- a. Officers of the Army, Coast Guard, Air Force, Navy, Marine Corps, or Organized Reserve Corps.
- b. Officers of the National Guard or militia of a state, territory, or district.
- c. Officers of the United States or of a state, territory, or district, whose official duty is to serve warrants of arrest or commitment.
- d. USPS employees authorized by the Chief Postal Inspector.
- e. Officers and employees of enforcement agencies of the United States.
- f. Watchmen engaged in guarding the property of the United States, a state, territory, or district.
- g. Purchasing agent or other designated member of agencies employing officers and employees included in [11.1.3c.](#) through [11.1.3e.](#) [C024.1.3]

**11.1.4 Affidavit of Addressee**

Any person proposing to mail a handgun under [11.1.3](#) must file with the postmaster, at the time of mailing, an affidavit signed by the addressee setting forth that the addressee is qualified to receive the firearm under a particular category of [11.1.3a.](#) through [11.1.3g.](#) and that the firearm is intended for the addressee's official use. The affidavit must also bear a certificate stating that the firearm is for the official duty use of the addressee, signed by one of the following, as appropriate:

- a. For officers of Armed Forces, by the commanding officer.
- b. For officers and employees of enforcement agencies, by the head of the agency employing the addressee to perform the official duty with which the firearm is to be used.
- c. For watchmen, by the chief clerk of the department, bureau, or independent branch of the government of the United States, the state, the territory, or the district by which the watchman is employed.
- d. For the purchasing agent or other designated member of enforcement agencies, by the head of such agency, that the firearm is to be used by an officer or employee included in [11.1.3c.](#) through [11.1.3e.](#) *Authorized Persons.* [C024.1.4]

**11.1.5 Manufacturers and Dealers**

Handguns may also be mailed between licensed manufacturers of firearms and licensed dealers of firearms in customary trade shipments, or for repairing or replacing parts. [C024.1.5]

**11.1.6 Certificate of Manufacturers and Dealers**

A licensed manufacturer or dealer need not file the affidavit under 11.1.4, but must file with the postmaster a statement on Form 1508 signed by the mailer that he or she is a licensed manufacturer or dealer of firearms, that the parcels containing handguns (or major component parts thereof) are customary trade shipments or contain such articles for repairing or replacing parts, and that to the best of his or her knowledge or belief the addressees are licensed manufacturers or dealers of firearms. [C024.1.6]

**11.1.7 FBI Crime Detection Bureaus**

Handguns may be mailed without regard to 11.1.3 through 11.1.6 if:

- a. Addressed to the Federal Bureau of Investigation (FBI), or its director, or to the scientific laboratory or crime detection bureau of any agency whose members are federal law enforcement officers or officers of a state, territory, or district authorized to serve warrants of arrest or commitment; or
- b. Offered by an authorized agent of the federal government as an official shipment to any qualified addressee in categories 11.1.3a. through 11.1.3g, or to a licensed manufacturer or dealer of firearms or to a federal agency.

[C024.1.7]

**11.2 Antique Firearms**

Antique firearms sent as curios or museum pieces may be accepted for mailing without regard to 11.1.3 through 11.1.6. [C024.2.0]

**11.3 Rifles and Shotguns**

Although unloaded rifles and shotguns not precluded by 11.1.1e and 11.1.2 are mailable, mailers must comply with the Gun Control Act of 1968, Public Law 90-618, 18 USC 921, et seq., and the rules and regulations promulgated thereunder, 27 CFR 178, as well as state and local laws. The mailer may be required by the USPS to establish, by opening the parcel or by written certification, that the gun is unloaded and not precluded by 11.1.1e. [C024.3.0]

**11.4 Legal Opinions on Mailing Firearms**

Postmasters are not authorized to give opinions on the legality of any shipment of rifles or shotguns. Contact the nearest office of the Bureau of Alcohol, Tobacco and Firearms for further advice. [C024.4.0]

**11.5 Knives and Sharp Instruments****11.5.1 Mailability**

Knives (including sharp-pointed instruments such as stiletos that lack cutting edges) with a blade that opens automatically by hand pressure applied to a button or other device in the handle, or by operations of inertia, gravity, or both, or with a detachable blade propelled by a spring-operated mechanism, are mailable only when sent to:

## 601.11.5.2

- a. The respective government's or organization's designated supply or procurement officers and employees ordering, procuring, or buying such knives for use with the activities of the federal government; the National Guard, the Air National Guard, or the militia of a state, territory, or the District of Columbia; or the municipal government of the District of Columbia or of the government of any state or territory, or of any county, city, or other political subdivision of a state or territory.
- b. Manufacturers of such knives, or bona fide dealers of such knives, in connection with a shipment made under an order from any person designated in [11.5.1a](#). [C024.5.1]

**11.5.2 Addressee Identification**

Before delivering a shipment (or parcel) that contains an article or articles described in [11.5.1](#), a USPS employee may require that the recipient identify himself or herself as in one of the categories in [11.5.1a](#). [C024.5.2]

**11.5.3 Wrapping**

Sharp-pointed or sharp-edged instruments such as knives, tools, ice picks, and razor blades, that are otherwise mailable, must be wrapped to protect their points and edges from cutting through the outer carton in which they are mailed.

[C024.5.3]

**11.6 Prohibited Parcel Marking**

For any parcel containing a firearm or a ballistic or switchblade knife, any marking that indicates the contents is not permitted on the outside wrapper or container.

[C024.6.0]

**11.7 Intoxicating Liquor**

A potable beverage is nonmailable if it is of 0.5% or more alcoholic content by weight, which is taxable under Chapter 51, Internal Revenue Service Code. The product may be mailed if it conforms to applicable requirements of the Internal Revenue Service and Food and Drug Administration and is not an alcoholic beverage, poisonous, or flammable. [C024.7.0]

**11.8 Matter Emitting Obnoxious Odor**

Any matter that is a source of an obnoxious odor is nonmailable. [C024.8.0]

**11.9 Liquids and Powders****11.9.1 Liquids and Semisolids**

Liquids and semisolids that may liquefy under normal conditions and are otherwise mailable must be adequately prepared for mailing under [1.0](#) through [8.0](#).

[C024.9.1]

**11.9.2 Powders**

Powders that, if allowed to escape from their containers, could cause damage, discomfort, destruction, or soiling, must either be packed in siftproof containers or in other containers sealed in durable siftproof outer containers. [C024.9.2]

**11.10 Motor Vehicle Master Keys and Locksmithing Devices****11.10.1 Motor Vehicle Master Key—Definition**

A *motor vehicle master key* is any key (other than the key furnished by the manufacturer with the motor vehicle, or the key furnished with a replacement lock, or an exact duplicate of such keys) designed to operate two or more motor vehicle ignition, door, or trunk locks of different combinations, including any pattern, impression, or mold from which such a master key can be made (18 USC 1716A; 39 USC 3002). [C024.10.1]

**11.10.2 Nonmailable**

Any motor vehicle master key, as defined in 11.10.1, and any advertisement for the sale of such item, are nonmailable, unless sent to any of the following:

- a. Lock manufacturer.
- b. Professional locksmith.
- c. Motor vehicle manufacturer or dealer.
- d. Federal, state, or local government agency. [C024.10.2]

**11.10.3 Marking**

Any marking identifying the contents is not permitted on the outside wrapper or container of any parcel containing motor vehicle master keys. [C024.10.3]

**11.10.4 Locksmithing Device—Definition**

A *locksmithing device* is:

- a. A device or tool (other than a key) designed to manipulate the tumblers in a lock into the unlocked position through the keyway of such lock.
- b. A device or tool (other than a key or a device or tool under 11.10.4a) designed for bypassing a lock or similar security device, or for opening it by a method normally not used by consumers to open such locks or security devices.
- c. A device or tool designed for making an impression of a key or similar security device to duplicate such key or device. [C024.10.4]

**11.10.5 Nonmailable**

Any locksmithing device, as defined in 11.10.4, is nonmailable, unless sent to any of the following:

- a. Lock manufacturer or distributor.
- b. Bona fide locksmith.
- c. Bona fide reposessor.
- d. Motor vehicle manufacturer or dealer.
- e. Bona fide automotive repair shops or businesses. [C024.10.5]

**11.11 Controlled Substances****11.11.1 Definition**

A *controlled substance* means any anabolic steroid, narcotic, hallucinogenic, stimulant, or depressant drug in Schedules I through V of the Controlled Substances Act, 21 USC 801, et seq., and 21 CFR 1300, et seq. If distribution of a controlled

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substance is unlawful under 21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq., then distribution of such matter by mail also is unlawful under 18 USC 1716. [C024.11.1]

#### **11.11.2 Mailing Standards**

If distribution of a controlled substance is lawful under 21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq., the USPS considers such distribution by mail to constitute the mailing of matter not outwardly or of its own force dangerous or injurious to a person's life or health and accordingly mailable, subject to these standards:

- a. The inner container of any package containing controlled substances is marked and sealed under the applicable provisions of the Controlled Substances Act (21 USC 801, et seq., and any implementing regulation in 21 CFR 1300, et seq.) and placed in a plain outer mailing container or securely overwrapped in plain paper.
- b. If the mailing includes prescription drugs containing controlled substances, the inner container is also labeled to show the prescription number and the name and address of the pharmacy, practitioner, or other person dispensing the prescription.
- c. The outer mailing wrapper or container is free of markings that indicate the nature of the content. [C024.11.2]

### **11.12 Drug Paraphernalia**

#### **11.12.1 Definition and Examples**

It is unlawful to use domestic or international mail to transport drug paraphernalia. The term *drug paraphernalia* refers to any equipment, product, or material of any kind primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful under the Controlled Substances Act. Examples of drug paraphernalia are items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, or amphetamines into the human body, such as metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; water pipes, chamber pipes, carburetor pipes, electric pipes, ice pipes or chillers, and air-driven pipes; carburetion tubes and devices; smoking and carburetion masks; roach clips (i.e., objects used to hold burning material that is too small or short to be held in the hand); miniature spoons with level capacities of 1/10 cubic centimeter or less; chillums; bongs; wired cigarette papers; and cocaine freebase kits. [C024.12.1]

#### **11.12.2 Determination**

In determining whether an item constitutes drug paraphernalia, in addition to all other logically relevant factors, these factors may be considered:

- a. Oral or written instructions or other descriptive materials provided with the item that explain or depict its use.
- b. National and local advertising on its use.

- c. The manner in which the item is displayed for sale.
- d. Whether the owner, or anyone in control of the item, is a legitimate supplier of like or related items to the community, such as a licensed distributor or dealer of tobacco products.
- e. Direct or circumstantial evidence of the ratio of sales of the items to the total sales of the business enterprise.
- f. The existence and scope of legitimate uses of the item in the community.
- g. Expert testimony on its use. [C024.12.2]

### 11.12.3 Exceptions

The standards in 11.12.1 and 11.12.2 apply neither to any person authorized by local, state, or federal law to manufacture, possess, or distribute items described in 11.12.1 and 11.12.2; nor to any item that, in the normal lawful course of business, is sold through the mail and traditionally intended for use with tobacco products, including any pipe, paper, or accessory. [C024.12.3]

### 11.13 Household Substance

A household substance (39 USC 3001(f)), i.e., any matter unsolicited by the addressee, that contains a substance as defined by section 2 of the Poison Prevention Packaging Act of 1970 (15 USC 1471(2)), is permitted in the mail only if it complies with the requirements for special child-resistant packaging established for that substance by the Consumer Product Safety Commission (16 CFR 1700). [C024.13.0]

### 11.14 Pesticide

A pesticide (18 USC 1716), i.e., any matter that contains a pesticide as defined by section 2 of the Federal Insecticide, Fungicide, and Rodenticide Act (7 USC 136(u)), is permitted in the mail only if it complies with child-resistant packaging standards established by the Environmental Protection Agency applicable to that particular matter (40 CFR 157) and meets the applicable standards in 10.0, *Hazardous Materials*. [C024.14.0]

### 11.15 Fragrance Advertising Sample

A fragrance advertising sample (39 USC 3001(g)), i.e., any matter normally acceptable in the mail but containing a fragrance advertising sample, is permitted in the mail only if it is sealed, wrapped, treated, or otherwise prepared in a manner reasonably designed to prevent individuals from being unknowingly or involuntarily exposed to the sample. A sample meets this requirement if it uses paper stocks with a maximum porosity of 20 Sheffield units or 172 Gurley-Hill units treated exclusively with microencapsulated oils, and if the sample is produced so that it cannot be activated except by opening a glued flap or binder or by removing an overlying ply of paper. [C024.15.0]

### 11.16 Compliance Certificate

A mailer who presents matter that is generally permitted in the mail under 11.13, 11.14, and 11.15 but for compliance with the specified packaging and preparation requirements may submit an accompanying written statement certifying that the matter is packaged or prepared under the applicable federal laws and postal

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standards. The certifying statement may be made on the mailer's letterhead, on a postage statement, or as a notice on the exterior of each item presented for mailing.

[C024.16.0]

**11.17 Battery-Powered Devices**

Any device powered by dry-cell batteries must have the batteries removed or deactivated to prevent activating the device in the mail. A battery with liquid electrolyte is not permitted in the mail unless it is a nonspillable type battery that meets the standards in [10.0, \*Hazardous Materials\*](#). [C024.17.0]

**11.18 Odd-Shaped Items in Paper Envelopes**

Pens, pencils, key rings, bottle caps, and other similar odd-shaped items are not permitted in letter-size or flat-size paper envelopes unless they are wrapped within the other contents of the envelope to streamline the shape of the mailpiece and prevent damage during postal processing. If an odd-shaped item is not properly wrapped, it could burst through the envelope and cause injury to employees and damage to USPS processing equipment. Odd-shaped items that are properly wrapped within paper envelopes and sent at the First-Class Mail or Standard Mail nonautomation rates may be subject to the nonmachinable surcharge under [133.1.10](#), [233.4.3](#), [333.4.3](#), and [433.3.2](#) or [243.5.6](#), as applicable. Certain types of odd-shaped items, when properly wrapped, are permitted as automation rate letter-size mail subject to the standards in [201.3.0](#). Flat-size automation rate mail is subject to the uniform thickness requirement in [301.3.0](#). [C024.18.0]

**11.19 Abortive and Contraceptive Devices**

**11.19.1 Abortion Devices**

Any article or thing designed, adapted, or intended for producing abortion is not permitted in the mail (18 USC 1461). [C024.19.1]

**11.19.2 Contraceptives**

Unsolicited samples of an article or thing designed, adapted, or intended for preventing conception is permitted in the mail only when sent to a manufacturer or a dealer of such an article or things, to a licensed physician or surgeon, or to a nurse, pharmacist, druggist, hospital, or clinic (39 USC 3001; 18 USC 1461). [C024.19.2]

**11.20 Building Construction Material**

Building construction material is not permitted in the mail if the acceptance and processing is likely to harm or injure USPS employees, mail, or equipment. Factors considered include but are not limited to whether the material may pose potential storage problems at the postal facilities that may process the material; whether the volume of material may impede the flow of mail in USPS transportation or mail distribution systems; whether the volume of material may lead to security problems; and whether processing the material may create safety hazards for USPS employees. [C024.20.0]



## 12.0 Written, Printed, and Graphic Matter Generally

### 12.1 **Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)**

#### 12.1.1 **General**


Any otherwise mailable matter that reasonably could be considered a bill, invoice, or statement of account due, but is in fact a solicitation for an order, is nonmailable unless it conforms to [12.1.2](#) through [12.1.5](#) in *Solicitations in Guise of Bills, Invoices, or Statements of Account (39 USC 3001(D); 39 USC 3005)*. A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005.

Compliance with this section does not avoid violation of Section 3005 if any part of the solicitation or any information with it misrepresents a material fact to the addressee (e.g., misleading the addressee about the identity of the sender of the solicitation or about the nature or extent of the goods or services offered may be a violation of Section 3005). [C031.1.1]

#### 12.1.2 **Required Disclaimer**

The solicitation must bear on its face either the disclaimer required by 39 USC 3001(d)(2)(A) or the notice: "THIS IS NOT A BILL. THIS IS A SOLICITATION. YOU ARE UNDER NO OBLIGATION TO PAY THE AMOUNT STATED ABOVE UNLESS YOU ACCEPT THIS OFFER." The statutory disclaimer or the alternative notice must be displayed in conspicuous boldface capital letters of a color prominently contrasting with the background against which it appears, including all other print on the face of the solicitation and that are at least as large, bold, and conspicuous as any other print on the face of the solicitation, but not smaller than 30-point type (see [Exhibit 12.1.2](#)). The notice or disclaimer required by this section must be displayed conspicuously apart from other print on the page immediately below each portion of the solicitation that reasonably could be construed to specify a monetary amount due and payable by the recipient. It must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or that introduces, modifies, qualifies, or explains the required text, such as "Legal Notice Required by Law." [C031.1.2 and C031.1.3]

**Exhibit 12.1.2 Solicitation Disclaimer**

| <b>ACCOUNTS INCORPORATED</b>  |                  |  |        |   |        |         |  |  |
|---|------------------|--|--------|---|--------|---------|--|--|
| <table border="1" style="width: 100%;"><tr><th>Qty.</th><th>Listing Category</th><th>Amount</th></tr><tr><td>1</td><td>Retail</td><td>\$50.00</td></tr></table>                                 | Qty.             | Listing Category   | Amount | 1 | Retail | \$50.00 |  | <b>IMPORTANT:</b> This form must be returned to ensure your correct directory listing. Please correct listing and ZIP Code if necessary. |
| Qty.  | Listing Category | Amount   |        |   |        |         |  |  |
| 1   | Retail           | \$50.00  |        |   |        |         |  |  |
| <input type="checkbox"/> Check enclosed <input type="checkbox"/> Bill me later  |                  |  |        |   |        |         |  |  |
| ACCOUNTS INCORPORATED<br>PO BOX 1000<br>ANYTOWN WA 98765-4321   |                  | <br>ABC COMPANY<br>1234 MAIN ST<br>ANYTOWN WA 98765-4321 |        |   |        |         |  |  |
| <small>Detach and return this portion with your payment.<br/>           Retain this portion as your receipt.</small>  |                  |  |        |   |        |         |  |  |
| <table border="1" style="width: 100%;"><tr><th>Qty.</th><th>Listing Category</th><th>Amount</th></tr><tr><td>1</td><td>Retail</td><td>\$50.00</td></tr></table>                                 | Qty.             | Listing Category   | Amount | 1 | Retail | \$50.00 |  | Business listings to appear in the 2005 Accounts Incorporated Directory.<br><br>Amount: \$50 for each listing.                           |
| Qty.  | Listing Category | Amount   |        |   |        |         |  |  |
| 1   | Retail           | \$50.00  |        |   |        |         |  |  |
| <p><b>THIS IS NOT A BILL. THIS IS A SOLICITATION.<br/>           YOU ARE UNDER NO OBLIGATION TO PAY THE<br/>           AMOUNT STATED ABOVE UNLESS YOU<br/>           ACCEPT THIS OFFER.</b></p> |                  |  |        |   |        |         |  |  |

[Exhibit C031.1.2]

**12.1.3 Intelligibility**

The notice or disclaimer must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation. [C031.1.4]

**12.1.4 Separable Pages**

If a solicitation consists of more than one page or if any page is designed to be separated into portions (e.g., by tearing along a perforated line), the notice or disclaimer required by 12.1.2 must be displayed in its entirety on the face of each page or portion of a page that might be reasonably considered a bill, invoice, or statement of account due as required by 12.1.2. [C031.1.5]

**12.1.5 Definitions**

For this standard, *color prominently contrasting* excludes any color, or any intensity of an otherwise included color, that does not permit legible reproduction by ordinary office photocopying equipment used under normal operating conditions, and which is not at least as vivid as any other color on the face of the solicitation; and *color* includes black. [C031.1.6]

**12.2 Solicitations Deceptively Implying Federal Connection, Approval, or Endorsement (39 USC 3001(H) and 3001(I); 39USC3005)**

**12.2.1 USPS Endorsement**

Any solicitation stating that it is approved by the USPS or the Postmaster General or that it conforms to any postal law or regulation is nonmailable. [C031.2.1]

**12.2.2 Nonmailable by Government Misrepresentation**

A solicitation that misrepresents a government entity is nonmailable subject to these conditions:

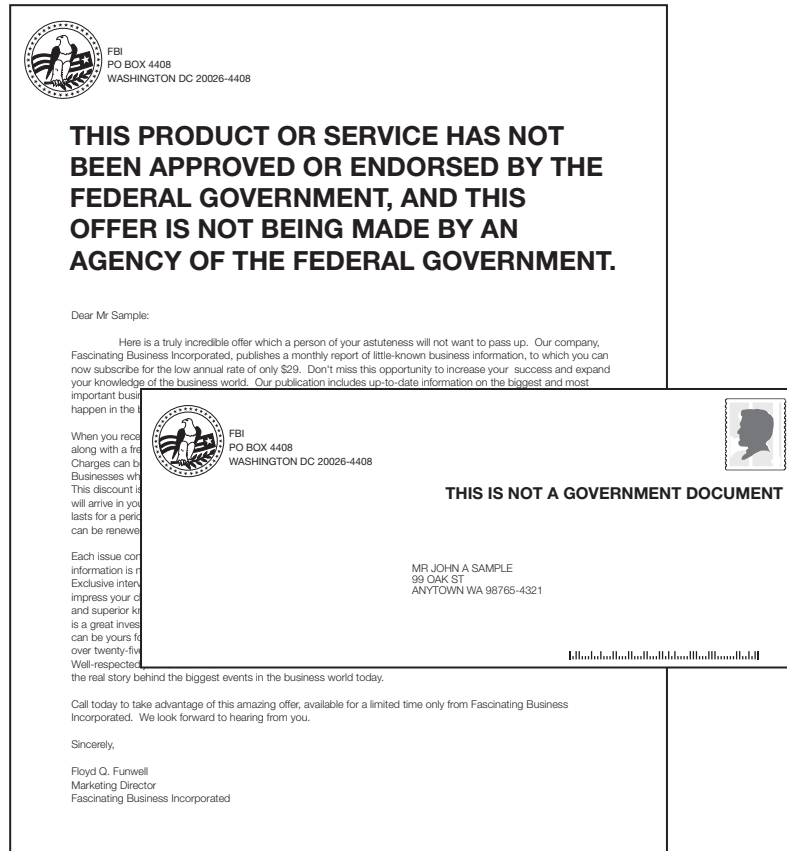
- a. Matter that contains a solicitation for products, services, information, or funds that implies any federal government connection, approval, or endorsement through the use of a seal, insignia, reference to the Postmaster General, citation to a federal statute, name of a federal agency, department, or commission, or program, trade, or brand name, or any other term or symbol; or contains any reference to the Postmaster General or a citation to a federal statute that misrepresents either the identity of the mailer or the protection or status afforded such matter by the federal government is nonmailable unless it conforms to [12.2.3](#). A nonconforming solicitation constitutes prima facie evidence of violation of 39 USC 3005. Compliance with [12.2.3](#) does not avoid violation of 39 USC 3005 if the solicitation or accompanying information misrepresents material fact such as the nature, value, quantity, quality, or efficacy of the products or services offered for sale, or of the activities of an organization asking for information or monetary contributions.
- b. Such solicitations must not contain a false representation that federal government benefits or services will be affected by whether or not the recipient makes a purchase or contribution.
- c. Solicitations for payment for services otherwise available to the recipient free of charge from the federal government are nonmailable unless they contain a clear and conspicuous statement giving notice of that fact. [\[C031.2.2\]](#)

**12.2.3 Permitted Solicitations**

A solicitation described in [12.2.2a](#) may be mailable if it meets at least one of these conditions (see [Exhibit 12.2.3b](#)):

- a. The solicitation is by a nongovernmental entity that actually has the federal government connection, approval, or endorsement implied by the solicitation's terms or symbols.
- b. The solicitation appears in a publication for which the addressee has paid or promised to pay a consideration or which the addressee has otherwise indicated he or she wants to receive, and the solicitation is not on behalf of the publisher of the publication.

## Exhibit 12.2.3b Disclaimers for Solicitations Implying Federal Connection



[C031.2.3]

- c. The solicitation displays the notice required by 12.2.3c1 on the envelope or outside cover or wrapper in which the solicitation is mailed, and one of the two notices required by 12.2.3c2 on the contents. These notices must be printed in boldface capital letters of a color prominently contrasting with the background against which they appear. "Color prominently contrasting" excludes any color or intensity that ordinary photocopying cannot reproduce legibly. The color, which can include black, must be at least as vivid as any other color on the face of the solicitation and its envelope or outside cover or wrapper. The required wording, type size and style, and placement for the notices are as follows:
1. On the Envelope, Cover, or Wrapper. The face of the envelope or outside cover or wrapper must bear the notice: "THIS IS NOT A GOVERNMENT DOCUMENT." The letters for printing this notice must be as large, bold, and conspicuous as any other letters on the face of such envelope, cover, or wrapper, but never smaller than 12-point type. The notice must appear in the upper right quadrant, below the postage stamp or other postage indicia and above the address, and it must be surrounded by a clear space not less than 1/4 inch wide.

2. On the Contents. The solicitation mailed within the envelope, cover, or wrapper must bear at the outset on its face one of these two headlines, depending on its purpose as indicated in parentheses: (a) "THIS PRODUCT OR SERVICE HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for the purchase of or payment for a product or service); (b) "THIS ORGANIZATION HAS NOT BEEN APPROVED OR ENDORSED BY THE FEDERAL GOVERNMENT, AND THIS OFFER IS NOT BEING MADE BY AN AGENCY OF THE FEDERAL GOVERNMENT" (for information or the contribution of funds or membership fees). The letters for printing these notices must be as large, bold, and conspicuous as any other letters on the face of the solicitation, but never smaller than 30-point type. The notice must be surrounded by a clear space at least 1/2 inch wide. The notice must not be preceded, followed, or surrounded by words, symbols, or other matter that reduces its conspicuousness or introduces, modifies, qualifies, or explains the required text, such as "Notice Required by Law." The notice must not, by folding or any other device, be made unintelligible or less prominent than any other information on the face of the solicitation. [C031.2.3]

## 12.3 Lottery Matter (18 USC 1302)

### 12.3.1 Definition

For this standard, *lottery* is any scheme or promotion, whether lawful under the laws of any state, which, on paying a consideration, offers a prize dependent in whole or in part on lot or chance. [C031.3.1]

### 12.3.2 Unlawful Mail Matter

Unlawful matter includes any letter, newspaper, periodical, parcel, stamped card or postcard, circular, or other matter permitting or facilitating participation in a lottery; any lottery ticket or part thereof or substitute; and any form of payment for a lottery ticket or share. [C031.3.2]

### 12.3.3 Fishing Contests, Indian Gaming Regulatory Act, Lotteries

This standard does not apply to:

- a. Any fishing contest not conducted for profit, in which prizes are awarded for the species, size, weight, or quality of fish caught by contestants in any bona fide fishing or recreational event (18 USC 1305).
- b. Mailings, to addresses within a state, of tickets or other material on a lottery conducted by that state under its laws (18 USC 1307).
- c. Any gaming conducted by an Indian tribe under the Indian Gaming Regulatory Act (25 USC 2720).
- d. An advertisement, list of prizes, or other information on a lottery not prohibited by the state where it is conducted. [C031.3.3]

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**12.4 Advertising Matter****12.4.1 Restrictions**

Any advertising, promotional, or sales matter that solicits or induces the mailing of any article described in 8.0, 9.0, or 10.0 is nonmailable except that such matter relating to controlled substances, radioactive materials, restricted liquids and powders, battery-powered devices, odd-shaped items in envelopes, and switchblade and ballistic knives, as described in 8.0, 9.0, or 10.0, is mailable if it contains packaging instructions and any other mailing limitations under 8.0 through 12.0, 508.8.0, *Pandering Advertisements*, and 508.9.0, *Sexually Oriented Advertisements*, (18 USC 1716). [C031.4.1]

**12.4.2 Master Keys**

Advertisements for motor vehicle master keys are nonmailable (18 USC 1716A, 39 USC 3002), except to lock manufacturers, professional locksmiths, motor vehicle manufacturers or dealers; and federal, state, or local government agencies. [C031.4.2]

**12.5 Other Nonmailable Matter****12.5.1 Fictitious Name**

Matter addressed to a person using a fictitious name, title, or address in conducting, through the mail, any scheme or device in violation of law is nonmailable if:

- a. After notification, the addressee fails to appear at the post office and be identified.
- b. The fictitious character of such mail is established to the Judicial Officer's satisfaction in consequence of a proceeding initiated under 39 CFR 953 (18 USC 1342). [C031.5.1]

**12.5.2 Foreign Origin**

Mail of foreign origin is nonmailable if it contains matter determined by a court of competent jurisdiction or by the International Trade Commission to violate the Semiconductor Chip Protection Act of 1984 (17 USC 901-914) or to violate the copyright laws of the United States or any copyright convention or treaty to which the United States is a party (17 USC 601-603). [C031.5.2]

**12.5.3 Foreign Destination**

Matter addressed to foreign countries posted in violation of law or treaty stipulation is nonmailable. [C031.5.3]

**12.5.4 Lewd or Filthy Matter**

Obscene, lewd, lascivious, or filthy publications or writings, or mail containing information on where, how, or from whom such matter may be obtained, and matter that is otherwise mailable but that has on its wrapper or envelope any indecent, lewd, lascivious, or obscene writing or printing, and any mail containing any filthy, vile, or indecent thing is nonmailable (18 USC 1461, 1463). [C031.5.4]

**12.5.5 Matter Inciting Violence**

Any matter of a character tending to incite arson, murder, assassination, treason, insurrection, or forcible resistance to any law of the United States, or containing any threat to take the life of, or to inflict harm upon, the President of the United States is nonmailable (18 USC 1461, 1717). [C031.5.5]

**12.5.6 Other Matter**

Other matter that is nonmailable (18 USC 1717) includes every letter, writing, circular, stamped card or postcard, picture, print, engraving, photograph, newspaper, pamphlet, book, publication, or thing as described in these statutes:

- a. Forged or altered military or official passes (18 USC 499).
- b. Matter bearing forged or altered seals of government departments or agencies (18 USC 506).
- c. Defense information (18 USC 793, 794).
- d. Documents obtained by persons falsely assuming to be foreign diplomats (18 USC 915).
- e. False statements influencing foreign governments (18 USC 954).
- f. Matter relating to a conspiracy to injure property of a foreign government (18 USC 956).
- g. Matter unlawfully in aid of a foreign government (18 USC 957).
- h. Matter relating to an expedition against a friendly nation (18 USC 960).
- i. Matter relating to delivery of an armed vessel to a belligerent nation (18 USC 964).
- j. Matter wrongfully bearing the seal of a government department or agency (18 USC 1017).
- k. Forged, altered, or misused passports (18 USC 1543, 1544). Passport applications containing false statements, and passports falsely obtained (18 USC 1542).
- l. Matter bearing false statements intended to injure Armed Forces during war (18 USC 2388). [C031.5.6]

**12.5.7 Animal Fighting Matter**

Written, printed, or graphic matter (e.g., advertisements) promoting or furthering an animal fighting venture conducted in any state (except a venture involving live birds permitted under the laws of the state in which the fight is conducted) is nonmailable under 7 USC 2156. Violators can be subject to the criminal penalties in 7 USC 2156. For this standard:

- a. *Animal* means any live bird, or any live dog or other mammal, except man.
- b. *Animal fighting venture* means any event involving a fight between at least two animals that is conducted for sport, wagering, or entertainment. The term does not include any activity whose primary purpose involves using one or more animals in hunting other animals.

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- c. *State* means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, or any U.S. territory or possession. [C031.5.7]

### 12.5.8 Private Identification Without Disclaimer

A private identification document without a disclaimer is nonmailable (18 USC 1738; 39 USC 3001(a)). This group includes any document that:

- a. Is of a type intended or commonly accepted for the identification of individuals;
- b. Bears a birth date or age purported to be that of the person named in it;
- c. Is not issued by or under the authority of a government;
- d. Is deposited in the mail by someone in the business of furnishing, for valuable consideration, documents that meet criteria in [12.5.8a](#) and [12.5.8c](#);
- e. Is deposited in the mail to further that business; and
- f. Is deposited by someone who knows that it fails to carry diagonally printed, clearly and indelibly on both the front and back, "NOT A GOVERNMENT DOCUMENT" in capital letters no smaller than 12-point type. [C031.5.8]

## 12.6 Sweepstakes Matter (39 USC § 3001(K)(3)(A))

### 12.6.1 Definition

The term *sweepstakes* means a game of chance for which no consideration is required to enter. [C031.6.1]

### 12.6.2 Mailable Matter

Sweepstakes matter is mailable only if it discloses all of the following:

- a. In the body, in the rules, and on the order or entry form that no purchase is necessary.
- b. In the body, in the rules, and on the order or entry form that a purchase will not increase the odds of winning.
- c. All terms and conditions, including rules and entry procedures of the sweepstakes.
- d. The sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- e. Sweepstakes rules, including the odds of winning, quantity, value, and nature of the prize and the schedule of any payments over time. [C031.6.2]

### 12.6.3 Nonmailable Matter

Sweepstakes matter is nonmailable if it does any of the following:

- a. Represents that individuals not making a purchase may be disqualified from receiving future solicitations.
- b. Requires that the entry be accompanied by an order or payment for a product or service previously ordered.
- c. Represents that the recipient has won a prize unless that individual has won such prize.
- d. Otherwise contradicts or is inconsistent with any disclosure required by [12.6.2, Mailable Matter](#), or [12.6.3, Nonmailable Matter](#). [C031.6.3]



**12.7 Skill Contests (39 USC 3001(K)(3)(B))****12.7.1 Definition**

The term *skill contest* means a puzzle, game, competition, or other contest in which a prize is awarded, the outcome depends upon the skill of the contestant, and for which a payment, purchase, or donation is required to enter. [C031.7.1]

**12.7.2 Mailable Matter**

Skill contests are mailable only if they include all of the following:

- a. Disclose the terms and conditions of the contest, including the rules and entry procedures.
- b. Disclose the sponsor or mailer, with the principal place of business or address at which the sponsor or mailer may be contacted.
- c. Contain rules that state all of the following:
  1. Number of rounds or levels and the cost to enter each round.
  2. If subsequent rounds will be more difficult.
  3. Maximum cost to enter all rounds.
  4. Number of entrants or percentage expected to correctly solve the contest.
  5. Identity or qualifications of the judges, if judged by other than the sponsor.
  6. Method of judging.
  7. Dates the winners will be determined and the prizes awarded.
  8. Quantity, value, and nature of the prize.
  9. Schedule of any payments over time. [C031.7.2]

**12.8 Facsimile Check (39 USC § 3001(K)(3)(C))**

A facsimile check is nonmailable unless it states on the face of the check that it is not a negotiable instrument and has no cash value. [C031.8.0]

**12.9 Exclusions and Disclosures (39 USC §§ 3001(K)(4) & 3001(K)(5))****12.9.1 Mailable Matter**

Matter described in 12.6, 12.7, and 12.8 is mailable if it appears in a magazine, newspaper, or other periodical if the promotions are not directed to a named individual, or the promotions do not include the opportunity to make a payment or order a product or service. [C031.9.1]

**12.9.2 Notices and Disclaimers**

Any notice or disclaimer required under 12.6, 12.7, and 12.8 shall be clearly and conspicuously displayed. Disclaimers required by 12.6.2a and 12.6.2b must be more conspicuously displayed than any other disclaimer. [C031.9.2]

**12.10 Removal of Names from Mailing Lists (39 USC § 3001(L))****12.10.1 Lists**

In general, any person who uses the mails for any mailing falling under 12.2, 12.6, 12.7, and 12.8 shall adopt reasonable practices or procedures to prevent the mailing of such matter to any person who, personally or through their legal

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representative, submits a written request that no such matter shall be mailed to that person. Such request may be made either to the mailer, or the Attorney General, or their representative, of the appropriate state. Such requests shall be honored for a period of five years from the date of the request. The mailer shall maintain a record of all such written requests. [C031.10.1]

**12.10.2 Special Requirements for Sweepstakes and Skill Contests**

Any promoter of sweepstakes or skill contests must make a clear and conspicuous disclosure of the address or toll-free telephone number by which an individual, or their duly authorized representative, may notify a promoter to have that individual's name and address removed from all lists of names and addresses used by that promoter to mail any skill contest or sweepstakes. Promoters have 60 days from the date of receipt of the removal request to effect the removal of the name and address from all mailing lists used by that promoter for any skill contest or sweepstakes. [C031.10.2]

**12.11 Unauthorized Decisions by Postmasters**

Postmasters are not authorized to decide whether written, printed, or graphic matter is nonmailable based on its content or to deny entry to such matter or exclude it from the mail. [C010.9.4]

**12.12 Refusal Due to Improper Preparation**

Written, printed, or graphic matter not properly prepared for mailing can be refused. [C010.9.5]

# 602 Addressing

## Overview

- [1.0 Elements of Addressing](#)
- [2.0 Restrictions](#)
- [3.0 Use of Alternative Addressing](#)
- [4.0 Detached Address Labels \(DAL\)](#)

## 1.0 Elements of Addressing

### 1.1 Clear Space

A clear space must be available on all mail for the address, postage (permit imprint, postage stamp, or meter stamp), postmarks, and postal endorsements. [A010.1.5]

### 1.2 Delivery Address

The delivery address specifies the location to which the USPS is to deliver a mailpiece. Except for mail prepared with detached address labels under 4.0, the piece must have the address of the intended recipient, visible and legible, only on the side of the piece bearing postage. [A010.1.1]

### 1.3 Address Elements

All mail not bearing a simplified address under 3.0, *Use of Alternative Addressing*, must bear a delivery address that contains at least the following elements in this order from the top line:

- a. Intended recipient's name or other identification.
- b. Private mailbox designator ("PMB" or alternative "#") and number if the mailpiece is addressed to a commercial mail receiving agency (CMRA) address.
- c. Street and number. (Include the apartment number, or use the post office box number, or general delivery, or rural route or highway contract route designation and box number, as applicable.)
- d. City and state (or state abbreviation). The city is any acceptable mailing name for the 5-digit ZIP Code serving the intended recipient as shown in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, and the USPS City State Product.
- e. ZIP Code (5-digit or ZIP + 4) where required:
  1. ZIP Codes are required on Express Mail, Presorted and automation rate First-Class Mail, Periodicals mail, Standard Mail, Package Services mail (except single-piece rate Parcel Post), all mail sent to military addresses within the United States and to APO and FPO addresses, all official mail (penalty mail), all business reply mail, and all merchandise return service mail.
  2. Unless required above, ZIP Codes may be omitted from single-piece rate First-Class Mail (including Priority Mail), single-piece rate Parcel Post, and pieces bearing a simplified address. [A010.1.2]

## 1.4 Complete Addresses

### 1.4.1 Complete Address Definition

A complete address has all the address elements necessary to allow an exact match with the current USPS ZIP+4 Product to obtain the finest level of ZIP+4 code for the delivery address. A complete address may be required on mail at some automation rates. [A010.3.1]

### 1.4.2 Complete Address Elements

A complete delivery address includes:

- a. Addressee name or other identifier and/or firm name where applicable.
- b. Private mail box designator and number (PMB 300 or #300).
- c. Urbanization name (Puerto Rico only, ZIP Code prefixes 006 to 009, if area is so designated).
- d. Street number and name (including predirectional, suffix, and postdirectional as shown in USPS ZIP+4 Product for the delivery address or rural route and box number (RR 5 BOX 10), highway contract route and box number (HC 4 BOX 45), or post office box number (PO BOX 458), as shown in USPS ZIP+4 Product for the delivery address). (“PO Box” is used incorrectly if preceding a private box number, e.g., a college mailroom.)
- e. Secondary address unit designator and number (such as an apartment or suite number (APT 202, STE 100)).
- f. City and state (or authorized two-letter state abbreviation). Use only city names and city and state name abbreviations as shown in USPS City State Product. Contact the National Customer Support Center (see [509.1.0](#)) for more information about the City State Product.
- g. Correct 5-digit ZIP Code or ZIP+4 code. If a firm name is assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used in the delivery address. [A010.3.2]

## 1.5 Return Addresses

### 1.5.1 Purpose for Return Address

The return address tells the USPS where the sender of a mailpiece wants it returned if the piece cannot be delivered. [A010.4.1]

### 1.5.2 Return Address Elements

The return address contains elements corresponding to those for the delivery address. A return address is required in specific circumstances (see [1.5.3](#)). If the sender's name is not included in the return address, another clear designation (apartment, suite, or room number) is required to ensure proper handling of ancillary services and/or return of the piece. ZIP Codes (5-digit or ZIP+4) are required in the return address of all mail on which postage is paid with precanceled stamps or company permit imprint, and in the sender's return address on Periodicals mail when “Address Service Requested” is specified. Official mail (penalty mail) also requires a ZIP Code in the return address. [A010.4.2]

### 1.5.3 Required Use of Return Addresses

The sender's domestic return address must appear legibly on:

- a. Mail of any class, when its return and/or an address correction service is requested.
- b. Official mail.
- c. Mail paid with precanceled stamps.
- d. Matter bearing a company permit imprint.
- e. Priority Mail.
- f. Periodicals in envelopes or wrappers.
- g. Package Services (except unendorsed Bound Printed Matter).
- h. Registered Mail.
- i. Insured mail.
- j. Collect on delivery (COD) mail.
- k. Certified Mail if a return receipt is requested.
- l. Express Mail if a return receipt is requested. The return address on the Express Mail label meets this standard. [A010.4.4]

### 1.5.4 Postmark

An endorsement directing return to point of mailing (postmark) is not honored. [A010.4.5]

## 1.6 Ancillary Services

The USPS uses the return address to provide ancillary services requested by the mailer (e.g., "Return Service Requested"). The return address on any mailpiece endorsed for an ancillary service must identify where the piece is to be returned and where the mailer is prepared to pay applicable postage and fees for pieces returned or for ancillary service provided at the mailer's request. A domestic return address must be placed in the upper left corner of the address side of the piece or the upper left corner of the addressing area. [A010.4.3]

## 1.7 Attachment of Different Class

If the names and addresses of the sender and intended recipient do not appear on both the host and attachment, the sender's name and address must be placed on one piece and the recipient's name and address on the other. Combination containers that have inseparable parts or compartments are mailable with the names and addresses on only one. [A010.1.6]

## 1.8 ZIP Codes

### 1.8.1 Purpose of ZIP Code

The ZIP (Zone Improvement Plan) Code system is a numbered coding system that facilitates efficient mail processing. The USPS assigns ZIP Codes. All post offices are assigned at least one unique 5-digit ZIP Code. Larger post offices may be assigned two or more 5-digit ZIP Codes (multi-5-digit ZIP Code offices). Separate 5-digit ZIP

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Codes are assigned to each delivery unit at these offices. Unique 3-digit and multi-5-digit ZIP Code post offices have street listings in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [A010.2.1]

**1.8.2 ZIP+4 - A Complete ZIP Code**

The most complete ZIP Code is a nine-digit number consisting of five digits, a hyphen, and four digits, which the USPS describes by its trademark ZIP+4. The correct format for a numeric ZIP+4 code is five digits, a hyphen, and four digits. The first five digits represent the 5-digit ZIP Code; the sixth and seventh digits (the first two after the hyphen) identify an area known as a sector; the eighth and ninth digits identify a smaller area known as a segment. Together, the final four digits identify geographic units such as a side of a street between intersections, both sides of a street between intersections, a building, a floor or group of floors in a building, a firm within a building, a span of boxes on a rural route, or a group of post office boxes to which a single USPS employee makes delivery. [A010.2.2]

**1.8.3 Numeric Delivery Point Barcode**

A numeric equivalent of a delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in 708.4.1.4. The numeric equivalent is formed by adding three digits directly after the ZIP+4 code. [A010.2.3]

**1.9 Additional Addressing Standards by Class**

Basic addressing standards for First-Class Mail, Express Mail, Standard Mail, and Package Services are in the Rates and Eligibility section for each class of mail. Additional standards for Periodicals are in 707.3.2, *Addressing Standards for Periodicals*. Standards apply to overseas military mail, Department of State mail, mail in window envelopes, international mail, and mail claimed at any automation rate. [A010.1.7]

**2.0 Restrictions****2.1 Dual Address**

Mail with a dual address, i.e., both a street address and a post office box number, is delivered to the address immediately above the city and state (or to the post office box if both the street address and post office box are on the same line). If a ZIP+4 code or 5-digit ZIP Code is used, it must correspond to the address element immediately above the city and state (or with the post office box number in the address if both the street address and post office box are on the same line). These restrictions also apply to return addresses on mail (for more information, see Publication 28, *Postal Addressing Standards*). [A010.5.1]

**2.2 More Than One Post Office**

Mail with the name of more than one post office in the delivery address or return address is not acceptable for mailing. [A010.5.2]

**2.3 Mail Addressed to CMRAs**

Mail sent to an addressee at a commercial mail receiving agency (CMRA) must be addressed to their private mailbox ("PMB" or "#") number at the CMRA mailing address. [A010.5.3]

## 3.0 Use of Alternative Addressing

### 3.1 General Information

#### 3.1.1 Use

Alternative addressing formats may be used as described in [3.2](#) through [3.4](#) in *Use of Alternative Addressing*. [A020.1.1]

#### 3.1.2 Prohibited Use

Alternative addressing formats may not be used on:

- a. Express Mail pieces.
- b. Mail with any extra service under [503](#).
- c. Mail with any ancillary service endorsement under [507.1.1](#) through [507.1.8](#).
- d. Periodicals intended to count as subscriber or requester copies to meet the applicable circulation standards.
- e. Mail addressed to an overseas military post office under [703.2.2](#). [A020.1.2]

#### 3.1.3 Treatment

Mail with an occupant or an exceptional address format is delivered as addressed and is not forwarded. Such mail is treated as undeliverable only when the address is incorrect or incomplete or when the mail cannot be delivered for another reason related solely to the address (e.g., a vacant building), as shown in [Exhibit 507.USPS Endorsements for Mail Undeliverable as Addressed](#). Periodicals publishers are notified when mailpieces with the occupant or exceptional address formats are undeliverable for solely address-related reasons. Mail with a simplified address format is distributed to all deliveries on a route or to post office boxholders. Undeliverable mail with any alternative addressing format is disposed of as waste under [507.1.9.1](#). [A020.1.3]

### 3.2 Simplified Address

#### 3.2.1 Use—Rural and Highway Contract Routes, P.O. Boxholders

The simplified address format (i.e., “Postal Customer”) may be used on mail only when complete distribution (except as provided for congressional mail under [703.6.0](#)) is made to each family or boxholder on a rural or highway contract route at any post office and/or to all post office boxholders at a post office without city carrier service. A more specific address such as “Rural Route Boxholder” for mail intended to all boxholders on a rural route, followed by the name of the post office and state, may be used. The word “Local,” instead of the post office and state name, is optional. [A020.2.1]

#### 3.2.2 Use—City Routes, P.O. Boxholders

When distribution is to be made to each active possible delivery on city carrier routes or to each post office boxholder at a post office with city carrier service, the addressee’s name; mailing address; and city, state, and ZIP Code may be omitted from the address only on pieces mailed as official matter by agencies of the federal government (including mail with the congressional frank prepared under [703.6.0](#)); any state, county, or municipal government; and the governments of the District of Columbia, the Commonwealth of Puerto Rico, and any U.S. territory or possession

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listed in [608.2.0](#). The requirement for distribution to each stop or post office boxholder may be modified for congressional mail under [703.6.0](#). The following also applies:

- a. Only these forms of address may be used instead of the addressee's name and address:
  1. "Postal Customer" (delivery desired at all addresses).
  2. "Residential Customer" (delivery desired at residential addresses only).
  3. "Business Customer" (delivery desired at business addresses only).
- b. At least 10 days before the mailing date, the mailer must submit a sample mailpiece and the following information to the entry office postmaster (in response, the mailer receives a mailing schedule that must be followed):
  1. Proposed mailing date.
  2. Total number of pieces being mailed.
  3. Method of postage payment.
  4. Names of all city delivery post offices to receive any of the mailing and the number of pieces for each. [A020.2.2]

### 3.2.3 Mail Preparation

All pieces must be prepared in carrier route or 5-digit carrier route or carrier routes containers; 3-digit carrier route or carrier routes containers are not allowed. All flat-size pieces must be prepared in carrier route or 5-digit carrier route sacks. All pieces for the same carrier route must be tied in bundles of 50, so far as practicable, and each bundle must bear a facing slip showing desired distribution (e.g., 5-digit ZIP Code and route number). If the pieces are tied in quantities other than 50 each, the actual number must be shown on the facing slip. Delivery statistics for routes may be obtained as described in [509.1.0](#). Pieces in such mailings also must meet the following standards:

- a. All pieces must be in the same processing category.
- b. Pieces must be marked according to [102](#), [202](#), [302](#), or [402](#).
- c. Letter-size pieces must be prepared in trays, and flat-size pieces must be prepared in sacks under [707.23.0](#), *Preparation of Carrier Route Periodicals*, or, for Carrier Route Standard Mail, see [245.6.0](#) for letters, [345.6.0](#) for flats, or [445.6.0](#) for parcels.
- d. If selective distribution is desired, enough pieces must be presented to cover the route or routes selected. [A020.2.3]

### 3.2.4 Postage

Postage must be paid with permit imprint, meter indicia, precanceled stamps, or other authorized methods not requiring cancelation, according to the standards for the class of mail. [A020.2.4]

### 3.2.5 Address Designation

Only the address designations in [3.2.1](#) or [3.2.2](#) may be used. Other designations (e.g., "Food Buyer," "Voter") are not permitted. [A020.2.5]



### 3.3 Occupant Address

#### 3.3.1 Use of Occupant Address

The occupant address format (i.e., “Postal Customer” or “Occupant,” “Householder,” or “Resident”) may be used to address mail selectively to a rural route and box number, a specific street number, or a specific post office box number without using the addressee’s name:

Example  
POSTAL CUSTOMER  
2711 ORDWAY ST NW APT 204  
WASHINGTON DC 20008-5036

[A020.3.0]

### 3.4 Exceptional Address

#### 3.4.1 Use of Exceptional Address

The exceptional address format (i.e., “Jane Doe or Current Resident” or “Jane Doe or Current Occupant”) may be used on any mail except mail types listed in 3.1.2. The word “Current” is optional. The order of the words may be reversed (e.g., “Current Resident or Jane Doe” rather than “Jane Doe or Current Resident”).

[A020.4.1]

#### 3.4.2 Placement

The exceptional address format must be placed in the address block, with the following exceptions:

- a. If all the current resident/occupant information cannot be placed on the first or second line of the address, the exceptional address format may be placed no more than 3/4 inch above the address block.
- b. If an optional endorsement line (OEL) is used, the mailer may elect to place the exceptional address format above the OEL. In these cases, the exceptional address format must be at least 1/2 inch, but not more than 3/4 inch, above the optional endorsement line. If a window envelope is used with an OEL, the exceptional address information may be printed either in the area on the insert showing through the window or on the envelope above the window. [A020.4.2]

## 4.0 Detached Address Labels (DAL)

### 4.1 DAL Use

#### 4.1.1 Definition

For these standards, *item(s)* refers inclusively to the types of mail described in 4.1.2 through 4.1.4. [A060.1.1]

#### 4.1.2 Periodicals or Standard Mail Flats

Saturation mailings of unaddressed Periodicals or Standard Mail flats may be mailed with detached address labels (DALs). For this standard, saturation mailing means a mailing sent to at least 75% of the total addresses on a carrier route or 90% of the residential addresses on a route, whichever is less. Deliveries are not required to every carrier route of a delivery unit. [A060.1.2]

#### 4.1.3 Standard Mail Merchandise Samples

Merchandise samples more than 5 inches wide (high) or 1/4 inch thick, or nonuniform in thickness, mailed at Standard Mail rates, must be mailed with DALs when prepared for general distribution on city delivery routes. Merchandise samples may be mailed with DALs for general distribution on other (e.g., rural) routes and for the residual portion of a general distribution mailing. For this standard, *general distribution* means distribution in a single mailing to at least 25% of the addresses in any 5-digit ZIP Code delivery area regardless of the number of samples addressed to a single route or the number of 5-digit areas to which samples are addressed. If the same mailing includes a general distribution to one or more 5-digit areas and a secondary distribution of lesser quantities to one or more other 5-digit areas, pieces in the secondary distribution are considered residual. [A060.1.3]

#### 4.1.4 Bound Printed Matter

Unaddressed pieces of Bound Printed Matter may be mailed with DALs when:

- a. The mail is prepared on 5-digit pallets meeting the standards in 705.8.0, except that for flat-size mail, separate 5-digit pallets of carrier route and Presorted rate mail are not required. The destination delivery unit (DDU) is determined using the Drop Shipment Product under the provisions for the DDU rate in 366.2.0 through 366.5.0 or 466.2.0 through 466.5.0. The mail may not be prepared on pallets when the Drop Shipment Product indicates that the delivery unit that serves the 5-digit pallet destination cannot handle pallets. For such delivery units, mail with DALs must be prepared in sacks. The trays or cartons of DALs must be prepared under 4.3, placed on the same pallet as the pieces, and must be stretch-wrapped together as one unit.
- b. The mail is prepared in 5-digit sacks and entered at the destination delivery unit. The destination delivery unit is determined by using the Drop Shipment Product under the provisions for the DDU rate in 366.2.0 through 366.5.0 or 466.2.0 through 466.5.0. DALs must be bundled under 4.3 and presented to the destination delivery unit with the accompanying items to be distributed with the DALs. [A060.1.4]

#### 4.1.5 Alternative Addressing Formats

The addresses on DALs may be prepared using an alternative addressing format under 3.0, subject to the applicable eligibility, volume, density, and preparation standards. [A060.1.5]

#### 4.1.6 Documentation

When requested by the USPS, DAL mailers must provide documentation to establish that the applicable distribution standards in 4.1.2 through 4.1.4 are met. [A060.1.6]

#### 4.1.7 Extra Services

Items mailed with DALs may not be combined with any extra services. [A060.1.7]

### 4.2 Label Preparation

#### 4.2.1 Label Construction

Each DAL must be made of paper or cardboard stock that is not folded, perforated, or creased, and that meets these measurements:

- a. Between 3-1/2 and 5 inches high (perpendicular to the address label).
- b. Between 5 and 9 inches long (parallel to the address label).
- c. At least 0.007 inch thick. [A060.2.1]

#### 4.2.2 Addressing

The address for each item must be placed on a DAL, parallel to the longest dimension of the DAL, and may not appear on the item it accompanies. The DAL must contain the recipient's delivery address and the mailer's return address. A ZIP+4 code or 5-digit ZIP Code is required unless a simplified address format is used. The delivery address may include the correct delivery point barcode.

[A060.2.2]

#### 4.2.3 Ratio

Only one DAL may be prepared for each accompanying item, and only one item may be identified for delivery per DAL (i.e., a single DAL may not be prepared to deliver one each of different accompanying items or multiples of the same item).

[A060.2.3]

#### 4.2.4 Required Information

The following words must appear in bold type at least 1/8 inch high on the front of each DAL: "USPS regulations require that this address label be delivered with its accompanying postage-paid mail. If you should receive this label without its accompanying mail, please notify your local postmaster." The title or brand name of the item (which may include an illustration of the item) must also appear on the front or back of the DAL to associate it with the accompanying item. [A060.2.4]

#### 4.2.5 Other Information

Nothing may appear on the front of a DAL except the information described in 4.2.2 and 4.2.4, an indicium of postage payment, and official pictures and data circulated by the National Center for Missing and Exploited Children. Ancillary service endorsements are not permitted. Undeliverable material is treated under 4.4.

[A060.2.5]

### 4.3 Mail Preparation

#### 4.3.1 Notice to Delivery Office

Each delivery office to receive a DAL mailing must be notified in writing at least 10 days before the requested delivery period. To ensure that the delivery office can readily relate the notice to the cartons containing the corresponding items, a copy of that letter must be enclosed with the DALs unless the initial notice and the cartons used for the DALs and items each conspicuously bears a mailing identification number. The letter must contain the following information:

## 602.4.3.2

- a. Name and telephone number of mailer or representative.
- b. Origin post office of mailing.
- c. Expected mailing date.
- d. Description of mailing.
- e. Number of addressees for each 5-digit ZIP Code.
- f. Number of DALs per carton or bundle.
- g. Number of items per carton or bundle.
- h. Expected delivery period (range of dates).
- i. Requested action for excess or undeliverable DALs or items (see 4.4).

[A060.3.1]

**4.3.2 DALs**

The DALs must be presorted, counted, and packed by 5-digit ZIP Code delivery area. Only DALs for the same 5-digit area may be placed in the same carton. DAL mailings claimed at carrier route or walk-sequence rates must be further prepared under the corresponding standards. Different size cartons may be used in the same mailing, but each must be filled with dunnage as necessary to ensure that the DALs retain their integrity while in transit. Each carton of DALs must bear a label showing the information in 4.3.5 unless a mailing identification number is used (see 4.3.1). Multiple containers of DALs must be numbered sequentially (“1 of \_\_,” “2 of \_\_,” etc.). [A060.3.2]

**4.3.3 Items**

The items to be distributed with the DALs must be placed in cartons or prepared in bundles placed in sacks, as appropriate for the type of item and subject to the standards for the rate claimed. A label bearing the content description information in 4.3.5 must be affixed to each carton, sacked bundle, or pallet unless a mailing identification number is used (see 4.3.1). Cartons of items (including those on pallets) may be of different sizes but must be filled with dunnage as necessary to ensure the integrity of the items while in transit. The gross weight of each carton or sack must not be more than 40 pounds. [A060.3.3]

**4.3.4 Combined Cartons**

Both the DALs and the accompanying items may be enclosed in the same carton when sent to a small volume 5-digit ZIP Code area. If packed together, these standards apply:

- a. The DALs must be bundled and labeled under 4.3.2 and placed on top of the items.
- b. The carton must be packed with dunnage to ensure the integrity of the contents while in transit.
- c. The gross weight of the carton must not exceed 40 pounds.
- d. The exterior of the carton must be labeled under 4.3.5 and marked “DALs ENCLOSED” in letters not less than 1/2 inch high. [A060.3.4]

#### 4.3.5 Label Information

Sacks, cartons, and pallets of DAL mail must be labeled under the preparation standards for the rate claimed. A second label must be affixed to each carton or sacked bundle to provide the following information (unless a mailing identification number is used under [4.3.1](#)):

- a. Delivery post office name and 5-digit ZIP Code delivery area.
- b. Title, brand name, or other description of the items.
- c. Name and telephone number of the mailer or representative.
- d. Number of labels or items in the carton, as applicable.
- e. Instructions to open and distribute either the DALs with matching items or the items with matching DALs, as appropriate. [A060.3.5]

#### 4.3.6 Use of Equipment

Cartons, bundles of flats, and sacks of items may be palletized under the applicable standards; cartons of DALs must be palletized with the corresponding items under the same standards. The USPS plant manager at whose facility a DAL mailing is deposited may authorize other types of equipment for the portion of the mailing to be delivered in that plant's service area. [A060.3.6]

### 4.4 Disposition of Excess or Undeliverable Material

#### 4.4.1 Excess Material

The letter required under [4.3.1](#) must either request that the delivery office contact the mailer (or representative) about excess DALs or items, or provide instructions for their treatment. (If the mailer does not provide information about excess DALs or items, such material is disposed of as waste by the USPS.) The mailer must choose one of the following options for each DAL mailing and the items:

- a. Disposal of any excess material as waste.
- b. Return of the excess material to the mailer, postage due at the applicable single-piece rate under [4.5](#).
- c. Holding of the excess material for pickup by the mailer (or representative). If pickup is not made within 15 calendar days of the notice to the mailer, the material is returned to the mailer postage due.
- d. Holding of the excess material while additional DALs or items are supplied (as applicable). If additional material is not supplied within 15 days of the notice to the mailer, the excess material is returned to the mailer postage due. Additional material must be sent prepaid to the delivery post office as First-Class Mail, Priority Mail, or Express Mail. [A060.4.1]

#### 4.4.2 Undeliverable DAL

A DAL that is undeliverable as addressed (UAA) is handled under [507.1.1](#) through [507.1.9](#) for the applicable class of mail. The accompanying item is treated as specified by the mailer under [4.4.1](#). [A060.4.2]

## 4.5 Postage

### 4.5.1 Available Rates

DAL mailings are not eligible for any automation rate, but they may qualify for a carrier route rate, subject to the applicable standards. [A060.5.1]

### 4.5.2 Initial Distribution

Postage is computed based on the weight of the entire mailpiece (i.e., the combined weight of the item and the accompanying DAL). If the number of DALs and items mailed is not identical, the number of pieces used to determine postage is the greater of the two. No postage refund is allowed in these situations. The total weight of the mailing excludes the weight of the cartons used to carry the DALs or items, dunnage, and carton labels. In addition, these methods of postage payment apply:

- a. Periodicals flats must be prepaid. A notice of entry must appear in the upper right corner of the DAL.
- b. Standard Mail flats and samples and Bound Printed Matter must be paid by permit imprint, which must appear on each DAL. Standard Mail postage is computed at the applicable nonletter rates. [A060.5.2]

### 4.5.3 Returns

Postage for excess or undeliverable DALs that are properly endorsed or for items being returned is computed at the single-piece rate (First-Class Mail, Priority Mail, or Package Services) applicable to the combined weight of the DAL and the accompanying item, regardless of whether both are returned. The total amount due for returned material, which includes the return postage and the applicable address correction fee for each DAL or item returned, is collected when the material is returned to the mailer. [A060.5.3]

### 4.5.4 Additional Items

Postage for additional material (DALs or items) mailed to the USPS under [4.4.1d](#) must be prepaid as First-Class Mail, Priority Mail, or Express Mail, subject to the eligibility standards for the rate claimed and the conditions in [4.5.2](#). [A060.5.4]

# 604 Postage Payment Methods

**Overview**

- 1.0 Stamps
- 2.0 Stamped Stationery
- 3.0 Precanceled Stamps
- 4.0 Postage Meters (Postage Evidencing Systems)
- 5.0 PC Postage
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- 7.0 Payment of Postage
- 8.0 Computing Postage
- 9.0 Insufficient or Omitted Postage
- 10.0 Refunds and Exchanges
- 11.0 Revenue Deficiency

## 1.0 Stamps

### 1.1 Postage Stamp Denominations

Postage stamps are available in the following denominations:

| TYPE AND FORMAT  |   | DENOMINATION  |
|--|---|---|
| <b>Regular Postage</b>   | Panes of up to 100                          | \$0.01, .02, .03, .04, .05, .08, .09, .10, .14, .15, .17, .19, .20, .21, .22, .23, .25, .29, .30, .32, .33, .34, .35, .39, .40, .45, .46, .48, .50, .52, .55, .57, .60, .65, .75, .76, .77, .78, .80, .83, \$1, \$2, \$3.85, \$5, \$13.65 |
|  | Booklets                                    | \$0.23 (\$2.30 booklet)<br>\$0.37 (\$3.70 and \$7.40 booklets)  |
|  | Coils of 100                                | \$.21, .22, .23, .34, .37   |
|  | Coils of 3,000                              | \$0.01, .02, .03, .05, .10, .34, .37  |
|  | Coils of 10,000                             | \$0.01, .02, .03, .05, .10, .34, .37  |
| <b>Precanceled Presorted Rate Postage – First-Class Mail and Standard Mail</b> | Coils of 500, 3,000, and 10,000             | Various nondenominated (available only to permit holders)   |
| <b>Commemorative</b>   | Panes of up to 50                           | \$0.37 and other denominations  |
|  | 20-Stamp Booklets                           | \$0.37 (\$7.40 booklets)  |
| <b>Semipostal</b>  | Breast Cancer Research<br>Panes of up to 20 | Purchase price of \$0.45; postage value equivalent to First-Class Mail nonautomation single-piece rate (\$0.37); remainder is contribution to fund breast cancer research.  |
|  | Stop Family Violence<br>Panes of up to 20   | Purchase price of \$0.45; postage value equivalent to First-Class Mail nonautomation single-piece rate (\$0.37); remainder is contribution to fund domestic violence programs.  |

[R000.4.0]

604.1.2

**1.2 Postage Stamps Valid for Use**

All postage stamps issued by the United States since 1860, unless listed in 1.3, are valid for postage from any point in the United States or from any other place where U.S. Mail service operates. Precanceled stamps may be used to pay regular postage and fees for extra services if the mailpiece is endorsed under the standards for the class of mail and service requested. Precanceled postage may be used only by permit holders authorized under 3.0. Unless excepted by standard, the total postage affixed must equal at least the postage charge for the class of the mail and, if applicable, the fee for the extra service requested. All nondenominated postage and makeup rate stamps, including official mail stamps, are valid at the original rates of issue. [P022.2.1]

**1.3 Postage Stamps Invalid for Use**

The following are not valid to pay postage for U.S. domestic or U.S.-originated international mail:

- a. Postage due, special delivery, special handling, and Certified Mail stamps.
- b. Stamps of other countries.
- c. United Nations stamps, unless on mail deposited at the United Nations, NY.
- d. U.S. stamps that are mutilated or defaced; cut from stamped envelopes, aerogrammes, or stamped cards; covered or coated in such a manner that canceling or defacing marks cannot be printed onto the stamps; or overprinted with an unauthorized design, message, or other marking.
- e. Nonpostage stamps, such as migratory-bird hunting and conservation stamps, U.S. saving and thrift stamps. [P022.2.2]

**1.4 Imitations of Stamps**

Matter bearing imitations of postage stamps, in adhesive or printed form, or private seals or stickers resembling a postage stamp in form and design, is not acceptable for mailing. [P022.4.1]



**1.5 Imitations of Markings**

Matter bearing decorative markings and designs, in adhesive or printed form, resembling the markings and designs of official postal services, is not accepted for mailing (see [Exhibit 1.5](#)). [P022.4.2]

**Exhibit 1.5 Prohibited Imitations**

[Exhibit P022.4.2]

**1.6 Stamp Reproduction**

Postmasters may not advise the public about the reproduction of foreign or domestic postage stamps. Such information is available from Stamp Development, USPS Headquarters (see [608.8.0](#) for address). [P022.3.0]

**1.7 Position of Stamp on Mailpiece**

Stamps must be affixed firmly in the upper right corner of the address side of the mail cover. Any stamp partly concealed by an overlapping stamp may not be counted as postage. [P022.1.3]

**1.8 Reuse of Stamps**

Reuse of stamps with intent to cause loss to the government or the USPS is punishable by fine and imprisonment. [P022.1.4]

**1.9 Perforating Stamps**

Postage stamps may be marked with perforation holes. The mark may not cover more than 1/4 square inch (1/2 inch by 1/2 inch) of the stamp, and the diameter of the holes may not exceed 1/32 inch. [P022.1.5]

**1.10 Special Standards for Semipostal Stamps**

Semipostal stamps are subject to the following special conditions:

- a. Semipostal stamps are stamps sold for a price that exceeds the postage value of the stamp. The difference between the price and postage value (also known as the "differential") less an offset for reasonable USPS costs, as determined by the USPS, is contributed to a specific cause. Semipostal stamps are offered for sale for a limited time as provided by law or by the USPS.

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- b. The following semipostal stamps are available:
  1. The Breast Cancer Research semipostal stamp. The difference between the purchase price and the First-Class Mail nonautomation single-piece first-ounce letter rate in effect at the time of purchase constitutes a contribution to breast cancer research and cannot be used to pay postage. Funds (net of reasonable USPS costs) raised in connection with the Breast Cancer Research semipostal stamp are transferred to the Department of Defense and the National Institutes of Health.
  2. The Stop Family Violence semipostal stamp. The difference between the purchase price and the First-Class Mail nonautomation single-piece first-ounce letter rate in effect at the time of purchase constitutes a contribution to domestic violence programs and cannot be used to pay postage. Funds (net of reasonable USPS costs) raised in connection with the Stop Family Violence semipostal stamp are transferred to the Department of Health and Human Services.
- c. The postage value of each semipostal stamp is the First-Class Mail nonautomation single-piece first-ounce letter rate in [133.1.5, Rates for Letters, Flats, and Parcels](#), that is in effect at the time of purchase. Additional postage must be affixed to pieces weighing in excess of 1 ounce, pieces subject to the nonmachinable surcharge, or pieces for which extra services have been elected. The postage value of semipostal stamps purchased before any subsequent change in the First-Class Mail nonautomation single-piece first-ounce letter rate is unaffected by any subsequent change in that rate. The purchase price of each semipostal stamp is listed in [1.1](#). [P022.1.6]

### **1.11 Paying for Stamps**

Payment may be made in U.S. currency. Foreign or mutilated money is not acceptable. The USPS may require payment of the exact amount of the purchase. Checks are acceptable subject to USPS check-acceptance policy and the assessment of charges to the customer for an uncollectible check returned by the bank. The customer must use a money order or certified check if the amount due is sent by mail. [P022.1.1]

### **1.12 Seals and Stickers**

The nonaddress side of mail may have seals or stickers, if they do not imitate postage stamps and do not have words, numerals, or other markings indicating a value. [P022.4.3]

## 2.0 Stamped Stationery

### 2.1 Plain Stamped Envelope

#### 2.1.1 Fee

Fee, in addition to the postage value preprinted on the envelope:

| TYPE       | FEE    |         |
|------------|--------|---------|
|            | Each   | 500     |
| Size 6-3/4 | \$0.08 | \$12.00 |
| Size 10    | 0.08   | 14.00   |

[R000.1.0]

#### 2.1.2 Availability

Plain stamped envelopes are available at all post offices, except that:

- Only sizes 6-3/4 and 10 regular and window envelopes are sold in less than full box lots (a full box contains 500 envelopes).
- Only nonprofit organizations and political committees authorized to use the Nonprofit Standard Mail rates may buy Nonprofit (precanceled) envelopes. Only full boxes are sold at post offices; only less than box lots are sold at philatelic outlets. [P021.1.1]

#### 2.1.3 Envelope Dimensions

Envelope dimensions, which can vary 1/16 inch, are as follows:

- Size 6-3/4: 3-5/8 by 6-1/2 inches.
- Size 10: 4-1/8 by 9-1/2 inches.
- Intermediate sizes (between 6-3/4 and 10, as determined by surface area in square inches) are not less than 6-1/2 or more than 9-1/2 inches long, not less than 3-5/8 or more than 5 inches high, have a surface area of not more than 39 square inches, and have an aspect ratio (length divided by height) not less than 1.3 or more than 2.5. [P021.1.3]

#### 2.1.4 Window Sizes

Window envelopes are available with these window sizes:

- The standard window is 1-1/8 inches high and 4-3/4 inches wide, and is placed 5/8 inch from the bottom edge of the envelope.
- In size 6-3/4 envelopes, the window is 7/8 inch from the left edge; in size 10 envelopes, 1 inch from the left edge.
- On double window envelopes, the second window (designed for a return address) is 1/2 inch from the top and left edges, and measures 3/4 inch high and 2-1/2 inches wide.
- Other window sizes and locations can be produced, if the window size is not more than 1-1/2 inches high and 5 inches wide, and the window is not less than 3/8 inch from any envelope edge. Windows must allow compliance with general USPS addressing guidelines. [P021.1.2]

604.2.1.5

**2.1.5 Imprinting**

Stamped envelopes may be privately imprinted in any style, if at least 3-1/2 inches of clear space remains at the right end of the address side. [P021.1.4]

**2.2 Personalized Stamped Envelopes****2.2.1 Fee**

Fee, in addition to the postage value preprinted on the envelope:

| TYPE       | FEE    |         |
|------------|--------|---------|
|            | Each   | 500     |
| Size 6-3/4 | \$3.50 | \$17.00 |
| Size 10    | 3.50   | 20.00   |

[R000.2.0]

**2.2.2 Availability**

Personalized envelopes (stamped envelopes imprinted with a return address) are available by mail order only. Customers mail Form 3203, with the full payment (by check or money order) for the envelopes ordered, to Stamp Fulfillment Services (see [608.8.0](#) for address). [P021.2.1]

**2.2.3 Printing Specifications**

All printing on personalized envelopes is subject to these specifications:

- a. Any line of printing is limited to 47 characters and spaces.
- b. The total number of lines is limited to seven.
- c. The last two lines of printing must be reserved for the street address or post office box number where mail is to be delivered, and the city, state, and ZIP Code.
- d. Stamp Development, USPS Headquarters, must approve any printing not permitted under [2.2.4](#) through [2.2.6](#). Requests for nonstandard printing are considered on orders of one million or more identical envelopes. Stamp Development's decision is final.
- e. Each envelope must bear a return address printed in uppercase and lowercase letters, with flush left margin, using 8-point Helvetica type. The firm name or main lines are in bold type. [P021.2.2]

**2.2.4 Printed Return Address Standards**

The printed return address must include the local address that includes a street address; a post office box number; a rural route and box number; a building name, room number, and street address; or both a street address and post office box number; and the name of the post office or branch post office, state, and either the ZIP+4 or the 5-digit ZIP Code. The ZIP Code must be correct for the address on the line immediately preceding the city and state. The postmaster determines whether the address is adequate to ensure return of undeliverable mail. [P021.2.3]

### 2.2.5 Printed Return Address Options

The printed return address may include:

- a. The name and title of an individual, or the name of a firm, corporation, institution, association, or society.
- b. Descriptive words that represent business or professional names.
- c. The branch or department name of a business if necessary to ensure return of undeliverable mail.
- d. The telephone number of an individual or group if printed immediately preceding the local address.
- e. A brief advertising statement or descriptive phrase following the name or on up to two separate lines. Indecent matter may not appear on wrappers or envelopes (18 USC 1463). [P021.2.4]

### 2.2.6 Optional Information

The following endorsements and instructions printed in at least 8-point type may be included as part of the return address:

- a. Any ancillary service endorsement under [507.1.1](#) through [507.1.9](#) that requests address correction, forwarding, or return appropriate for the intended class of mail (e.g., "Address Service Requested"). The endorsement must appear directly below the return address, separated with a minimum clear space of 1/4 inch.
- b. Any sender instruction under [507.1.8, Returning Mail](#), and [507.3.0, Address Correction Services](#), that specifies a period for holding mail, not fewer than 3 and not more than 30 days (e.g., "AFTER 5 days RETURN TO"). The instruction must appear directly above the return address. If such an instruction is printed on envelopes at Standard Mail rates, those envelopes must also bear an authorized ancillary service endorsement that provides for return postage. [P021.2.5]

### 2.2.7 Rejected Envelopes

A customer may reject personalized envelope orders for defective manufacture or mistakes in printing, denomination, size, etc.:

- a. If the purchaser's error, only the value of the postage is refunded. Such a refund may be made at a post office or by returning the envelopes to Stamp Fulfillment Services (see [608.8.0](#) for address). If the customer wants the envelopes replaced instead, the customer must pay the difference between the full selling price of the envelopes and the postage value. The customer must include an explanation for rejecting the envelopes in a request for replacement or refund.
- b. If an error is made by the USPS, Stamp Fulfillment Services refunds the total cost of the envelopes. The envelopes must be returned to Stamp Fulfillment Services (see [608.8.0](#) for address) with an explanation of the error. Only the customer whose name is in the return address, or the customer's representative, may submit rejected personalized envelopes for a refund. Rather than seeking a refund, the customer may request that the envelopes be replaced. [P021.2.6]

## 2.3 Other Stationery

### 2.3.1 Stamped Cards

Stamped cards are available as single stamped cards, double (reply) stamped cards, and in sheets of 40 for customer imprinting. Single and double stamped cards are 3-1/2 inches high by 5-1/2 inches long. Sheets must be cut to this size so that the stamp is in the upper right corner of each card. The USPS does not offer personalized stamped cards (cards imprinted with a return address). [P021.3.1]

### 2.3.2 Fee for Stamped Cards

Fee, in addition to the postage value preprinted on the card:

| TYPE                      | FEE    |
|---------------------------|--------|
| Single Card               | \$0.02 |
| Double Card               | 0.04   |
| Sheet of 40 cards (uncut) | 0.80   |

[R000.3.0]

### 2.3.3 Aerogramme

Aerogrammes (airletter sheets) are available for use in international mail. [P021.3.2]

### 2.3.4 Validity of Postal Stationery

All stamped envelopes, stamped cards (formerly called postal cards), and aerogrammes issued by the United States since 1873 are valid for postage from any point in the United States or from any other place where U.S. domestic mail service operates, under the same conditions as for postage stamps in 1.0. [P021.4.0]

## 3.0 Precanceled Stamps

### 3.1 General Information

#### 3.1.1 Definition

Precanceling is the cancelation of adhesive postage stamps, stamped envelopes, or stamped cards before mailing. Precanceling may be done by the USPS or by the mailer under a postal permit. Precanceled commemorative stamps are not available. [P023.1.1]

#### 3.1.2 Use of Precanceled Stamps

Precanceled postage is an optional postage payment method for mailings at Presorted and automation First-Class Mail rates and at all Standard Mail rates.

[P023.1.2]

#### 3.1.3 Prohibited Use of Precanceled Stamps

Precanceled postage stamps may not be used on matter mailed in boxes, cases, bags, or other reusable mailing containers. [P023.1.4]

**3.1.4 Documentation**

Unless excepted by standard, a precanceled stamp mailing must be accompanied by documentation subject to the standards for documentation for each class of mail if the mailing contains nonidentical-weight pieces or pieces without the full postage at the applicable rate. [P023.1.6]

**3.1.5 Amount of Postage**

The value of precanceled stamps affixed to each piece in a mailing must be either the exact amount due or another amount permitted by standard. Refunds for overpayment must meet the standards in [10.0, Refunds and Exchanges](#). [P023.1.5]

**3.1.6 Depositing Precanceled Stamp Mailings**

Mail bearing precanceled postage must be presented to the post office where the permit is held, at the times and places designated by the postmaster. Mail bearing precanceled postage must not be deposited in street collection boxes. [P023.1.9]

**3.1.7 Combining Precanceled Stamps With Other Postage Payment Methods**

Precanceled mail may be combined in a mailing with mail paid with other means only if authorized by the USPS. [P023.1.10]

**3.1.8 Return Address**

Mailpieces with any precanceled imprint must have a complete domestic return address. If the return address is outside the delivery area of the post office of mailing, the mailer must put a cancellation endorsement to the left of the postage showing city, two-letter state abbreviation, and ZIP Code of the office of mailing; or submit, at the time of mailing, a duplicate of the postage statement and a sample mailpiece, both in an envelope stamped and addressed to the postmaster at the post office shown in the return address; or use the cancellation endorsement "Mailed From ZIP Code" followed by the 5-digit ZIP Code assigned to the postmaster at the office of mailing. [P023.1.8]

**3.1.9 Markings and Endorsements**

Whether the mailer or the USPS precanceled the stamps, each mailpiece with precanceled postage must bear markings and endorsements required for the rate claimed or services requested. [P023.1.7]

**3.2 Permit to Use Precanceled Stamps****3.2.1 Authorization to Use Precanceled Stamps**

A mailer who wants to use USPS-precanceled stamps and stamped envelopes must complete Form 3615 and file it at the post office where mailings are to be deposited. If an applicant has a completed Form 3615 on file for other services, precanceled authorization is annotated on the existing application. There is no fee for this permit. [P023.2.1]

**3.2.2 Revocation of Precanceled Stamp Permit**

A permit may be revoked if used in operating any unlawful scheme or enterprise, or for buying or acquiring stamps or mailer's precancel postmarks for other than mailing, or for failing to comply with the format requirement or instructions on Form

3615. The permit holder has 10 days to file a written statement showing why the permit should not be revoked. The manager, customer service support (district), issues the decision on such appeals. [P023.2.2]

### **3.3 Precancellation of Stamps by USPS**

#### **3.3.1 Stamps Precanceled by USPS**

Stamps ordered with a precancel imprint have one visible line across their faces. Endorsement stamps precanceled by post offices have two visible parallel lines across the face of each stamp between which the name of the post office of mailing and its two-letter state abbreviation appear. [P023.1.11]

#### **3.3.2 Using Precanceled Stamps With Rate Designation**

Precanceled stamps can be ordered with the rate category preprinted as the precancellation device. These stamps are for matter mailed as part of a qualifying mailing of the rate category shown on the stamps. Mailpieces bearing a rate category precancellation legend must include the return address. If the return address is not within the delivery area of the post office of mailing, the mailer must place a cancellation endorsement on the piece or provide information to the post office shown in the return address. Precanceled stamps with a preprinted rate marking may be used to pay single-piece postage if the piece bearing the stamps has the correct marking (e.g., "First-Class MAIL") immediately under the postage. [P023.1.12]

### **3.4 Precancellation of Stamps by Mailer**

#### **3.4.1 Definition of Stamps Precanceled by Mailer**

A mailer meeting the standards in 3.4 may precancel adhesive stamps, stamped cards, and stamped envelopes with a mailer's precancel postmark. Stamped cards are precanceled at the time of printing and do not require a mailer's precancel postmark. [P023.1.3]

#### **3.4.2 Authorization to Precancel Stamps**

A mailer must request authorization to preprint rate markings on precanceled stamps or to use a precancel postmark on adhesive stamps, stamped cards, and stamped envelopes. The applicant must submit a specimen mailpiece showing the preprinting method or proposed precancel postmark. If more than one preprinted marking is prepared or more than one format is used, a specimen for each must be submitted. Form 3615 must be endorsed "Preprinting of Rate Markings," or "Mailer's Precancel Postmark," or both, as appropriate. The application and format samples must be submitted to the postmaster of the office where the precanceled mailings are to be deposited for approval by the district Business Mail Entry manager. If the application and samples are approved, the applicant receives written notice of approval from the postmaster and a unique permit number assigned by the postmaster. [P023.3.1]

#### **3.4.3 Authorization Conditions**

Mailer precancellation is authorized only for the specimen mailpieces submitted and approved. After that, a specimen must be submitted and approved for each new precancel postmark format or preprinted marking to be used. [P023.3.3]



#### 3.4.4 Denial of Authorization to Precancel Stamps

If the application and format samples are not approved by the district Business Mail Entry manager, the applicant receives written notice from the postmaster stating the reasons for the denial and the applicant's appeal rights. The applicant may file a written appeal with the Pricing and Classification Service Center (PCSC). (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).)

[P023.3.2]

#### 3.4.5 Revocation of Authorization to Precancel Stamps

A permit may be revoked for operating any unlawful scheme or enterprise, for buying or acquiring stamps for other than mailing, or for failing to comply with the required format standards. Within 10 days of receipt of the revocation notice, the permit holder may file a written appeal with the PCSC. (See [608.8.4, PCSC and District Business Mail Entry Offices Contact Information](#).) The PCSC issues the final agency decision. [P023.3.4]

#### 3.4.6 Design and Content of Mailer's Postmark

The mailer's precancel postmark must contain specific elements:

- a. The mailing date (day, month, and year) if used on First-Class Mail; the month and year of mailing may be shown on Standard Mail.
- b. The words "Mailer's Postmark" followed by the permit number and enough lines to deface (cancel) the postage.
- c. Either the city, state, and 5-digit ZIP Code of the post office where the precancel permit is held and the mailing is to be deposited, or the words "Mailed From ZIP Code" followed by the 5-digit ZIP Code of the mailing office. (If that post office is assigned more than one 5-digit ZIP Code, the precancel postmark must show the 5-digit ZIP Code assigned to the postmaster.) [P023.3.5]

#### 3.4.7 Rate Marking

The precancel postmark may include the words or authorized abbreviations of the rate marking required for the rate claimed. Alternatively, if authorized under [3.4.2](#), the mailer may preprint rate markings required by other standards on adhesive stamps to be used for mailings at the corresponding rates. Such preprinted markings must be in uppercase letters of at least 6-point type, printed in black indelible ink on the stamp where optimum contrast is possible. A preprinted rate marking applied by the mailer, by itself or with a precancel postmark, must not obscure other printing on the stamp that is part of the USPS design (e.g., "USA").

[P023.3.6]

#### 3.4.8 Cancellation of Stamps

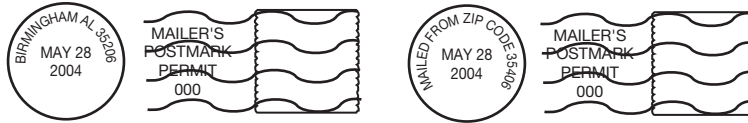
Black ink must be used for cancellation. It must provide enough indelibility and contrast to prevent reuse of the stamps. The precancel permit number must not be obscured by the cancellation. [P023.3.7]

#### 3.4.9 Required Format

A mailer must use one of the Format A designs in [Exhibit 3.4.9](#). Format B may be used only by a mailer previously authorized to do so and who has the necessary die. The only permissible alternative or modification to any format is the addition of a rate marking permitted by [3.4.7](#). [P023.3.8]

**Exhibit 3.4.9 Format for Mailer's Precancel Postmarks**

Format A



Format B



[Exhibit P023.3.8]

**3.5 Stamp Collectors**

Subject to USPS policy in 608.4.0, precanceled postage may be bought for philatelic purposes as well as postage payment. A stamp collector may mail matter bearing precanceled postage if the collector has a permit to use precanceled postage at the post office where the mail is presented. Creating philatelic oddities or precanceling issues or denominations that would not otherwise see legitimate mail use is not permitted. Mail orders must include a stamped, self-addressed envelope. [P023.4.0]

**3.6 Using High Value Stamps**

If precanceled postage on a single piece is more than \$1, the precanceled stamps must be overprinted or handstamped in black ink with the mailer's initials and the numerical abbreviations of the month and year for use (e.g., "A. B. Co. 9-78"). These stamps are acceptable on mail during the month shown and through the 10th of the following month. [P023.1.13]

**4.0 Postage Meters (Postage Evidencing Systems)****4.1 Basic Information****4.1.1 Definition of Postage Evidencing Systems**

Postage evidencing systems are secure postage metering systems that generate indicia imprinted on or affixed to a mailpiece to evidence prepayment of postage. The USPS regulates these systems and their use to protect postal revenue. Only USPS-authorized manufacturers or product service providers may design, produce, and distribute the systems. Misuse of a postage evidencing system to avoid payment of postage is punishable by law. The major components of a postage evidencing system are:

- a. Funds registers and accounting functions to store and maintain financial data. Two funds registers are required:

1. The descending register that records the postage value remaining in the postage evidencing system.
  2. The ascending register that increases as postage is printed. This register records the total value of all postage printed during the life of the postage evidencing system unless it is reset to zero by the provider during servicing between customers or when it reaches its maximum limit.
- b. Indicia generated by the system to show evidence of postage prepayment on the mailpiece. Indicia are also called “meter stamps” or “metered postage.”
  - c. USPS and provider infrastructure to support user licensing and customer information, ensure proper payment for postage, set and reset the system with postage value, and provide for inventory management. Provider and USPS interface to accomplish these functions. [P030.1.1]

#### 4.1.2 Types of Postal Evidencing Systems

Generation 1 postage evidencing systems use industry-standard electronic components for managing the registers and accounting for postal funds. Generation 2 postage evidencing systems use a USPS-approved electronic component called a “postal security device” (PSD) for managing the registers and accounting for postal funds. All PSDs must meet USPS performance criteria and must have a self-disabling feature that prohibits the printing of postage when specific programmed requirements are not met. For all Generation 2 postage evidencing systems the provider and the USPS infrastructure must interface to support licensing and customer information, ensure proper payment for postage, and provide for inventory management. The systems are categorized as follows:

- a. Traditional postage meter—a Generation 1 postage evidencing system:
  1. The industry-standard electronic components used for managing registers and accounting for postal funds may or may not include a self-disabling feature that prohibits the printing of postage when specific programmed requirements are not met.
  2. Indicia are printed either by a letterpress or digital printing process. Letterpress indicia are generated by the impact of a hard, inked printing die on the print surface. Digital indicia are generated electronically and produced on the print surface by a nonimpact technology, such as an ink jet, thermal, or laser printing process.
  3. The provider and USPS infrastructure systems for all Generation 1 postage evidencing systems interface to support licensing and customer information and to provide for inventory management. Generation 1 postage meters can be either manually reset (the meter must be physically taken to the USPS) or remotely reset. Remotely reset meters are replacing manually reset meters in accordance with a phased USPS retirement plan. The USPS infrastructure currently supports payment for postage for all Generation 1 postage evidencing systems, both manually reset and remotely reset. The provider infrastructure supports payment for postage for remotely reset meters but does not support payment for postage for manually reset meters.

## 604.4.1.3

- b. PSD meter—a Generation 2 postage evidencing system:
  - 1. A PSD meter must use a USPS-approved PSD.
  - 2. The indicia generated by a PSD meter must be digital indicia approved by the USPS.
  - 3. A PSD meter must be reset using an electronic connection between the provider's postage resetting system and the postal registers in the PSD.
- c. Information-based indicia (IBI) meter—a Generation 2 postage evidencing system:
  - 1. An IBI meter must use a USPS-approved PSD.
  - 2. An IBI meter must generate information-based indicia. IBI are digital indicia that include human-readable information and a USPS-approved two-dimensional barcode or other USPS-approved symbology, with a digital signature and other required data fields.
  - 3. An IBI meter must be reset with an electronic connection between the provider's postage resetting system and the postal registers in the PSD.
- d. PC Postage system—a Generation 2 postage evidencing system:
  - 1. A PC Postage system must use a USPS-approved PSD.
  - 2. The indicia generated by a PC Postage system must be IBI.
  - 3. A PC Postage system must be reset with postage value using a personal computer to establish an electronic connection between the provider's postage resetting system and the postal registers in the PSD. The user must employ a personal computer to access critical infrastructure functions. [P030.1.2]

**4.1.3 Authorized Providers of Meters**

Postage evidencing systems are available only from authorized providers. All postage evidencing systems and PSDs remain the property of the USPS-authorized provider and are available only through a lease or rental agreement with the provider or its authorized agent. The USPS holds providers responsible for the control, secure operation, distribution, maintenance, inspection, and replacement of postage evidencing systems and PSDs throughout their entire life cycle. The provider is also responsible for the secure disposal or destruction of postage evidencing systems and PSDs at the end of their useful life. The following providers are authorized:

FRANCOTYP-POSTALIA INC  
140 N MITCHELL CT STE 200  
ADDISON IL 60101-5629  
800-341-6052  
www.fp-usa.com

HASLER Inc  
19 FOREST PKWY  
SHELTON CT 06484-6140  
800-243-6275  
www.haslerinc.com

NEOPOST  
30955 HUNTWOOD AVE  
HAYWARD CA 94544-7084  
800-624-7892  
www.neopostinc.com

PITNEY BOWES INC  
1 ELMCROFT RD  
STAMFORD CT 06926-0700  
800-322-8000  
www.pitneybowes.com

PSI SYSTEMS ENVELOPE MANAGER SOFTWARE  
247 HIGH ST  
PALO ALTO CA 94301-1041  
800-576-3279 x140  
www.envmgr.com

STAMPS.COM  
3420 OCEAN PARK BLVD STE 1040  
SANTA MONICA CA 90405-3035  
www.stamps.com [P030.1.3]

#### **4.1.4 Licensee Agreement**

The licensee of a postage evidencing system is the person or entity authorized by the USPS to lease or rent a system. The licensee cannot own a postage evidencing system or PSD and may possess a postage evidencing system only under a valid lease or rental agreement with an approved provider or its agent. The licensee is responsible for the control, maintenance, and use of the postage evidencing system in accordance with USPS regulations. The base or host component of the mailing equipment that supports the postage evidencing system or PSD may be sold, leased, or rented at the discretion of the provider and the customer, in accordance with the product approval as granted by the USPS. [P030.1.4]

#### **4.1.5 Possession of a Postage Evidencing System**

No person or entity other than an authorized provider, its authorized agent, the USPS, or a licensee may have a postage evidencing system or PSD in their possession. Any person or entity must immediately surrender a postage evidencing system or PSD to the provider, the provider's agent, or to the USPS upon termination of a lease or rental agreement. [P030.1.5]

**4.1.6 Use of a Postage Evidencing System**

No person or entity other than an authorized provider may use a postage evidencing system until the provider initializes the system or, where applicable, the USPS sets and seals the system, performs the required validations, and checks the system into service. Once the postage evidencing system is properly in service, it may be used by the licensee or others authorized by the licensee. The licensee is responsible for control and use of the system. [P030.1.6]

**4.1.7 Mail Classes Eligible to Use Postage Meters**

Postage may be paid by imprinting or affixing indicia generated by a USPS-approved postage evidencing system on any class of mail except Periodicals. Such mail is called “metered mail” and is entitled to all privileges and subject to all conditions applying to the various classes of mail. [P030.1.7]

**4.2 Licensing****4.2.1 Applying for a Meter License**

To possess and use a postage evidencing system, the user must apply for and be granted a license by the USPS. A single license allows the licensee to use multiple postage evidencing systems for metered mail deposited in the licensing post office in accordance with 4.10. A postage evidencing system can be licensed to only one post office. The user must submit a separate application, be granted a separate license authorization, and have a separate postage evidencing system for each licensing post office where the user intends to deposit mail. The procedures are as follows:

- a. The applicant submits to the provider all data required for the license, including the city, state, and ZIP Code of the licensing post office where the user intends to deposit the metered mail.
- b. The provider submits the required information to the USPS electronically.
- c. The USPS notifies the provider after granting the license.
- d. The USPS can cancel the licensee's authorization to rent or lease postage evidencing systems if an active system is not associated with the license for 60 days or more. The customer must reapply for a license to resume the use of a postage evidencing system. Exceptions may be granted to seasonal users.

[P030.2.1]

**4.2.2 Licensee Agreement**

By applying for a USPS license to rent or lease a postage evidencing system, the applicant agrees that the license may be revoked immediately and the provider notified by the USPS to withdraw the postage evidencing system from service for the following reasons:

- a. The postage evidencing system is used in any fraudulent or unlawful scheme or enterprise.
- b. The postage evidencing system is not used for 12 consecutive months.
- c. The licensee fails to exercise sufficient control of the postage evidencing system or PSD or fails to comply with the regulations for its care or use.

- d. The licensee fails to abide by the terms and conditions of the authorized provider's lease or rental agreement.
- e. The postage evidencing system or PSD is taken or used outside the United States, its territories or possessions, except as specifically authorized under these regulations by the manager of Postage Technology Management, USPS Headquarters.
- f. Mail is deposited at other than the licensing post office (except as permitted under [4.10, Mailings](#)). [P030.2.2]

#### 4.2.3 Refusal to License a User

The USPS notifies both the applicant and the provider in writing when authorization for a license is refused. Any applicant refused authorization may appeal the decision under [4.2.5](#). The USPS may refuse authorization for a license for the following reasons:

- a. The applicant submitted false information on the license application.
- b. The applicant violated any regulation regarding the care or use of a PSD, postage evidencing system, or the indicia generated by a system that resulted in the revocation of the applicant's postage meter or postage evidencing system license within 5 years before the date the applicant submitted the application.
- c. There is sufficient reason to believe that the applicant will use the postage evidencing system or PSD in violation of USPS regulations. [P030.2.3]

#### 4.2.4 Revocation of a License

The USPS can revoke the user's license when the user does not fulfill the responsibilities for the care and use of a PSD, postage evidencing system, or the indicia generated by a system. The USPS notifies the licensee's provider(s) of the revocation so that the provider(s) can notify the licensee, cancel the lease or rental agreement(s), and withdraw all postage evidencing systems from service. The notification is sent by Certified Mail. Revocation takes effect 10 calendar days after the licensee receives the revocation notice unless, within that time, the licensee appeals the decision under [4.2.5](#). A license is subject to revocation for the reasons listed in [4.2.2](#), or if there is probable cause to believe that it will be used in violation of USPS regulations. [P030.2.4]

#### 4.2.5 Appeal Process

An applicant who is refused a license, or a licensee whose license is revoked, may file a written appeal with the manager of Postage Technology Management, USPS Headquarters (see [608.8.0](#) for address), within 10 calendar days after receiving notification of the decision. [P030.2.5]

### 4.3 Licensed User's Responsibilities

#### 4.3.1 Signed Lease or Rental Agreement With Financial Agreement for Resetting

The licensee must enter into a lease or rental agreement with the provider that includes provisions for resetting the postage evidencing system with postage and an authorized postage payment process under which the licensee agrees to make payment for postage using a payment method approved by the USPS. The USPS is

## 604.4.3.2

not a party to the lease or rental agreement but use of a postage evidencing system is subject to the regulations of the USPS and the terms and conditions of the lease or rental agreement and the payment process. [P030.3.1]

**4.3.2 Custody of Meter**

A postage evidencing system or PSD that is in the possession or custody of a licensee must remain in that user's custody until it is returned to the authorized provider, to its authorized agent, or to the USPS, or is seized by the Postal Inspection Service for violation of federal law. [P030.3.2]

**4.3.3 Updating Licensee Information**

The licensee must update required license application information with the provider whenever there is any change in the licensee's name, address, telephone number, licensing post office, location of the postage evidencing system, or location of the PSD. The USPS will update the license information based on the receipt of updated information submitted by the provider. [P030.3.3]

**4.3.4 Relocation of Licensee**

When a licensee notifies the provider of a change of the licensing post office in accordance with 4.3.3, the provider will perform the appropriate accounting functions to withdraw the postage evidencing system from service at the original licensing post office and install it and then reauthorize it for use at the new licensing post office, or issue another postage evidencing system for use at the new location. [P030.3.4]

**4.3.5 Required Resetting**

All postage evidencing systems must be reset at least once every 3 months. A zero value reset will meet this requirement. [P030.3.5]

**4.3.6 Maintaining Records of Transactions**

Some postage evidencing systems generate records of transactions relating to indicia creation, funds transfer (including postage value downloads), and system or PSD audits. For postage evidencing systems that do not maintain automated transaction records, licensees are strongly encouraged to maintain their own records of the readings of the ascending and descending registers for each day of operation. Transaction records are important in the validation of requests for refunds in the case of system malfunction. [P030.3.6]



### 4.3.7 Inspection and Examination of Transaction Records

The licensee must, upon request, make immediately available for examination and audit by the provider or by the USPS any postage evidencing system or PSD in the licensee's possession and any corresponding transaction records. The USPS can perform physical or remote examination of any postage evidencing system or PSD. The licensee must meet the requirements for provider inspections and USPS examinations. All postage evidencing systems are inspected in accordance with the Postage Evidencing Systems Inspection and Examination Schedule below.

| SECURITY LEVEL | POSTAGE EVIDENCING SYSTEM  | PROVIDER INSPECTION   | USPS EXAMINATION REQUIREMENTS  |
|----------------|--|---|--|
| 1              | Manually reset postage meter   | Every 6 months  | Must bring to post office for examination when not reset within 3 months |
| 2              | Remotely reset postage meter with letterpress or digital indicia, but without self-disabling feature | Annually or every 6 months when there is no setting activity in 6 months      | Examinations in special circumstances                                    |
| 3              | Remotely reset meter with letterpress indicia and self-disabling feature                             | Every 2 years or every 6 months when there is no setting activity in 6 months | Examinations in special circumstances                                    |
| 4              | Remotely reset postage meter with digital indicia and self-disabling feature                         | Every 2 years or enhanced inspection process when approved by USPS            | Examinations in special circumstances                                    |
| 5              | PSD meter, IBI meter, or a PC Postage system   | Inspections in special circumstances  | Examinations in special circumstances                                    |

[P030.3.7]

### 4.3.8 Quality Assurance of PC Postage Indicia

Some PC Postage systems print indicia with a printer that may also be used for nonpostal applications. Users of such systems must forward a mailpiece bearing an indicium produced by the postage evidencing system and associated printer to the provider for quality assurance evaluation. The licensee must forward a quality assurance mailpiece to the provider when the system is installed, when there is a change to the printer connected to the system, and at least once every 12 months thereafter, in accordance with provider directions. [P030.3.8]

### 4.3.9 Labels With Fraud Warning and Serial Number

The licensee must ensure that the fraud warning label placed by the provider on the postage evidencing system or its housing is not removed or destroyed while the postage evidencing system is in the licensee's possession. The fraud warning contains basic reminders on leasing or rental and use of the postage evidencing system, warnings against system tampering or misuse resulting in nonpayment of postage owed, and the penalties for such system misuse. The USPS does not authorize postage evidencing systems for use without this fraud warning. When the postage evidencing system has a serial number or barcode equivalent on the system housing, the user must ensure that neither the serial number nor the barcode is removed or destroyed while the postage evidencing system is in the licensee's possession. [P030.3.9]

**4.3.10 USPS Examination of Suspect Postage Evidencing Systems or Postal Security Devices (PSDs)**

The USPS may conduct unannounced, on-site examinations of postage evidencing systems or PSDs reasonably suspected of being manipulated or defective. A postal inspector may immediately withdraw a suspect postage evidencing system or PSD from service for physical and/or laboratory examination. The inspector withdrawing a suspect postage evidencing system or PSD issues the licensee a written acknowledgement of receipt of the item; forwards a copy to the provider; and, if appropriate, assists in obtaining a replacement postage evidencing system or PSD. Unless there is reason to believe that the postage evidencing system or PSD is fraudulently set with postage, existing postage in the postage evidencing system or PSD is refunded to the licensee, in accordance with established refund procedures, when it is withdrawn from service. [P030.3.10]

**4.3.11 Defective Postage Evidencing System or Postal Security Device (PSD)**

A defective postage evidencing system or PSD is one that is inoperable or inaccurately reflects its proper status. A faulty postage evidencing system or PSD may not be used under any circumstance. The procedures for dealing with a defective system are as follows:

- a. The licensee must immediately report any defective postage evidencing system or PSD to the provider.
- b. The provider must begin the retrieval process for any defective postage evidencing system or PSD within 2 business days of notification by the licensee.
- c. The provider may supply the licensee with a replacement postage evidencing system or PSD unless there is a reasonable basis for suspecting actual or attempted tampering.
- d. The provider may not authorize or issue a refund for monies remaining on the faulty postage evidencing system or PSD until the faulty system is in the possession of the provider and has been carefully inspected, and the refund amount has been approved by the manager of Postage Technology Management, USPS Headquarters. [P030.3.11]

**4.3.12 Missing Postage Evidencing Systems or PSDs**

The licensee must immediately report to the provider the loss or theft of any postage evidencing system or PSD or the recovery of any missing postage evidencing system or PSD. The report must include the system identification number and the date, location, and details of the loss, theft, or recovery. In the case of suspected theft, the licensee must submit a copy of the police report to the provider upon request. The provider will report all details of the incident to the manager of Postage Technology Management, USPS Headquarters, in accordance with established procedures. [P030.3.12]

**4.3.13 Returning a Postage Evidencing System or Postal Security Device (PSD)**

A licensee in possession of a faulty or retired postage evidencing system or PSD, or a licensed user who no longer plans to keep a postage evidencing system or PSD in their possession for any reason, must return it within 3 business days to the provider to be withdrawn from service. Postage evidencing systems and PSDs must be shipped by Priority Mail with Delivery Confirmation unless the manager of Postage Technology Management, USPS Headquarters, gives written permission to ship by another means or service. [P030.3.13]

**4.3.14 Approval for Use of Postage Evidencing Systems at Military Post Offices**

A person authorized by the Department of Defense to use the services of an overseas military post office, such as an APO or FPO, can use a USPS-approved postage evidencing system. For such users, the APO or FPO will be designated as the licensing post office on their user license. These users must deposit the mail prepared with their system at the licensing post office. All USPS policies and regulations regarding postage evidencing systems apply. [P030.3.14]

**4.3.15 Approval for Use of Postage Evidencing Systems Outside the United States**

The manager of Postage Technology Management, USPS Headquarters (see [608.8.0](#) for address), must give approval to the provider before the provider may place a postage evidencing system with a licensee who plans to use the system outside the customs territory of the United States to print evidence of U.S. postage. The procedures and conditions are as follows:

- a. Licensees must maintain a permanent, established business address in the United States.
- b. Postage evidencing systems used in foreign locations may be leased or rented only from those providers who have an authorized dealer or representative in the country where the postage evidencing system is to be located. The only exception is for those PC Postage systems for which the PSD remains in the custody and possession of the provider rather than the licensee.
- c. Licensees are subject to all USPS regulations and U.S. statutes pertaining to mail, mail fraud, and misuse of postage evidencing systems.
- d. All postage evidencing systems authorized by the USPS for use in foreign locations must have enhanced security features that include remote reset and a self-disabling feature that prevents printing of postage when specific programmed requirements are not met. Only those systems specifically approved in writing by the manager of Postage Technology Management, USPS Headquarters, may be used outside the customs territory of the United States.
- e. Potential users must submit to the provider all data required for a license to lease or rent postage evidencing systems outside the country. The provider will annotate the application to state that it is for the foreign use of a U.S. postage evidencing system and show where the system is to be located. The provider must submit the application to the manager of Postage Technology

Management, USPS Headquarters, for review and approval. Once an application is approved and the license authorized, Postage Technology Management will designate the licensing post office and notify the provider and the licensee. The license can be used for multiple postage evidencing systems as long as they all belong to the same user and are licensed at the same post office. Mailers who already have a USPS license to lease or rent postage evidencing systems must apply separately to participate in this program.

- f. The provider selected by the licensee must agree in writing to all terms and conditions established by the USPS pertaining to the distribution of U.S. postage evidencing systems outside of the United States. Once the postage evidencing system is installed, the provider must provide the information on system placement directly to the manager of Postage Technology Management, USPS Headquarters.
- g. Mail to be metered must be metered with U.S. postage and must be entered at the domestic licensing post office.
- h. Postage evidencing systems located outside the United States must be remotely reset at least once every 3 months. A reset for zero postage satisfies this requirement. The Postage Evidencing System Inspection and Examination Schedule in 4.3.7 applies to all systems; however, special circumstances may be invoked to inspect systems placed outside the country more frequently. Failure to make the postage evidencing system available for inspection may result in the revocation of the foreign use license. [P030.3.15]

#### **4.3.16 Updating Address Management System CD-ROM**

For postage evidencing systems designed to access the USPS Address Management System (AMS) CD-ROM, the licensed user must maintain address quality by ensuring the CD-ROM is updated at least once every 6 months.

[P030.3.16]

### **4.4 Manually Reset Generation 1 Postage Meters**

#### **4.4.1 Initial Setting, Check In, and Installation**

All manually reset meters will be taken out of service and replaced by remotely reset meters in accordance with a phased USPS retirement plan. No manually reset meters may be installed. [P030.4.1]

#### **4.4.2 Check Out and Withdrawal**

When a manually reset meter is withdrawn from a user, the provider must present the meter and a completed Form 3601-C to the licensing post office to have the meter checked out of service by the post office where it was regularly set or examined, unless the meter was serviced through the on-site meter service program described in 4.4.5. The manager of Postage Technology Management, USPS Headquarters, may allow the provider to check out a specifically designated manually reset meter model from service without USPS participation when the provider uses a USPS-approved process to transfer the postage remaining on the meter directly to a remotely reset meter. The withdrawal process for manually reset meters is completed when the data from Form 3601-C is transmitted to the appropriate postal information systems. [P030.4.2]

**4.4.3 Location of Setting**

Except under 4.4.5, a manually reset meter must be set at the licensing post office. Alternative meter setting locations are not allowed. A meter may not be set at a contract postal unit. [P030.4.3]

**4.4.4 Paying for Postage Settings**

Payment must be made for postage at the time of resetting. Payment may be in cash or by check, USPS-approved debit card, or money order. Payment is subject to USPS standards and procedures. [P030.4.4]

**4.4.5 On-Site Meter Service Program**

The on-site meter service program, where available, allows qualified USPS employees to set or examine manually reset meters and check them into or out of service at a licensee's place of business within the area served by the licensing post office, or at a facility of the provider or their agent. Only the licensee's meters participating in the on-site meter service program may be serviced at that location. A fee is charged for each meter set, examined, or checked into or out of service at a licensee's place of business, unless a USPS employee qualified to service meters is regularly assigned to that licensee's location for other postal administrative duties. The licensee must pay applicable postage and on-site meter service fees in 4.5.7 by check at the time of the meter service for manually reset meters. A fee is charged for each meter examined or checked into or out of service at a facility of the provider or their agent. The provider must pay applicable postage and on-site meter service fees by check at the time of the meter service. Fees are charged in accordance with 4.5.7. [P030.4.5]

**4.4.6 Transfer or Refund of Unused Postage**

After USPS verification, unused postage in a manually reset meter checked out of service may be transferred to another of the licensee's meters licensed at the same post office, or the licensee may request a refund. Refunds are granted in accordance with 10.0. [P030.4.6]

**4.4.7 Postage Adjustment for a Faulty Meter**

To request a postage adjustment for a faulty manually reset meter, the licensee must present to the provider the meter and the licensee's transaction records, if any. After examining a meter to be checked out of service for apparent faulty operation affecting the ascending or descending registers, the provider must report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report must contain all applicable meter documentation (including the setting history and transaction records, if any) and a recommendation about the appropriate postage adjustment, if any. When the electronic redundant memory data, as examined by the provider, is inconclusive with respect to the appropriate postage adjustment, the provider must include an analysis of the licensee's recent mailing history supporting the recommended postage adjustment, the reason for the memory failure, and the method used to determine the lost register values. At the same time the report is made to the USPS, the provider must notify the licensee of the proposed postage adjustment. A licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS

Headquarters (see [608.8.0](#) for address), within 60 calendar days of the date that the provider submitted the postage adjustment recommendation to the USPS and notified the user. [P030.4.7]

## **4.5 Remote Reset Generation 1 Postage Meters**

### **4.5.1 Initial Setting, Check In, and Installation**

A remote reset Generation 1 postage meter is checked into service in the presence of a postal employee qualified to check in postage evidencing systems. The meter is checked into service at the licensing post office unless the on-site meter service program in [4.5.6](#) is used. The provider must furnish the postal employee with the meter and a completed Form 3601-C. The check in process for a remote reset Generation 1 postage meter is completed when the required data is transmitted to the appropriate postal information systems, and may be completed concurrently with or prior to installation of the meter at the licensee's location. The manager of Postage Technology Management, USPS Headquarters, may allow the provider to check in a specifically designated meter model without USPS participation when the provider uses a USPS-approved process in which the information to complete the check in process is captured directly from the postage evidencing system. The installation process for these meters is completed when the provider transmits required data to the appropriate postal information systems. [P030.5.1]

### **4.5.2 Check Out and Withdrawal**

A remote reset Generation 1 postage meter is checked out of service in the presence of a postal employee qualified to check out postage evidencing systems. The meter is checked out of service at the licensing post office unless the on-site meter service program in [4.5.6](#) is used. The provider must furnish the postal employee with the meter and a completed Form 3601-C. The check out process for a remote reset Generation 1 postage meter is completed when the required data is transmitted to the appropriate postal information systems. The manager of Postage Technology Management, USPS Headquarters, may allow the provider to check out a specifically designated meter model from service without USPS participation when the provider uses a USPS-approved process in which the information to complete the check out process is captured directly from the postage evidencing system. In this instance, the provider must examine the meter before a refund can be issued for the postage remaining in the meter. The withdrawal process for remote reset meters is completed when the provider transmits required data to the appropriate postal information systems. [P030.5.2]

### **4.5.3 Location of Setting**

A remote reset Generation 1 postage meter is reset via telephone at the location of the meter. [P030.5.3]

### **4.5.4 Paying for Postage Settings**

For a remote reset Generation 1 postage meter, the licensee may deposit funds only by check, electronic funds transfer, or automated clearing house transfer, in accordance with USPS standards and procedures. [P030.5.4]

### **4.5.5 Resetting a Remote Reset Generation 1 Postage Meter**

To reset a remote reset Generation 1 postage meter, the following conditions must be met:

- a. The licensee's account must have sufficient funds to cover the desired postage increment, or the provider must have agreed to advance funds to the licensee.
- b. The licensee must give the provider identifying information and system audit data as required by the USPS and in accordance with the provider's resetting specifications. Before completing the resetting, the provider must verify the identifying data, authenticate the user's license, conduct the postage evidencing system audit, and ascertain whether the user's account contains sufficient funds to cover the desired postage increment.
- c. After the resetting transaction is completed, the provider must document the transaction for the licensee, including the balance remaining in the licensee's account, unless the provider gives the user a monthly statement documenting all transactions for the period and the balance after each transaction. [P030.5.5]

#### **4.5.6 On-Site Meter Service Program**

The on-site meter service program, where available, allows qualified USPS employees to check remote reset Generation 1 meters into or out of service at a facility of the provider or their agent. Meters to be serviced are accompanied by Form 3601-C. A fee is charged for each meter examined or checked into or out of service at a facility of the provider or their agent. The provider must pay applicable postage and on-site meter service fees by check at the time of the meter service for remote reset Generation 1 meters. Fees are charged in accordance with 4.5.7. [P030.5.6]

#### **4.5.7 On-Site Meter Service Fee**

Fees for on-site meter service:

- a. Meter service (per employee, per visit): \$35.00.
- b. Meters reset/examined (per meter): \$5.00.
- c. Checking meters in/out of service (per meter; fee does not apply to secured postage meters that use a USPS-approved automated process for checking in and out): \$4.00. [R900.15.0]

#### **4.5.8 Transfer or Refund of Unused Postage**

After USPS verification, unused postage in a remote reset Generation 1 postage meter checked out of service may be transferred by the USPS to another of the licensee's postage evidencing systems licensed at the same post office, or to the customer's meter resetting account, or the licensee may request a refund. Refunds for unused postage in the meter and for any unused balance in the licensee's account are granted in accordance with 10.0. [P030.5.7]

#### **4.5.9 Postage Adjustment for Faulty Meters**

To request a postage adjustment for a faulty remote reset Generation 1 postage meter, the licensee must present to the provider the meter and the licensee's transaction records, if any. After examining a meter checked out of service for apparent faulty operation affecting the ascending or descending registers, the provider must report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report must contain all applicable meter documentation and a recommendation regarding the appropriate postage adjustment, if any. When the electronic redundant memory data, as examined by the

provider, is inconclusive as to the need for a postage adjustment, the provider must include an analysis of the licensee's recent mailing history supporting the recommended postage adjustment, the reason for the memory failure, and the method used to determine the lost register values. At the same time the report is made to the USPS, the provider must notify the licensee of the proposed postage adjustment. A licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS Headquarters (see 608.8.0 for address), within 60 calendar days of the date that the provider submitted the postage adjustment recommendation to the USPS and notified the user. [P030.5.8]

## **4.6 PSD Meters and IBI Meters**

### **4.6.1 Initialization, Authorization, Check In, and Installation**

All PSD meters and IBI meters use a PSD to maintain postal registers and authorize the printing of evidence of postage. Before the licensee can print evidence of postage, these postage evidencing systems must be initialized and authorized by the provider. The initialization process installs PSD-specific information that does not change over the life cycle of the PSD. The authorization process sets user-specific information. The provider reauthorizes the PSD when certain user-specific information changes. PSD meters and IBI meters are checked into service by the provider. The information necessary to complete the check in process is captured directly from the postage evidencing system. The installation process for these meters is completed when the required data is transmitted to the appropriate postal information systems. [P030.6.1]

### **4.6.2 Check Out and Withdrawal**

When a PSD meter or IBI meter is no longer used, the licensee notifies the provider and arranges to return the meter to the provider. The provider checks the meter out of service. The provider must examine the meter before a refund can be issued for any postage remaining on the meter. The information to complete the check out process is captured directly from the postage evidencing system. The withdrawal process for a PSD meter or IBI meter is completed when the required data is transmitted to the appropriate postal information systems. [P030.6.2]

### **4.6.3 Location of Setting**

A PSD meter or IBI meter is reset remotely at the location of the meter by means of a connection between the provider's resetting system and the postal registers in the PSD. [P030.6.3]

### **4.6.4 Paying for Postage Settings**

For PSD meters and IBI meters the licensee may deposit funds only by check, electronic funds transfer, or automated clearing house transfer, in accordance with USPS standards and procedures. [P030.6.4]

### **4.6.5 Resetting a Postal Security Device (PSD) or Information Based Indicia (IBI) Meter**

To reset a PSD meter or IBI meter the following conditions must be met:

- a. The licensee's account must have sufficient funds to cover the desired postage increment, or the provider must have agreed to advance funds to the licensee.



- b. The licensee must provide identifying information and system audit data as required by the USPS and in accordance with the provider's resetting specifications. Before completing the resetting, the provider must verify the identifying data, authenticate the user's license, conduct a remote postage evidencing system audit, and ascertain whether the user's account contains sufficient funds to cover the desired postage increment.
- c. After the resetting transaction is completed, the provider must document the transaction for the licensee, including the balance remaining in the licensee's account, unless the provider gives the user a monthly statement documenting all transactions for the period and the balance after each transaction. [P030.6.5]

#### **4.6.6 Refund of Unused Postage**

Unused postage in a PSD meter or IBI meter will be refunded to the licensed user along with any unused balance in their account under [10.0](#). [P030.6.6]

#### **4.6.7 Postage Adjustment for Faulty Postage Security Device (PSD) Meters and Information Based Indicia (IBI) Meters**

When the licensee requests a postage adjustment for a faulty PSD meter or IBI meter, the meter must first be withdrawn from service and physically examined by the provider. The provider will compare the data in the PSD registers with the data from the system transaction records. After examining a PSD meter or IBI meter withdrawn from service for apparent faulty operation affecting the ascending or descending registers, the provider must notify the licensee of the proposed postage adjustment, if any. At the same time the user is notified, the provider must report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report must contain all applicable documentation (including a copy of the transaction records) and a recommendation for any appropriate postage adjustment. The licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS Headquarters (see [608.8.0](#) for address), within 60 calendar days of the date that the user is notified of the proposed postage adjustment recommendation. [P030.6.7]

### **4.7 Indicia—General Information**

#### **4.7.1 Amount of Postage**

The value of the indicia affixed to each mailpiece must be either the exact amount due or another amount permitted by standard. Refunds for overpayment must meet the standards in [10.0](#). [P030.8.1]

#### **4.7.2 Refunds for Unused Indicia**

Refunds for indicia amounts already printed on an envelope or label but not mailed are made in accordance with [10.0](#). [P030.8.2]

#### **4.7.3 Use of Indicia**

Valid indicia produced by a postage evidencing system can be used only to show evidence of payment for postage or other services provided by the USPS. Indicia for zero postage must not be affixed to any item delivered by another carrier. In any illustration of information-based indicia (IBI) produced by an IBI meter or a PC Postage system, and not intended to be used as postage, the two-dimensional barcode or other USPS-approved symbology must be rendered unreadable.

[P030.8.3]

## 4.8 Indicia

### 4.8.1 Approval of Indicia Design

The manager of Postage Technology Management, USPS Headquarters, must approve the design (type, format, and content) of all indicia that will be produced by a postage evidencing system. This approval shall include all elements in the indicium required by USPS regulations and the postage evidencing system performance criteria and applies to the entire area within the indicium boundary. [P030.9.1]

### 4.8.2 Legibility Standards

Indicia must be legible. Illegible or unreadable (unscannable) indicia are not acceptable as payment of postage. Should there be a need to place multiple indicia on an envelope (e.g., for redate or postage correction) the indicia must not overlap each other. Overlapping indicia are not acceptable as payment of postage. Reflectance measurements of the indicia and the background material must meet the standards in 708.4.3. [P030.9.2]

### 4.8.3 Position of Indicia on Mailpiece

Indicia must be printed or applied in the upper right corner of the envelope or address label. Indicia must be at least 1/4 inch from the right edge of the mailpiece and 1/4 inch from the top edge of the mailpiece, and must not infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone. Indicia must be oriented with the longest dimension parallel to the address. When a FIM is printed with the indicia, the position of the FIM must meet the requirements in 708.9.0. [P030.9.3]

### 4.8.4 Physical Dimensions of an Indicia

The USPS controls what is printed within the boundaries of indicia. The boundaries are defined as follows:

- a. For letterpress indicia, the boundaries are determined by the dimensions of the printing die used by the postage evidencing system to print postal information. Licensees may obtain an additional printing die from the provider, often called the “ad plate,” for additional text to be included when printing indicia. The ad plate may contain postal markings or other printed matter.
- b. For digital indicia, including IBI, the boundaries are defined by the right edge of the envelope, the top edge of the envelope, and the bottom edge and the left edge of any USPS-required indicium element printed by the postage evidencing system. A 1/2-inch clear zone, within which nothing shall be printed by the postage evidencing system, must surround the indicium boundaries to the left of and below all elements of the indicium. [P030.9.4]

### 4.8.5 Indicia Content

Unless otherwise approved by the manager of Postage Technology Management, USPS Headquarters, indicia must include the following information:

- a. The city, state, and 5-digit ZIP Code of the licensing post office; the postage evidencing system serial number or PSD identification number; identification of the provider; the date of mailing; the words “US Postage,” and the postage amount.

- b. As an alternative to the city, state, and 5-digit ZIP Code of the licensing post office, just the ZIP Code of the licensing post office; in this case, the words “Mailed from ZIP Code” may be added to the indicia. For letterpress meters only, the city and state of the licensing post office may be used without also including the ZIP Code, upon approval of the manager of Postage Technology Management, USPS Headquarters.
- c. For multiple indicia on a given mailpiece, information showing the licensing post office in each indicium.
- d. For digital indicia, including IBI, the class of mail and presort level.
- e. For IBI, the required data elements of the two-dimensional barcode or other USPS-approved symbology in accordance with the performance criteria for the given postage evidencing system.
- f. For meters and other postage evidencing systems placed in main offices, stations, or branches of the Postal Service, the indicia must include the capital letters “USPS.” No postage meter or postage evidencing system placed in any other location may include “USPS” in the indicia.
- g. For special indicia, including date correction or redate indicia, postage correction indicia, indicia for APO/FPO, and indicia for prepaid reply mail, information as required in 4.9.4. [P030.9.5]

#### 4.8.6 Indicia Design Standards

Arial font must be used for all postal information in the indicia. The postage amount must be at least 10-point type size. When they are required in the indicium, the capital letters “USPS” must be at least 12 points. For all other required information, the type size must be at least 8 points. The mail class or endorsement, the postage amount, and the words “US Postage” must be in bold capital letters. Text identifying special indicia (“redate,” “postage correction,” “reply postage”) must be in 8-point bold capital letters. The words “US Postage” must be the most prominent and conspicuous printed matter in the indicia other than the postage amount. [P030.9.6]

#### 4.8.7 Optional Postal Markings Included in an Indicia

The postal marking that may be included in indicia vary by indicia type, as follows:

- a. Letterpress indicia may include postal markings related to the class of mail and presort level, or ancillary service endorsement, in accordance with postal regulations. When placed in the ad plate area, only the postal marking may be printed, and it must fill the ad plate area as much as possible. All words must be in bold capital letters at least 1/4 inch high or 18-point type, and legible. Exceptions are not made for small ad plates that cannot accommodate a permissible marking.
- b. Digital indicia may include ancillary service endorsements. [P030.9.7]

#### 4.8.8 Optional Content Included in an Indicia

Other printed matter must not infringe on the areas reserved for the FIM, POSTNET barcode, or optical character reader (OCR) clear zone. The matter that may be printed is based on indicia type, as follows:

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- a. For letterpress indicia only, advertising matter, slogans, and return addresses may be printed with the indicia within space limitations. Licensed users must obtain the ad plates for printing this matter from the authorized provider. Ad plate messages must be distinguished by the inclusion of the name of the mailer or words such as "Mailer's Message." The ad plate must not be obscene, defamatory of any person or group, or deceptive, nor may it advocate unlawful action. The ad plate must not emulate any form of valid indicia or payment for postage.
- b. For postage evidencing systems that print digital indicia, including IBI, an approved indicium shall include within its boundaries only postal markings and text required or recommended by USPS regulation, except that the indicium may identify the provider. Other matter may be printed only outside the boundaries of the clear zone surrounding the indicium. Such printed matter may not be obscene, defamatory of any person or group, or deceptive, and it must not advocate any unlawful action. The printed matter must not emulate any form of valid indicia or payment for postage. [P030.9.8]

**4.8.9 Ink**

All indicia printed by Generation 1 postage evidencing systems must be printed with USPS-approved fluorescent ink. Failure to use fluorescent ink may lead to the revocation of the user's license. Generation 2 postage evidencing systems must use fluorescence to ensure that the mail is faced during processing, unless otherwise approved by the manager of Postage Technology Management (see [608.8.0](#) for address). Generation 2 postage evidencing systems that do not print with fluorescent ink must use an alternative USPS-approved method to ensure that the mail is faced during processing. Approved methods include use of a facing identification mark (FIM) for indicia printed directly on letter-size First-Class Mail or printing indicia on USPS-approved labels. The ink or alternative facing method used is specified in the indicia approval granted by the manager of Postage Technology Management, USPS Headquarters. [P030.9.9]

**4.8.10 Facing Identification Mark**

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing and canceling process. Letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope by an IBI meter or a PC Postage system must bear a USPS-approved FIM D unless it is courtesy reply mail. The FIM must meet the format, dimensions, print quality, and placement specified in [708.9.0](#). [P030.9.10]

**4.8.11 Adhesive Tape or Label**

When indicia are printed on adhesive tape or on a label for application to the mailpiece, the tape or label used, including the label stock itself as well as the use of fluorescent ink to print indicia and the format and placement of any fluorescence on the label stock, must be approved by the manager of Postage Technology Management, USPS Headquarters. Failure to use the label approved by the USPS for use with the system may result in revocation of the postage evidencing system license. The label must meet the following requirements:

- a. The label must be a pressure-sensitive, permanent label. The label is subject to the corresponding standards in [201.3.12.2](#) for minimum peel adhesion. The applied label must adhere well enough that it cannot be removed in one piece. A face stock/liner label (also called a “sandwich” label) must not be used for printing indicia for postage evidencing.
- b. The label must meet the reflectance requirements in [708.4.3](#).
- c. The label must be large enough to contain the entire indicia.
- d. Indicia printed on a label must be the same as the indicia approved by the manager of Postage Technology Management for printing directly on an envelope. The label must not include any image or text other than those allowed by USPS regulation, unless approved by the manager of Postage Technology Management.
- e. For labels or tapes applied to standard letter-size envelopes and postcards sent as First-Class Mail, the indicia must be printed with fluorescent ink, or the label must have fluorescent tagging that is sufficient to enable the USPS to face and process the mail, as verified by postal testing of each label design. The fluorescent tagging must meet a minimum fluorescent emission intensity of at least 20 phosphor meter units (PMUs), with a maximum of 70 PMUs. The visible color of the fluorescent tagging may be any color that meets the fluorescence requirements. The fluorescent tagging shall exhibit no noticeable change (i.e., no more than 10%) in its emission when exposed to elevated temperature and high humidity conditions.
- f. The label must be placed on the envelope so that the position of the indicium meets the requirements in [4.8.3](#).
- g. When a label is applied to an envelope that already has a FIM, the label must not cover the existing FIM. [P030.9.11]

#### 4.8.12 Indicia Date Requirements

The mailing date in meter indicia must meet the format standards in [4.8.6](#) and this section. The year must be represented by all four digits or by the last two digits. The indicia may be printed directly onto mailpieces or onto separate labels or tape affixed to mailpieces. The mailing date format used in the indicia is subject to the following:

- a. *Complete Date*. At the mailer's option, a complete mailing date (month, day, and year) in the indicia may be used for any Standard Mail or Package Services piece. A complete date must be used for the following:
  1. All First-Class Mail, Priority Mail, and Express Mail pieces.
  2. Any mail with Insured Mail, COD, or Special Handling service.
  3. All mail prepared with the indicia printed on nonadhesive paper (e.g., computer printer paper) and affixed to the mailpiece or used as part of an insert in a window envelope or similar holder.
  4. Prepaid metered reply mail generated by a PC Postage system under [4.9.4](#).

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- b. *Month and Year.* A mailing date consisting solely of the month and year in the indicia may be used only for Standard Mail and Package Services pieces.
- c. *No Date.* No mailing date may be used in the indicia for prepaid metered reply mail under 4.9.4, except for IBI generated by a PC Postage system. No mailing date in the indicia may be used for Standard Mail and Package Services pieces not subject to 604.4.8.12a.. [P030.9.12]

#### 4.8.13 Date Accuracy and Mailing Periods

The date or period when metered mail may be deposited or presented for mailing is controlled by the mailing date in the indicia as follows:

- a. *Complete Date.* Mailpieces bearing a complete date in the indicia must be deposited or presented on that date, except that pieces entered after the day's last scheduled collection from the licensing post office or collection box may bear the actual date of entry or the date of the next scheduled collection from the licensing post office or collection box. Authorized dispatch-prepared presort mail accepted after midnight may bear the previous day's date. If the mailer knows that the mail is not to be deposited or presented on the date in the indicia, the mailer must use a date correction indicia under 4.9.1. Prepaid metered reply mail generated by a PC Postage system under 4.9.4 and showing a complete date in the indicia may be deposited or presented for mailing on any date without date correction.
- b. *Month and Year.* Mailpieces bearing only the month and year in the indicia may be deposited or presented for mailing on any day during the month shown in the indicia and through the third day of the following month.
- c. *No Date.* Mailpieces bearing no date in the indicia may be deposited or presented for mailing on any date. [P030.9.13]

### 4.9 Special Indicia

#### 4.9.1 Date Correction or Redate

A date correction or redate indicium is required for any mailpiece not deposited by the date of mailing in the indicium as required by 4.8.13. Only one date correction indicium is permitted on a mailpiece. The date correction or redate indicium may be printed on a USPS-approved label instead of directly on the mailpiece. Formats are as follows:

- a. For all postage evidencing systems except PC Postage systems, a date correction must show the actual date of deposit and zero postage value ("0.00"). On letter-size mail, the date correction is placed on the nonaddress side in the upper right corner or on the address side in the lower left corner. On flat-size mail or parcels, the date correction must be placed next to the original indicium, except when applied by an ink jet printer on barcoded flats. The mailer may use an ink jet printer to correct the date in the indicia on mailpieces in barcoded mailings if the text, preceded by two asterisks and showing the actual date of deposit, city, state, and 3-digit ZIP Code of the mailing office, is placed above the address block and below the indicia. Alternatively, on flat-size mailpieces in barcoded mailings only, the mailer may use an ink jet printer to apply the date correction just above the barcode when the barcode is applied by an ink jet printer in accordance with 302.4.1.

- b. For PC Postage systems, a date correction or redate indicium includes only the actual date of deposit and the word “REDATE,” instead of a postage value. On letter-size mail, redate indicia must be placed on the nonaddress side at least 3/4 inch from the bottom edge of the mailpiece and not on an envelope flap. On flats or parcels, it must be placed next to the original indicium. The redate or date correction must not include the FIM or the two-dimensional barcode.

[P030.10.1]

#### 4.9.2 Postage Correction

Indicia for additional postage must be placed on a shortpaid mailpiece to correct postage. The postage correction may be printed on a USPS-approved label instead of directly on the mailpiece and must contain all of the elements required for indicia in 4.8.5. Formats are as follows:

- a. For all postage evidencing systems except for PC Postage systems, the postage correction indicium is placed on the nonaddress side in the upper right corner or on the address side in the lower left corner of letter-size mail. On flats or parcels, it must be placed next to the indicium.
- b. For a PC Postage system, the word “CORRECTION” must be printed in the postage correction and it must not include a FIM. On letter-size mail, the PC Postage correction indicium must be printed on the nonaddress side at least 3/4 inch from the bottom edge of the mailpiece and not on an envelope flap. On flats or parcels, it must be placed next to the original indicium. The postage correction indicium may be printed on a USPS-approved label instead of directly on the mailpiece. [P030.10.2]

#### 4.9.3 APO/FPO Meters

Postage evidencing systems used by military (APO/FPO) post offices must show the military branch and address format for each location (e.g., “ARMY APO AE 09102”). Exceptions are made only for postage evidencing systems used in fleet post offices on board U.S. naval vessels that may show the name of the ship instead of the standard wording for Navy meters (e.g., “USS SARATOGA (CV-60) 34078-2740”).

[P030.10.3]

#### 4.9.4 Reply Postage

Indicia generated by any postage evidencing system may be used to prepay reply postage on Express Mail; on Priority Mail when the rate is the same for all zones; on First-Class Mail cards, letters, and flats up to a maximum of 13 ounces; and on single-piece rate Media Mail and Library Mail, under the following conditions:

- a. The postage amount must be enough to prepay the postage in full.
- b. Indicia may be printed directly on the mailpiece or on a label and must be positioned in accordance with 4.8.3. An applied label must meet the standards in 4.8.11.
- c. Indicia used to prepay reply postage, except for IBI generated by a PC Postage system, must not show the date.
- d. IBI generated by a PC Postage system to prepay reply postage must show the date the licensee printed the indicium and must include the words “REPLY POSTAGE.”

## 604.4.9.5

- e. The mailpiece must be pre-addressed for return to the licensee. Prepaid reply mail is delivered only to the address of the licensee. When the address is altered, the mail is held for postage.
- f. Except for those PC Postage systems with the capability to print an address for the given class or size of mailpiece, the address side of reply mail may be prepared by any photographic, mechanical, or electronic process or combination of such processes (other than handwriting, typewriting, or handstamping). For those PC Postage systems with the capability to print destination addresses for the given size and class of mailpiece, the address must be prepared using the PC Postage system.
- g. The words “NO POSTAGE STAMP NECESSARY POSTAGE HAS BEEN PREPAID BY” must be printed above the address.
- h. For barcoded letter-size First-Class Mail reply mail for all postage evidencing systems except PC Postage, FIM A may be used. For PC Postage, FIM D is required for prepaid reply mail when the indicium is printed directly on the mailpiece.
- i. The address side must follow the style and content as described in this section and shown in the illustration below. Nothing may be added except a return address, FIM, or barcode.



[P030.10.4]

#### 4.9.5 Unpaid Metered Reply Mail

Metered reply mail on which the mailer failed to imprint a meter stamp is treated as business reply mail (BRM). Such mail is delivered on payment of postage and the applicable business reply per-piece charge for basic BRM. [P011.1.3]



## 4.10 Mailings

### 4.10.1 Preparation of Metered Mail

Metered mail is subject to the preparation standards that apply to the class of mail and rate claimed. [P030.11.1]

### 4.10.2 Completing Form 3615, Mailing Permit Application and Customer Profile

Mailers who present presorted First-Class Mail, Standard Mail, Parcel Post in bulk quantities, Presorted Bound Printed Matter, Carrier Route Bound Printed Matter, or Presorted Media Mail using metered postage must complete Form 3615.

Completion of this form is for record keeping only. If an applicant has a completed Form 3615 on file for other services, notification to present metered mail in bulk is annotated on the existing application. There is no fee for this service. [P030.11.2]

### 4.10.3 Combining Metered Mail With Other Postage Methods

Metered mail may be combined in the same mailing with mail paid by other methods only if authorized by the USPS. [P030.11.3]

### 4.10.4 Depositing Metered Mail

Metered mail must be deposited at a postal facility within the jurisdiction of the licensing post office (i.e., the ZIP Code shown in the indicia). However, Express Mail, Priority Mail, and single-piece rate First-Class Mail may be deposited at other than the licensing post office when necessary. Metered mail also may be drop shipped under [705.17.0](#). [P030.11.4]

### 4.10.5 Irregularities

USPS examines metered mail to detect irregularities in preparation and dating. [P030.11.5]

## 4.11 Authorization to Produce and Distribute Meters

Title 39, Code of Federal Regulations, part 501, contains information concerning authorization to produce and distribute postage meters (postage evidencing systems); the suspension and revocation of such authorization; performance standards, test plans, testing, and approval; required production security measures; and standards for distribution and maintenance. Further information may be obtained from the manager of Postage Technology Management, USPS Headquarters (see [608.8.0](#) for address). [P030.12.0]

## 5.0 PC Postage

### 5.1 Initialization, Authorization, Check In, and Installation

All PC Postage systems use a postal security device (PSD) to maintain postal registers and perform postal functions. Before the licensee can print evidence of postage using a PC Postage system, the system's PSD must be initialized and authorized by the provider. The initialization process installs PSD-specific information that does not change over the life cycle of the PSD. The authorization process sets user-specific information. The provider reauthorizes the PC Postage system PSD

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when certain user-specific information changes. The installation and check in process for a PC Postage system is completed when the data required by the USPS is transmitted to the appropriate postal information systems. [P030.7.1]

### **5.2 Check Out and Withdrawal**

When a PC Postage system is no longer used, the licensee notifies the provider. The provider withdraws the system from service and transmits the required data to the appropriate postal information systems to check it out of service. A PSD in the custody of the licensee must be returned to the provider for examination before a refund can be issued for any postage remaining on the PSD. [P030.7.2]

### **5.3 Location of Setting**

A PC Postage system is reset remotely using a personal computer with a connection between the provider's resetting system and the postal registers in the PSD. [P030.7.3]

### **5.4 Paying for Postage Settings**

For a PC Postage system, the USPS will accept payment only in the form of credit card or automated clearing house debit, in accordance with USPS standards and procedures. [P030.7.4]

### **5.5 Resetting a PC Postage System**

To reset a PC Postage system the following conditions must be met:

- a. The licensee must initiate payment to the USPS sufficient to cover the desired postage increment before requesting a postage value download to reset the system.
- b. The licensee must provide identifying information and system audit data as required by the USPS and in accordance with the provider's resetting specifications. Before completing the resetting, the provider must verify the identifying data, authenticate the user's license, conduct a postage evidencing system audit, and ascertain whether payment to the USPS sufficient to cover the requested postage value download was initiated by the licensee.
- c. The provider will supply the licensee with documentation of the reset transaction and the balance in the descending register, if any. [P030.7.5]

### **5.6 Postage Refunds**

The USPS provides refunds for the entire postage value balance remaining on the PSD of a PC Postage system that is withdrawn from service and is in the possession of the provider. Refunds are requested and paid through the provider in accordance with 10.0. [P030.7.6]

### **5.7 Postage Adjustment for Faulty Postal Security Devices (PSDs)**

When the licensee requests a postage adjustment for a faulty PSD of a PC Postage system, the PSD must first be withdrawn from service and physically examined by the provider. The provider will compare the data in the PSD registers with the data from the system transaction records. After examining a PSD withdrawn from service for apparent faulty operation affecting the ascending or descending registers, the provider must notify the licensee of the proposed postage adjustment, if any. At the same time the user is notified, the provider must report the malfunction to the manager of Postage Technology Management, USPS Headquarters. The report

must contain all applicable documentation (including a copy of the transaction records) and a recommendation for any appropriate postage adjustment. The licensee may appeal a postage adjustment to the manager of Postage Technology Management, USPS Headquarters (see [608.8.0](#)), within 60 calendar days of the date that the user is notified of the proposed postage adjustment recommendation. [P030.7.7]

## 6.0 Permit Imprint (Indicia)

### 6.1 General Standards

#### 6.1.1 Definition

A mailer may be authorized to mail material without affixing postage when payment is made at the time of mailing from a permit imprint advance deposit account established with the USPS for that purpose. This payment method may be used for postage and extra service fees for First-Class Mail, Standard Mail, and Package Services. This method is not available for Periodicals or Express Mail and must not be used to pay postage on any mailpiece that is designed for reply purposes. [P040.1.1]

#### 6.1.2 Minimum Volume

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

- a. Other higher minimum quantities may apply, depending on the rate claimed.
- b. An occasional First-Class mailing may contain fewer than 200 pieces if from a mailer whose total daily mailings are not much more than 200 pieces but who, to cooperate with the post office, presents a part of that mail early in the day.
- c. A mailing may contain fewer than 200 pieces if it is the completion of a large mailing extending over 2 or more consecutive days and the mailer includes an explanation on the accompanying postage statement.
- d. Single-piece rate mailings submitted under the terms of an approved manifest mailing system agreement with a minimum volume reduction provision.

[P040.5.1]

#### 6.1.3 Use of Permit Imprint

Each mailpiece sent under this payment method must bear a permit imprint indicia showing that postage is paid. Permit imprint indicia may be printed directly on mailpieces, on labels (including address labels) permanently affixed to mailpieces, or on mailpiece wrappers, envelopes, and other containers. Except where the enclosure is prohibited by other standards, matter bearing a permit imprint indicia may be mailed as an enclosure when postage for the enclosure or the host matter is not paid with the enclosed permit imprint, and the enclosed permit imprint indicia is not visible when the matter is mailed. [P040.1.9]

#### 6.1.4 Permit and Fees

A mailer may obtain a permit to use a permit imprint indicia and pay postage in cash before or at the time of mailing by submitting Form 3615 and the applicable fee to the post office where mailings are made. There is no other fee for the use of a permit

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imprint indicia as long as the permit remains active, but other fees (e.g., an annual presort mailing fee) may be due depending on the class of mail to be prepared.

[P040.1.5]

**6.1.5 Application Fee**

Application fee: \$150.00. [R900.18.0]

**6.1.6 Payment of Permit Imprint Postage**

Payment must be made for each mailing, either in cash or through an advance deposit account, before the mailing can be released for processing. Funds to pay postage must be deposited as directed by the USPS. If the funds paid or on deposit are less than that necessary to pay for a mailing, the difference must be paid or deposited before the mailing or other permit imprint mailings can be accepted. Credit for postage is not allowed. Postage may not be paid partly in money and partly by postage stamps unless permitted by standard. [P040.5.5]

**6.1.7 Preparation of Mailing**

All pieces in a permit imprint mailing must be faced (i.e., positioned with all addresses in the same direction, unless counterstacked under the applicable standards) and meet the preparation standards for the rate claimed. Mail claimed at a postage rate that varies by zone must be separated by zone when mailed, unless otherwise authorized by the USPS. [P040.5.3]

**6.1.8 Weight Standards for Permit Imprint Mailing**

All pieces in a permit imprint mailing must be of identical weight unless otherwise authorized by the USPS. [P040.5.2]

**6.1.9 Combining Permit Imprint Mailings With Other Payment Methods**

Mailpieces paid with permit imprint may be combined in the same mailing with pieces paid with other methods only if authorized by the USPS. [P040.1.4]

**6.1.10 Presenting Mailings to be Weighed**

Permit imprint mailings with postage paid by advance deposit account must be presented to the USPS for weighing, unless otherwise authorized by Business Mailer Support, USPS Headquarters. [P040.1.3]

**6.1.11 Depositing Permit Imprint Mailings**

Mail must be deposited and accepted at the post office that issued the permit, at a time and place designated by the postmaster, except as otherwise provided for plant-verified drop shipments. [P040.5.4]

**6.2 Suspension and Revocation****6.2.1 Suspension of Authorization**

The USPS may immediately suspend the authorization to use a permit imprint if the permit holder or its agent refuses or fails to provide information in a timely manner (as specified in [604.6.3.9](#)) to the USPS about the use of its company permit.

[P040.1.7]

**6.2.2 Revocation of Permit**

A permit may be revoked for use in operating any unlawful scheme or enterprise, for nonuse during any 2-year period, for refusal to provide information about permit imprint use or mailings, or for noncompliance with any standard applicable to permit imprints. The permit holder may make a written appeal to the postmaster within 10 days of receipt of the notice. [P040.1.8]

**6.3 Indicia Design, Placement, and Content****6.3.1 Production**

Embossed or unembossed permit imprint indicia may be made by printing press, hand stamp, lithography, mimeograph, multigraph, address plate, or similar device. They may not be typewritten or hand-drawn. [P040.2.1]

**6.3.2 Permit Imprint Indicia Content and Format**

The content and format of a permit imprint indicia must meet the standards below. No other formats may be used. [P040.2.2]

**6.3.3 Indicia Legibility and Color**

The permit imprint indicia must be legible and of a color that contrasts sufficiently with the paper and the indicia's background for readability. A different color may be used to highlight the background of an indicia. [P040.2.3]

**6.3.4 Indicia Placement on Mailpiece**

Permit imprint indicia must be aligned parallel with the address of the mailpiece. The indicia must not encroach on reserved space (e.g., ACS participant code, delivery point barcode) if such a standard applies and can be placed in one of these four positions:

- a. Upper right corner of the mailpiece.
- b. Upper right corner of the address area.
- c. To the right of the address on an address label.
- d. To the right of the address on an insert appearing through a window envelope. [P040.2.4]

**6.3.5 Marking Expedited Handling on Standard Mail**

Except for postcard-size mail and permit imprint indicia placed on address labels, indicia on Standard Mail pieces bearing references to expedited handling or delivery (e.g., "Priority," "Express," "Overnight") must:

- a. Show the words "Presorted Standard" (or "PRSRT STD") or "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit") more prominently than other words in the indicia.
- b. Include a clear space of at least 3/8 inch around the entire indicia. [P040.2.5]

**6.3.6 First-Class Mail and Priority Mail Format**

A permit imprint indicia on First-Class Mail or Priority Mail must show "First-Class Mail" or "Priority Mail" (or "Priority"), as applicable; "U.S. Postage Paid"; city and state; and permit number. The "Priority Mail" (or "Priority") marking may be omitted when using USPS-provided Priority Mail envelopes and containers. The indicia may show the mailing date, amount of postage paid, or the number of ounces for which

postage is paid. The ZIP Code of the permit holder may be shown directly after the state name or in a separate inscription reading “ZIP Code 00000,” when that ZIP Code does not create uncertainty about the permit holder’s correct address or permit number. Instead of printing the city and state of mailing in the indicia, the mailer may print “Mailed From ZIP Code,” followed by the 5-digit ZIP Code assigned to the postmaster of the mailing office. The indicia may also include required rate markings. [P040.3.1]

### **6.3.7 Standard Mail and Package Services Format**

A Standard Mail or Package Services permit imprint indicia must contain the same information required in 6.3.6 for a First-Class Mail indicia, except “First-Class Mail” or “Priority Mail” (or “Priority”) must be omitted. The indicia may include the amount of postage paid, the weight of the piece, and rate markings as required. The indicia must not include the mailing date. [P040.3.2]

### **6.3.8 Indicating Extra Services**

Permit imprint mail with extra services also paid with a permit must show “First-Class Mail” (if First-Class Mail); “U.S. Postage and Fees Paid”; city and state; and permit number. The city, state, and permit number may be omitted in a company permit imprint indicia, subject to 6.3.9. [P040.3.3]

### **6.3.9 Use of a Company Permit Imprint**

A company permit imprint is one in which the exact name of the company or individual holding the permit is shown in the indicia in place of the city, state, and permit number. A customer may use a company permit imprint if:

- a. For 1 year from the date of mailing, the permit holder or its agent keeps records for each mailing paid with a company permit imprint and makes them available for USPS review on request. These records include (for each version of what was mailed, if applicable) the weight of a single piece; the total number of pieces mailed; the total postage; the date(s) and post office(s) of mailing; and other records required by the postage rate claimed or the payment method used. A complete sample mailpiece must be included for each identical-weight mailing, or each commingled or combined version in a nonidentical-weight mailing. Sample pieces are not required for nonidentical-piece Standard Mail and Package Services machinable or irregular parcel mailings (e.g., merchandise and other fulfillment mailings).
- b. Each mailpiece bears a complete domestic return address. The return address on official mail is subject to the corresponding standards. On unendorsed Standard Mail and Bound Printed Matter, the return address is permitted below the indicia. Except for official mail, if the return address is *not* the physical location at which the USPS may review the records listed in 6.3.9a (i.e., where they are kept or can be made available) or is *not* a point of contact from which such a physical location can be readily determined, the mailer must:
  1. Include in the indicia the 5-digit ZIP Code of the physical location at which the records listed in 6.3.9a are either kept or can be made available for USPS review.

2. Provide the postmaster of that post office with a complete sample mailpiece (except as noted above); the date(s) and post office(s) of mailing; and the name and local address of the party from whom the records listed in [6.3.9a](#) may be obtained. [P040.3.4]

**6.3.10 Indicia Formats**

Unless prepared under the option in [6.3.11](#), permit imprint indicia for ordinary mail, official mail, and Mailgrams must be prepared in one of the formats exemplified in [Exhibit 6.3.10](#), as applicable to the rate claimed or type of mail. (Not all permissible combinations of content elements are shown.) Specific markings may be required by the standards for the rate claimed. [P040.4.1]

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**Exhibit 6.3.10 Indicia Formats for Mailgrams, Official Mail, and Other Classes**

Mailgram:

|   |
|---|
| MAILGRAM<br>POSTAL CHARGES<br>PAID<br>WESTERN UNION |
|---|

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

First-Class Official Mail:

|  |
|--|
| FIRST-CLASS MAIL<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|--|

|   |
|---|
| PRESORTED<br>FIRST-CLASS MAIL<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|---|

|  |
|--|
| FIRST-CLASS MAIL<br>AUTO<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|--|

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

Standard Mail Official Mail:

|   |
|---|
| PRSRT STD<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|---|

|   |
|---|
| PRESORTED STANDARD<br>AUTOOCR<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|---|

|   |
|---|
| PRSRT STD<br>AUTO<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|---|

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

Package Services Official Mail:

|  |
|--|
| POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|--|

|  |
|--|
| MEDIA MAIL<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|--|

|   |
|---|
| PRSRT<br>BOUND PRINTED MATTER<br>POSTAGE & FEES PAID<br>AGENCY NAME<br>PERMIT NO. G-999 |
|---|

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.



First-Class Mail:

|  |   |   |  |
|--|---|---|--|
|  | <p>FIRST-CLASS MAIL<br/>U.S. POSTAGE<br/>PAID \$0.37<br/>PERMIT NO. 1</p> | <p>FIRST-CLASS MAIL<br/>U.S. POSTAGE<br/>PAID<br/>MAILED FROM ZIP CODE 10001<br/>PERMIT NO. 1</p> | <p>FIRST-CLASS MAIL<br/>AUTO<br/>U.S. POSTAGE PAID<br/>NEW YORK, NY<br/>PERMIT NO. 1</p> |
|  | <p>FIRST-CLASS MAIL<br/>U.S. POSTAGE PAID<br/>1 OZ.<br/>PERMIT NO. 1</p>  | <p>PRESORTED<br/>FIRST-CLASS MAIL<br/>U.S. POSTAGE PAID<br/>NEW YORK, NY<br/>PERMIT NO. 1</p>     | <p>PRIORITY MAIL<br/>U.S. POSTAGE PAID<br/>WASHINGTON, DC<br/>PERMIT NO. 1</p>           |

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

Standard Mail:

|  |   |  |  |
|--|---|--|--|
|  | <p>PRSR STD<br/>ECRWSS<br/>U.S. POSTAGE<br/>PAID<br/>PERMIT NO. 1</p>   | <p>PRESORTED STANDARD<br/>AUTOCR<br/>U.S. POSTAGE PAID<br/>JOHN DOE COMPANY</p>                    | <p>PRSR STD<br/>AUTO<br/>U.S. POSTAGE PAID<br/>NEW YORK, NY<br/>PERMIT NO. 1</p> |
|  | <p>NONPROFIT ORG.<br/>U.S. POSTAGE<br/><b>PAID</b><br/>PERMIT NO. 1</p> | <p>NONPROFIT ORGANIZATION<br/>AUTOCR<br/>U.S. POSTAGE PAID<br/>WASHINGTON, DC<br/>PERMIT NO. 1</p> | <p>NONPROFIT<br/>U.S. POSTAGE<br/>PAID<br/>HAPPY HEART SOCIETY</p>               |

(Presorted rate)

(Nonprofit-authorized organizations)

|  |                                  |   |
|--|----------------------------------|---|
| <p>U.S. POSTAGE<br/><b>PAID</b><br/>JOHN DOE COMPANY</p> | <p><b>PRESORTED STANDARD</b></p> | <p>U.S. POSTAGE<br/>PAID<br/>NEW YORK, NY<br/>PERMIT NO. 1<br/>ZIP CODE 10001</p> |
|--|----------------------------------|---|

(Class omitted from indicia - see note below)

Note: These are only examples; not all possible variations are shown. When not in indicia, class or rate must be marked on mailpiece, directly below or to the left of the indicia.

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### Package Services

Parcel Post/Parcel Select:

PARCEL POST  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

PARCEL SELECT  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

Bound Printed Matter:

BOUND PRINTED MATTER  
CAR-RT SORT  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

PRESORTED BOUND  
PRINTED MATTER  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

Media Mail:

PRESORTED  
MEDIA MAIL  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

Library Mail:

LIBRARY MAIL  
U.S. POSTAGE PAID  
NEW YORK, NY  
PERMIT NO. 1

[Exhibit P040.4.1a and Exhibit P040.4.1b]

#### 6.3.11 Optional Indicia Format

Permit imprint indicia may be prepared in a format other than the basic format described in [6.3.10](#), subject to these conditions:

- a. The rule that forms a box around the content of the indicia may be omitted if the content remains as specified in [6.3.6](#) through [6.3.9](#) and [Exhibit 6.3.10](#).
- b. Unless printed directly on an address label, the indicia content must be placed within a clear area no smaller than 1/2 inch high and 1/2 inch wide, no more than 1-1/2 inches below or left from the upper right corner of the mailpiece or of the address area when oriented to read the address, regardless of processing category or postage rate claimed. If printed on an address label

(including paper, adhesive, and multilayer sandwich labels), the space allowed for the indicia content must be rectangular, large enough to ensure legibility of that content from a normal reading distance and to separate it from other information on the label, and located in the upper right corner of the label when oriented to read the address.

- c. No printing appears in the indicia other than that required or allowed under [6.3.6](#) through [6.3.9](#).
- d. Except as required to enclose the permit information, no printing appears above or to the right of the permit information when the indicia is printed directly on the mailpiece or within the address area or on the address label.
- e. Except for indicia printed on address labels, the permit information is printed in no smaller than 4-point type. In indicia printed on address labels under [6.3.11b](#), the permit information must be legible.
- f. Except as required to enclose the permit information, decorative designs intended to be part of the indicia design must appear below or to the left of the permit information in an area extending no farther than 4-1/2 inches to the left of the right edge, and 1-1/2 inches below the top edge of the mailpiece, address area, or address label, as applicable. Such designs must not resemble or imitate a postage meter imprint, postage stamp, postcard postage, or other postage payment method; and they must not include words, symbols, or designs used by the USPS to identify a class of mail, rate of postage, or level of service, *unless* such elements are correctly used under the applicable standards for the mailpiece on which they appear and the corresponding postage and fees have been paid.
- g. All other applicable standards in [6.0](#) are met. [P040.4.2]

### **6.3.12 Indicia and Marking for Mailgrams**

Western Union Mailgram messages are enclosed in window envelopes that bear the Mailgram imprint in the upper right corner of the address side. The envelopes also have a blue background with the registered trademark “Western Union Mailgram” and the USPS emblem to the right. [P040.6.1]

### **6.3.13 Postal Charges for Mailgrams**

Postal charges for Western Union Mailgram messages are paid at USPS Headquarters by Western Union. Postage for delivery of Western Union Mailgram message envelopes is not paid or collected at local post offices. [P040.6.2]

## **7.0 Payment of Postage**

### **7.1 Basic Standards**

The mailer is responsible for proper payment of postage. Postage on all mail must be fully prepaid at the time of mailing, except as specifically provided by standard for:

- a. Business reply mail (see [507.8.0](#)) and metered reply mail (see [4.9.4](#)) handled as business reply mail.

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- b. Merchandise return service (see [507.9.0](#)).
- c. Certain mail sent by members of the Armed Forces (see [703.4.0](#)).
- d. Certain matter by or for the blind or handicapped (see [703.5.0](#)).
- e. Official mail (see [703.6.0](#) and [703.7.0](#)).
- f. Keys and identification devices returned to owners (see [123.1.5](#) and [133.1.8](#)).  
[P011.1.1]

### **7.2 Unpaid Mailable Matter for Private Delivery**

If mailable matter without postage, intended for delivery by a private delivery company, is found in USPS collection boxes (or other receptacles for mail deposit), USPS facilities, or USPS mail processing operations, the company is contacted to pick up the matter by the close of the next workday. If the company does not pick up the matter, it is returned to the sender, postage due. If the sender cannot be identified or refuses the matter, it is treated as dead mail. [P011.1.4]

### **7.3 Payment for Postage Due Mail**

Customers must pay in cash for postage-due mail before the mail is delivered. If postage-due collections equal about \$10 or more every 60 days, payment may be made by advance deposit of money in a postage due account. Postage on quantity mailings found in private mailboxes is subject to [9.1.1](#). Government agencies using penalty mail must pay postage due through an OMAS postage due account. Government agencies may no longer use penalty meter strips or penalty mail stamps to pay postage due. [P011.3.1]

### **7.4 Advance Deposit Account**

Mailers may choose to establish an advance deposit account(s) from which postage, per piece charges, and other fees are deducted. For certain extra services, an advance deposit account is required. Mailers may use a single advance deposit account to pay postage due charges for more than one extra service (e.g., business reply mail, merchandise return service, and bulk parcel return service). [P011.3.3]

### **7.5 Annual Accounting Fee for Extra Services**

Except for accounts used solely to pay postage due for shortpaid mail, address correction notices, and undeliverable-as-addressed pieces returned to sender (e.g., return service requested), mailers must pay a separate annual accounting fee for each extra service paid through an advance deposit account. This fee covers the administrative cost of maintaining the account and provides the mailer with the accounting of all charges deducted from that account. The accounting fee is charged once each 12-month period on the anniversary date of the initial accounting fee payment. The fee may be paid in advance only for the next year and only during the last 60 days of the current service period. The fee charged is that which is in effect on the date of payment. [P011.3.4]

## 8.0 Computing Postage

### 8.1 General Standards

#### 8.1.1 Determining Single-Piece Weight for Retail and Discount Mail

To determine single-piece weight in any mailing at single-piece rates, in a bulk mailing at Parcel Post, Media Mail, or Library Mail rates, or in any bulk rate mailing of nonidentical-weight pieces, weigh each piece individually. To determine single-piece weight in any other bulk or presort rate mailing, weigh a sample group of at least 10 randomly selected pieces and divide the total sample weight by the number of pieces in the sample. Express all single-piece weights in decimal pounds rounded off to four decimal places. [P013.1.3]

#### 8.1.2 Expression of Numerical Values

For these standards, express:

- a. Piece counts in whole numbers.
- b. Weights in decimal pounds (e.g., 1.1250 pounds) rounded as shown below.
- c. Postage in decimal dollars (e.g., \$0.1625) rounded as shown below.
- d. Intermediate postage figures on all permit imprint and Periodicals statements (rounded off) to four decimal places. On all postage affixed statements (rounded off) to three decimal places. An intermediate postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings, any figure on any line of a postage statement, with the exception of the "Total Postage" line, is an intermediate figure. For Periodicals mailings, any figure on any line of a Form 3541, with the exception of the "Total Outside-County Postage," "Total In-County Postage," and "Total Foreign Postage" lines is an intermediate figure.
- e. Total postage figures (rounded off) to two decimal places. A total postage figure is defined as follows: For First-Class Mail, Standard Mail, and Package Services mailings any figure on a "Total Postage" line. For Periodicals mailings, any figure on a "Total Outside-County Postage," "Total In-County Postage," and "Total Foreign Postage" line. [P013.1.2]

#### 8.1.3 Rounding Numerical Values

For these standards:

- a. *Round off* requires increasing by 1 the last digit to be kept if the digit to its right, which is not to be kept, is 5 or greater. If that digit is 4 or less, the last digit kept is unchanged (e.g., 3.376 rounded off to two decimal places is 3.38, 3.374 is 3.37).
- b. *Round up* requires increasing by 1 the last digit to be kept if there are any digits to its right, regardless of significance (e.g., rounding up either 3.3701 or 3.379 to two decimal places yields 3.38). [P013.1.1]

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## 9.0 Insufficient or Omitted Postage

### 9.1 Insufficient Postage

#### 9.1.1 Definition

Mail of any class, including mail indicating extra services (except Express Mail, Registered Mail, and nonmachinable First-Class Mail), that is received at either the office of mailing or office of address without enough postage is marked to show the total (rounded off) deficiency of postage and fees. Individual such pieces (or quantities fewer than 10) are delivered to the addressee on payment of the charges marked on the mail. For quantity mailings of 10 or more pieces, the mailer is notified so that the postage charges may be adjusted before dispatch. [P011.1.5]

#### 9.1.2 Undeliverable and Refused Mail

Mail with insufficient postage that is refused by the addressee or otherwise undeliverable is:

- a. Returned to the sender with the reason for nondelivery "Returned for Additional Postage" if First-Class Mail with a return address. *The sender may affix the additional postage, cross out the reason for nondelivery, and remail the piece.*
- b. Returned to the sender and delivered when the sender pays the total deficient postage and additional postage for forwarding or return if other than First-Class Mail and with a return address.
- c. Treated as dead mail if it has no return address. [P011.1.9]

#### 9.1.3 Nonmachinable Mail

Shortpaid nonmachinable First-Class Mail is returned to the sender for additional postage. [P011.1.8]

#### 9.1.4 Adding to Original Postage

Postage stamps or meter stamps originally affixed to insufficiently prepaid mail are accepted in payment of postage to the amount of their face value when the mail is again presented for mailing. [P011.1.10]

#### 9.1.5 Damaged Postage

When the cancellation impression shows that a postage stamp (or stamps) was wholly or partly lost, the piece is handled as if correct postage had been paid for the class and weight of the piece absent any evidence to the contrary. [P011.3.2]

#### 9.1.6 Registered Mail With Insufficient Postage

If shortpaid Registered Mail is found in ordinary mail, with only the First-Class rate of postage paid, the piece is delivered to the addressee as ordinary First-Class Mail. If the amount of postage and fees affixed indicates that the piece was intended to be registered, the piece is rated as postage due and forwarded to the addressee through the Registered Mail. If shortpaid Registered Mail is found in the Registered Mail, the piece is delivered without the collection of postage due. The additional postage is collected from the sender. [P011.1.7]

**9.1.7 Express Mail With Insufficient Postage**

An insufficiently prepaid Express Mail shipment is never endorsed "Postage Due," and collection of deficient postage is never attempted from the addressee. For an Express Mail Next Day, Second Day, Military, or Same Day Airport Service item received at the office of mailing without sufficient adhesive or meter stamps, the mailer is contacted to correct the deficiency before dispatch. If postage is paid by an Express Mail corporate account or federal government "Postage and Fees Paid" indicia, and the mailer writes an incorrect postage and/or fees amount, the account is debited for the correct amount. For a Custom Designed Service item received at the office of mailing with an incorrect weight listed, and if postage is paid with adhesive or meter stamps, the mailer is contacted to correct the deficiency before dispatch. If postage is paid by an Express Mail corporate account or federal government "Postage and Fees Paid" indicia, the account is debited for the correct amount. [P011.1.6]

**9.2 Omitted Postage****9.2.1 Handling Mail With Omitted Postage**

Matter of any class, including that for which extra services are indicated, received at either the office of mailing or office of address without postage, is endorsed "Returned for Postage" and is returned to the sender without an attempt at delivery. If a mail recipient attempts to return or forward the mail without paying additional postage when required, the mail is endorsed "Returned for Postage" and returned to the recipient. If no return address is shown, or the delivery and return addresses are identical, or the delivery and return addresses are different but for the same person or organization, the piece is treated as dead mail. [P011.1.2]

**9.2.2 Handling Unpaid Metered Reply Mail**

Metered reply mail on which the mailer failed to imprint a meter stamp is treated as business reply mail (BRM). Such mail is delivered on payment of postage and the applicable business reply per-piece charge for basic BRM. [P011.1.3]

**9.3 Mailable Matter Without Postage in or on Mail Receptacles****9.3.1 Penalty**

Whoever knowingly and willfully deposits any mailable matter (such as statements of account, circulars, sale bills, or other like matter) on which no postage is paid, in any letterbox established, approved, or accepted by the Postmaster General for the receipt or delivery of mail matter on any route, with intent to avoid payment of lawful postage thereon, shall for each such offense be fined not more than \$300 (18 USC 1725). [P011.2.1]

**9.3.2 Liability for Postage**

Except for limited use by newspapers under [508.3.0](#), any mailable matter not bearing postage found in, upon, attached to, supported by, or hung from private mail receptacles described in [508.3.0](#) is subject to payment of the same postage if carried by mail. [P011.2.2]

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**9.3.3 Full Distribution**

If there is a distribution of identical pieces to all or substantially all addresses on a route, only a representative number of pieces is returned to the delivery unit. Postage is computed as described in 9.3.4. [P011.2.4]

**9.3.4 Partial Distribution**

If there is a distribution of pieces to some, but not all, addresses on a route, pieces are returned to the delivery unit for use in computing the postage due. First-Class Mail rates are applied to matter that would require First-Class Mail postage if mailed. For other matter, if the piece weighs less than 16 ounces, the applicable single-piece First-Class Mail or Priority Mail rate based on the weight of the piece is applied, or an applicable Package Services rate is applied, whichever is lower. If the piece weighs 16 ounces or more, the Package Services rate is applied. [P011.2.3]

**9.3.5 Known Distributor**

If there is reason to believe that a private delivery firm or an individual within the post office delivery area is responsible for the delivery, the local postmaster notifies that party of the number of pieces and the postage due. If, within 5 days after notice, the firm or individual agrees to pay the postage due, payment is accepted and the pieces are delivered to the addressees. The party paying the postage may choose to redeliver the pieces rather than have the USPS deliver them. If the pieces are found to have been removed from receptacles improperly, they are delivered without postage charge. [P011.2.5]

**9.3.6 Unknown Distributor**

If the party responsible for delivery is not known or if the firm requested fails to pay the postage, the pieces are returned to the publisher or manufacturer, postage due and endorsed to show they were found in or on the addressee's mailbox without postage. If a publisher or manufacturer gives the name and telephone number of a person to contact and guarantees postage payment, the pieces are redelivered to the addressees. If the publisher or manufacturer is unknown or refuses the pieces, the matter is treated as dead mail. [P011.2.6]

## 10.0 Refunds and Exchanges

### 10.1 Stamp Exchanges

**10.1.1 USPS Fault**

The post office may correct mistakes in selling damaged, defective, or otherwise unserviceable stamps by exchanging stamps at full postage value. [P014.1.1]

**10.1.2 Damaged in Customer's Possession**

Stamps that are damaged or otherwise unusable for postage (because of humidity, moisture, or other causes) while in a customer's possession may be exchanged only for an equal number of stamps of the same denomination. Unusable stamps accepted from a customer under these conditions must be those on sale at post offices within 12 months before the transaction. Quantities of the same denomination over \$10 must be returned in the same configuration as when bought, i.e., sheets, coils, booklets. Each such transaction is limited to \$100 worth of postage from each customer. [P014.1.2]



**10.1.3 Condition and Quantity**

The stamps presented for exchange must be in substantially whole condition, with the denomination evident. If coils of stamps are partially stuck together and cannot be counted, the postmaster may accept the customer's estimate of the number of stamps left in the coil and give equal quantities in exchange. [P014.1.3]

**10.1.4 Appeal**

Any customer denied an exchange for damaged stamps may appeal the postmaster's decision to the Consumer Advocate, USPS Headquarters (see [608.8.0](#) for address). [P014.1.4]

**10.1.5 Purchase Error**

If a customer bought the wrong denomination stamps (or the wrong kind, size, or denomination envelope), they may be exchanged at full postage value. Only full panes of stamps, coils of stamps in the original sealed wrappers, full boxes of stamped envelopes, or original sealed packs of stamped cards may be exchanged. A customer exchanging \$250 or more of such stock must show proof of identity (e.g., a driver's license) and must present the stock for exchange to the postal unit from which his or her mail is delivered. [P014.1.5]

**10.1.6 Exchange of Spoiled and Unused Postal Matter**

Unusable and spoiled stamped envelopes or stamped cards, if uncanceled, and unused precanceled stamps and stamped cards, are exchanged for other postage-stamped paper. Only the buyer may exchange stamped envelopes or aerogrammes (airletter sheets) with a printed return address and stamped cards with any printed matter of the buyer. If there is no purchaser's printing, any responsible person may exchange them. These conditions apply:

- a. Stamped envelopes (mutilated no more than is necessary to remove contents): postage value plus value of postage added because of a rate increase or for additional service.
- b. Unmutilated aerogrammes (airletter sheets): postage value minus \$0.01 for each aerogramme redeemed.
- c. Unmutilated single and double stamped cards: 85% of postage value, plus full value of postage added because of a rate increase or for additional service. Either half of a double stamped card may be redeemed, if the double card is printed and cut for use as single cards. Unused double stamped cards printed for reply should not be separated but, if they are separated in error and the buyer presents both halves, the cards may be redeemed. Reply halves of double stamped cards returned to sender outside of the mail are not redeemable by the original buyer, even though the reply half received no postal service.
- d. Sheet stamped cards spoiled when cut to size: 85% of postage value plus full value of postage added because of a rate increase or for additional service, if all cut sections are submitted.
- e. Stamps affixed to commercial envelopes and postcards: 90% of postage value. Envelopes and postcards must be in substantially whole condition and in lots of at least 50 of the same denomination and value.

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- f. Unused precanceled stamps in full coils and in full sheets redeemed from precanceled permit holders: 90% of postage value. [P014.1.6]

**10.1.7 Stamps Converted to Other Postage Forms**

A customer may submit postage stamps for conversion to an advance deposit for permit imprint mailings, subject to these conditions:

- a. Only full panes of postage stamps (or coils of stamps in the original sealed wrappers) are accepted for conversion. Accepted stamps include commemorative stamps issued no more than 1 year before the requested conversion date or regular stamp issues not officially withdrawn from sale.
- b. A request for stamp conversions must be made in writing to the district manager of Customer Service and Sales in the district where the customer's post office is located. The customer's request must include:
  - c. Name, denomination, quantity, and value of stamps for which conversion is requested.
  - d. Name of the post office where the stamps were bought.
  - e. Evidence of purchase of the stamps.
- f. The amount of postage applied to a permit imprint advance deposit account through conversion is the full face value of the stamps.
- g. The district manager may ask the customer to submit additional records to support the information in the request. After reviewing the documentation, the district manager approves or denies the request. The customer is notified when the conversion is approved. The postmaster is advised of the procedures for accepting the stamps and making the required accounting entries.
- h. No part of any amount applied to a permit imprint advance deposit account from the conversion of postage stamps is refundable in cash or by any other means. [P014.1.7]

**10.1.8 Not Exchangeable**

The following postage items are not exchangeable:

- a. Adhesive stamps, unless mistakes were made in buying, stamps were defective, stamps were affixed to commercial envelopes and postcards, or under [10.1.7](#).
- b. Stamps cut from stamped cards, stamped envelopes, or aerogrammes (airletter sheets).
- c. Parts and pieces of stamped cards.
- d. Stamped cards, stamped envelopes, and aerogrammes received for reply.
- e. Mutilated and defaced stamps. [P014.1.8]

## 10.2 Postage and Fee Refunds

### 10.2.1 Refund Standards for Postage and Fees

A refund for postage and fees may be made:

- a. Under the standards below if postage and special or retail service fees are paid and no service is rendered, or if the amount collected was more than the lawful rate.
- b. Under 10.3 for refund requests for postage evidencing systems and metered postage. Metered postage is printed by a postage evidencing system (4.0). Refunds may be requested for unused indicia, unused postage value remaining in a postage evidencing system, and the unused balance in a postage payment account.
- c. Under 10.4 for refund requests for postage made at the time of mailing.
- d. Under 2.0 for rejected personalized envelopes.
- e. Under the terms of a contract between the contract postal unit (CPU) and the USPS for unused postage printed by the CPU. [P014.2.1]

### 10.2.2 Ineligible Matter

The USPS is presumed at fault and no service is rendered in cases involving returned articles improperly accepted in either domestic or international service because of excess size or weight. Any mailer who customarily weighs and rates mail is expected to be familiar with basic standards. The USPS is not at fault if the mailer is required to withdraw articles from the mail before dispatch. [P014.2.2]

### 10.2.3 Torn or Defaced Mail

If First-Class Mail or Package Services is torn or defaced during USPS handling so that the addressee or intended delivery point cannot be identified, the sender may receive a postage refund. This applies only when the failure to process and/or deliver is the fault of the USPS. Where possible, the damaged item is returned with the postage refund. [P014.2.3]

### 10.2.4 Full Refund

A full refund (100%) may be made when:

- a. The USPS is at fault.
- b. Postage or fees are paid in excess of the lawful rate.
- c. Service to the country of destination is suspended.
- d. Postage is fire-scarred while in USPS custody (including in the letterbox), and the mail is returned to sender without service.
- e. Special delivery stamps are mistakenly used to pay postage, and the mail is returned to the sender without service.
- f. Fees are paid for special handling, Certified Mail, Delivery Confirmation, or Signature Confirmation and the article fails to receive the extra service for which the fee is paid.

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- g. Surcharges are mistakenly collected on domestic Registered Mail or collected over the proper amount, or represented by stamps affixed to matter not actually accepted for registration.
- h. Fees are paid for return receipt or for restricted delivery, and the USPS (through fault or negligence) fails to furnish the return receipt or its equivalent, or makes erroneous delivery or nondelivery.
- i. An annual presort mailing fee is paid for Presorted First-Class Mail, Standard Mail, Presorted Media Mail, or Presorted Library Mail or a destination entry mailing fee is paid for Parcel Select or Bound Printed Matter and no mailings are made during the corresponding 12-month period.
- j. Customs clearance and delivery fees are erroneously collected.
- k. Fees are paid for registry or insurance service on mail addressed to a country to which such services are not available, unless claim for indemnity is made.
- l. Express Mail is not delivered according to the applicable service standard. No refund is made if the mail was properly detained for law enforcement purposes (see *Administrative Support Manual* 274). [P014.2.4]

**10.2.5 Intercepted Mail**

When mail is returned at the sender's request or for a reason not the fault of the USPS, any difference between the amount paid and the appropriate surface rate chargeable from mailing office to interception point and return is refunded.

[P014.2.5]

**10.2.6 Unallowable Refunds**

The limits on refunds are not intended to prohibit payments for unused adhesive stamps and adhesive stamps affixed to unmailed matter in connection with an authorized marketing program. Refunds are not made for the following:

- a. An application fee to use permit imprints.
- b. Collect on delivery (COD), Express Mail insurance, insured, and registered fees after the USPS accepts the article, even if the article is later withdrawn from the mail.
- c. Unused adhesive stamps (may be exchanged under [10.1.1](#) through [10.1.5](#) in *Stamp Exchanges*).
- d. Adhesive stamps affixed to unmailed matter. [P014.2.6]

**10.2.7 Applying for Refund**

For refunds under [10.2](#), the customer must apply for a refund on Form 3533; submit it to the postmaster; and provide the envelope, wrapper, or a part of it showing the names and addresses of the sender and addressee, canceled postage and postal markings, or other evidence of postage and fees paid. Refunds for metered postage are submitted under [10.3](#).

[P014.2.7]

### 10.2.8 Ruling on Refund Request

Refund requests are decided based on the specific type of postage or mailing:

- a. Refunds under [10.2](#). The local postmaster grants or denies refunds under [10.2](#). The customer may appeal an adverse ruling through the postmaster to the Pricing and Classification Service Center (PCSC) manager who issues the final agency decision.
- b. Dated metered postage, except for PC Postage systems, under [10.3](#). The postmaster at the licensing post office grants or denies requests for refunds for dated metered postage under [10.3](#). The licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters (see [608.8.0](#) for address), who issues the final agency decision. The original meter indicia must be submitted with the appeal.
- c. Undated metered postage under [10.3](#). The manager, business mail entry at the district post office overseeing the mailer's licensing post office, or designee authorized in writing, grants or denies requests for refunds for undated metered postage under [10.3](#). The customer may appeal a decision on undated metered postage within 30 days through the manager, business mail entry, or designee, to the PCSC manager who issues the final agency decision. The original meter indicia must be submitted with the appeal.
- d. PC Postage systems under [10.3](#). The system provider grants or denies a request for a refund for dated indicia printed by PC Postage systems under [10.3](#) using established USPS criteria. For dated PC Postage indicia only, the licensee may appeal an adverse ruling within 30 days through the manager, Postage Technology Management, USPS Headquarters, who issues the final agency decision. The original indicia must be submitted with the appeal.
- e. Optional procedure (OP) mailings. Mailer's request for a refund must be submitted to the manager, Business Mailer Support, USPS Headquarters (see [608.8.0](#) for address). [P014.2.8]

### 10.2.9 Semipostal Stamps

Customers may exchange or convert semipostal stamps for their postage value (i.e., the price of the stamps less the contribution amount) to the extent exchange or conversion of postage stamps is permitted under [10.0](#). The postage the customer exchanges or converts is equal to the First-Class Mail single-piece rate in effect at the time of exchange. However, if the customer provides a receipt showing the date of purchase, the postage exchanged or converted is equal to the First-Class Mail single-piece rate in effect at the time of purchase. The contribution amount is not refundable and is not included in the exchange or conversion value. [P014.2.9]

### 10.2.10 Business Reply Mail

A business reply mail (BRM) permit holder may request a credit or refund for postage affixed to returned BRM pieces. Only the value of the postage affixed may be credited or refunded. Refunds are not given for foreign postage affixed to BRM. To receive a refund for postage affixed to returned BRM pieces, the permit holder must submit a completed Form 3533 to the postmaster, documenting the excess postage payment for which a credit or refund is desired. The permit holder also must present to the designated office properly faced and banded bundles of 100 identical

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BRM pieces with identical amounts of postage affixed. A charge of \$35 per hour, or fraction thereof, is assessed for the workhours used to process the refund. With permission from the postmaster, a BRM permit holder may submit a bundle with fewer than 100 BRM pieces. Refunds are not given for any BRM or QBRM per piece charges, annual accounting fees, quarterly fees, or monthly maintenance fees.

[P014.2.10]

### **10.3 Refund Request for Postage Evidencing Systems and Metered Postage**

#### **10.3.1 Unused Postage Value in Postage Evidencing Systems**

The unused postage value remaining in a postage evidencing system when withdrawn from service may be refunded, depending upon the circumstance and the ability of the USPS to make a responsible determination of the actual or approximate amount of the unused postage value. If the postage evidencing system is withdrawn because of faulty operation, a final postage adjustment or refund will be withheld pending the system provider's report of the cause to the USPS and the USPS determination of whether or not a refund is appropriate and, if so, the amount of the refund. No refund is given for faulty operation caused by the licensee. When a postage evidencing system that is damaged by fire, flood, or similar disaster is returned to the provider, postage may be refunded or transferred when the registers are legible and accurate, or the register values can be reconstructed by the provider based on adequate supporting documentation. When the damaged system is not available for return, postage may be refunded or transferred only if the provider can accurately determine the remaining postage value based on adequate supporting documentation. The licensee may be required to provide a statement on the cause of the damage and to attest that there has not been reimbursement by insurance, or otherwise, and that the licensee will not seek such reimbursement. Refunds for unused postage value are granted as specified in 4.0 in accordance with the following procedures:

- a. All postage evidencing systems except for PC Postage systems. The postage evidencing system must be examined to verify the amount before any remaining funds are cleared from the meter, and a refund or credit is initiated for unused postage value or additional money is collected to pay for postage value used, based on what is found. Licensees may also submit their own transaction records, if any, or a system-generated register as supporting documentation.
- b. PC Postage systems. The licensee must notify the provider to withdraw the system. To determine the remaining postage value on the PC Postage system, the licensee generates a refund request indicium for transmittal to the provider for verification. A refund can be issued only when the system's postal security device (PSD) is in the provider's possession. The USPS refunds the entire unused postage value remaining on the PSD for the user's system, but the refund is issued through the licensee's provider. [P014.3.1]

#### **10.3.2 Unused, Dated Postage Evidencing System Indicia, Except PC Postage Indicia**

Unused, dated postage meter indicia are considered for refund only if complete, legible, and valid. PC Postage indicia refunds are processed under 10.3.3. All other metered postage refund requests must be submitted as follows:

- a. The licensee must submit the request. The refund request must include proof that the person or entity requesting the refund is the licensee for the postage meter that printed the indicia. Acceptable proof includes a copy of the lease, rental agreement, or contract.
- b. The licensee must submit the request, along with the items bearing the unused postage, to the licensing post office. The items must be sorted by meter used and then by postage value shown in the indicia, and must be properly faced and bundled in groups of 100 identical items when quantities allow. The request is processed by the USPS. The postmaster approves or denies the refund request.
- c. The licensee must submit the refund request within 60 days of the date(s) shown in the indicia.
- d. When the unused metered postage is affixed to a mailpiece, the refund request must be submitted with the entire envelope or wrapper. The unused metered postage must not be removed from the mailpiece once applied.
- e. Indicia printed on labels or tapes not stuck to wrappers or envelopes must be submitted loose and must not be stapled together or attached to any paper or other medium. However, self-adhesive labels printed without a backing may be submitted on a plain sheet of paper.
- f. If a part of one indicium is printed on one envelope or card and the remaining part on one or more, the envelopes or cards must be fastened together to show that they represent one indicium.
- g. Refunds are allowable for indicia on metered reply envelopes only when it is obvious that an incorrect amount of postage was printed on them.
- h. The refund request must be submitted with Form 3533. A separate Form 3533 must be completed for each meter for which a refund is requested. All identifying information and all sections related to the refund requested must be completed. Charges for processing a refund request for unused, dated meter indicia are as follows:
  1. If the total face value of the indicia is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
  2. If the total face value is more than \$350, the amount refunded is reduced by a figure representing \$35 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35. The postmaster will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center. [P014.3.2]

### 10.3.3 Unused, Dated PC Postage Indicia

Unused, dated PC Postage indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the PC Postage licensee may request the refund. The licensee must submit the request, along with the items bearing the unused postage, to the system provider. The request is processed by the provider, not the USPS.

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- b. The licensee must submit the refund request within 30 days of the date(s) shown in the indicia.
- c. The refund request must be submitted as required in [10.3.2d.](#) through [10.3.2g.](#)
- d. The provider may, at its discretion, charge for processing a refund request.  
[P014.3.3]

#### **10.3.4 Undated Metered Postage**

Unused, undated postage evidencing system indicia are considered for refund only if complete, legible, and valid. The refund request must be submitted as follows:

- a. Only the meter licensee or the commercial entity that prepared the mailing for the licensee using the licensee's meter may request the refund. The request must include a letter signed by the meter licensee or the commercial entity that prepared the mailing for the licensee explaining why the mailpieces were not mailed.
- b. The minimum quantity of unused, undated metered postage that may be submitted for refund is 500 pieces from a single mailing or, as an alternative, indicia with a total postage value of at least \$500 from a single mailing.
- c. The meter licensee, or the commercial entity that prepared the mailing for the licensee using the licensee's meter, must submit the request, along with the items bearing the unused postage and the required documentation, to the manager, business mail entry at the district post office overseeing the mailer's licensing post office, or to a designee authorized in writing. The manager or designee approves or denies the refund request.
- d. The request must include the items bearing the unused postage, sorted by meter used and then by postage value shown in the indicia. The items must be properly faced and bundled in groups of 100 identical items, when quantities allow, and must meet the requirements of [10.3.2d.](#) through [10.3.2g.](#)
- e. The request must be submitted within 60 days of the date the mail was metered. Supporting documentation must be submitted to validate the date. Examples of supporting documentation include the job order from the customer, production records, the USPS qualification report, spoilage report, and reorders created report, as well as customer billing records, postage statements, and a sample mailpiece.
- f. The refund request must be submitted with Form 3533. All identifying information and all sections related to the refund requested must be completed. When more than one meter was used to prepare the mailing, a separate Form 3533 must be completed for each.
  - 1. If the total face value of the indicia for a single mailing submitted for refund is \$350 or less, the amount refunded is 90% of the face value. USPS may process the refund payment locally via a no-fee postal money order.
  - 2. If the total face value of the indicia for a single mailing submitted for refund is more than \$350, the amount refunded is reduced by a figure representing \$35 per hour, or fraction thereof, for the actual hours to process the refund, with a minimum charge of \$35. The manager,



business mail entry will submit the approved Form 3533 to the USPS Imaging and Scanning Center for payment processing through the Accounting Service Center. [P014.3.4]

### 10.3.5 Ineligible Metered Postage Items

The following metered postage items are ineligible for refunds:

- a. Reply envelopes or cards paid at the proper postage rate.
- b. Indicia printed on labels or tape removed from wrappers or envelopes.
- c. Loose indicia printed on labels or tape that have been stapled together or attached to paper or other medium in any manner.
- d. Indicia lacking identification of the licensing post office or other required information.
- e. Indicia printed on mail dispatched and returned to sender as undeliverable as addressed, including mail marked “no such post office” and mail addressed for local delivery and returned after directory service was given or delivery was attempted. [P014.3.5]

### 10.3.6 Refunds for Metered Postage

Refunds for indicia amounts already printed on an envelope or label but not mailed are made in accordance with 10.3. [P030.8.2]

### 10.3.7 Rounding Numerical Values [Rounding]

Any fraction of a cent in the total to be refunded is rounded down to the whole cent (e.g., \$4.187 is rounded to \$4.18). [P014.3.6]

## 10.4 Value Added Refunds

### 10.4.1 Definition of Value Added Refund

Subject to the standards in 10.4, a *presenter* (i.e., the mailer or other party, such as a presort service bureau), who prepares letter-size First-Class Mail or Standard Mail under 10.4.12 and 10.4.13 for their customers and presents it to the USPS in their behalf, may request a *value added refund* (VAR) for postage affixed to mail in excess of the rate applicable to that mail when presented to the USPS. A presenter must be authorized by the USPS to seek the refund. Any refund is issued to the presenter, and the disposition of any such refund is a private matter between the presenter and the presenter’s customer. [P014.4.1]

### 10.4.2 Application

The presenter must make a written application to the postmaster serving each location where VAR mailings are to be deposited, verified, and paid. The application must describe the presenter’s mail preparation system and the documentation that it can produce. The application must also show that the presenter can produce the postage statements and the refund documentation required by 10.4.17. The postmaster forwards the application and supporting documentation for approval to the Business Mailer Support manager, USPS Headquarters. [P014.4.2]

**10.4.3 Mailer System**

Eligibility to submit requests for VARs requires that the presenter process and document mail through a fully automated mail sorting system. The system must include barcoding equipment (e.g., multiline optical character readers) to read the address information and determine the correct ZIP+4 code; an ink jet or laser printer to apply the correct POSTNET barcode in the required location; and a barcode reader (BCR) to read the POSTNET barcode, verify it for accuracy, and sort the mailpiece to the correct location. [P014.4.3]

**10.4.4 Presenter Agreement**

In applying for authorization to make VARs, the presenter agrees:

- a. That verification samples taken by the USPS represent the entire mailing and are to be used to adjust the total refund amount requested.
- b. To provide the USPS with advance written notice of plans for system changes that affect the calculation of postage, amount of refund, generation of required documentation, or mail presorting.
- c. To cooperate with the USPS during mail verification or system audits, and to process sampled mail through barcode readers (BCRs) when requested.

[P014.4.4]

**10.4.5 Authorization**

If the application is approved, an authorization to make refund requests is valid for a period not to exceed 2 years, subject to renewal after USPS review. [P014.4.5]

**10.4.6 Appeal**

If the application is denied, the presenter may file a written appeal within 15 days through Business Mailer Support, USPS Headquarters, to the Business Mail Acceptance manager, who issues the final agency decision. [P014.4.6]

**10.4.7 Suspension**

The Business Mailer Support manager may suspend an authorization after determining that the presenter does not meet the standards in 10.4. [P014.4.7]

**10.4.8 Cancellation**

The Business Mailer Support manager may cancel an authorization for any of these reasons:

- a. The presenter consistently provides incorrect information and is unwilling or unable to correct the problem.
- b. The presenter continually fails to meet the standards in 10.4.
- c. No mailings are made under these procedures during any 12 consecutive months. [P014.4.8]

**10.4.9 Appeal of Cancellation or Suspension**

A cancellation or suspension takes effect 15 days from the presenter's receipt of the notice unless, during that time, the presenter files a written appeal with the Business Mailer Support manager, USPS Headquarters, stating why the authorization should not be canceled or suspended. If the manager upholds the action, the appeal is

forwarded to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision. A final cancellation takes effect 15 days after receipt by the presenter. [P014.4.9]

#### **10.4.10 Form 8096 Required**

The presenter must provide the USPS with an original Form 8096 completed and signed by each of the presenter's customers who meter any pieces in the mailing for which a VAR is requested, and a list of those customers. If postage is affixed to the pieces using a postage evidencing system by an intermediate agent (not the presenter of the mailing) for the owner of the pieces, a signed Form 8096 must be on file from the agent whose postage evidencing systems were used to affix the postage. Refund requests are denied if all required Forms 8096 are not provided. [P014.4.10]

#### **10.4.11 Form 8096 Not Required**

Form 8096 is not required for a customer whose mail is metered by the presenter with the presenter's own postage evidencing system. In such cases, the presenter must provide the post office where it submits refund requests with a list, in ascending numeric order, of its own postage evidencing system serial numbers and those of any intermediate agent used for affixing postage to the pieces included in the mailing. [P014.4.11]

#### **10.4.12 First-Class Mail**

If a VAR request is submitted when a First-Class Mail mailing is presented to the USPS, each piece in the mailing must be:

- a. Letter-size and weigh less than the applicable maximum weight for automation rate mail as required in [201.3.3](#).
- b. Part of an automation rate mailing prepared by the presenter.
- c. Metered by the presenter or the presenter's customer at the Presorted First-Class or automation rates applicable to a piece of that weight, including the full postage for the second and third ounces, if applicable. [P014.4.12]

#### **10.4.13 Standard Mail**

If a VAR request is submitted when a Standard Mail mailing is presented to the USPS, each piece in the mailing must be:

- a. Letter-size and weigh less than the applicable maximum weight for automation rate mail as required in [201.3.4](#).
- b. Part of an automation rate mailing prepared by the presenter.
- c. Metered by the presenter or the presenter's customer at a nonautomation rate or at any automation minimum per piece rate. Pieces for each entry must be prepared as a separate mailing if the destination entry rates are claimed.

[P014.4.13]

604.10.4.14

**10.4.14 Criteria for Mailing**

A mailing for which a VAR request is submitted must meet these criteria:

- a. The presenter must process the mail for each customer so that the rate of postage affixed on each piece can be documented by customer, unless otherwise authorized by Business Mailer Support, USPS Headquarters, and rate category.
- b. Documentation must be kept showing internal quality control procedures done for each mailing submitted for which a VAR is claimed.
- c. Mail must be prepared by the standards corresponding to the First-Class Mail or Standard Mail rate claimed.
- d. The presenter must be authorized by Business Mailer Support to submit Standard Mail mailings that contain both Regular and Nonprofit rate pieces under the applicable standards.
- e. Each piece in the mailing for which barcodes are applied by an MLOCR must bear an automation marking that also describes the method of postage payment and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail as described in [705.5.0, First-Class or Standard Mail Mailings With Different Payment Methods](#). [P014.4.14]

**10.4.15 Postage Statement**

The presenter must provide a complete and accurate postage statement with each mailing annotated to show the presort option used to prepare that mailing, and reporting postage data based on the rate category for which each piece qualifies when presented to the USPS. [P014.4.15]

**10.4.16 Applying for Refund**

To request a VAR, Form 3533 and supporting documentation as described below must be provided with the corresponding mailing at the time of mailing. After the time of mailing, refund applications are not considered. The entry office postmaster pays refunds weekly or on another schedule agreed to with the mailer. [P014.4.16]

**10.4.17 Documentation for Mailing**

Mailers are required to submit or generate the following reports:

- a. Each mailing must be accompanied by all of the following documentation to enable the VAR request and the specific and efficient USPS verification of that request:
  1. Form 3533, if a net VAR refund is due.
  2. The applicable postage statement.
  3. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.
  4. The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight and rate affixed (report all postage affixed

First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. Business Mailer Support, USPS Headquarters, may authorize submission of only portions of this report.

5. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by rate level and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.
  6. Other documentation that may be required by other standards for the rate claimed.
- b. The USPS Customer Mail Report must be generated for each mailing, but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: rate affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed. [P014.4.17]

## 10.5 Express Mail Postage Refund

### 10.5.1 Who May Apply

A claim for a refund for Express Mail postage may be made only by the mailer (the sender of an Express Mail item or the holder of the Express Mail Corporate Account used to pay for postage). [P014.5.1]

### 10.5.2 Conditions for Refund

A refund request must be made within 90 days after the date of mailing as shown in the "Date In" box on Label 11. Except as provided in [114.3.1](#), a mailer may file for a postage refund only under one of the following circumstances:

- a. The item was not delivered or made available for claim as guaranteed under the applicable service purchased.
- b. The item was not delivered or made available for claim by the guaranteed delivery time applicable to the service purchased, and delivery was not attempted by the guaranteed delivery time applicable to the service purchased. [P014.5.2]

### 10.5.3 Refunds Not Given

A refund claim will not be given if the guaranteed service was not provided due to any of the circumstances in [114.3.1](#). [P014.5.3]

604.10.5.4

**10.5.4 How to Apply for a Refund**

The mailer must complete Part I of Form 3533 in duplicate and submit it, along with the original customer copy of Label 11, to any post office. [P014.5.4]

**10.5.5 Immediate Refund**

If the USPS can determine immediately that the mailer is entitled to a refund and the Express Mail item had postage affixed, then the USPS refunds the postage immediately in cash or with a no-fee money order. [P014.5.5]

**10.5.6 Deferred Refund**

If the USPS cannot determine immediately that the mailer is entitled to a refund, then the USPS researches the application and, if appropriate, issues a refund to the mailer within 5 business days. [P014.5.6]

**10.5.7 Refunds Through a Corporate or Agency Account**

If the USPS determines that the mailer is entitled to a refund and postage was paid through an Express Mail Corporate Account or a federal government agency account, then the USPS refunds the postage by issuing a credit to that account within 5 business days. [P014.5.7]

**11.0 Revenue Deficiency****11.1 General****11.1.1 Definition of Revenue Deficiency**

*Revenue deficiency* means a shortage or underpayment of postage or fees. Revenue deficiencies are generally assessed by the postmaster or manager, Business Mail Entry, who issues a written notification to the customer citing the amount of the deficiency and the circumstances. [P011.4.1]

**11.1.2 Appeal of Ruling**

Except as provided under [11.2](#) and [703.1.0, Nonprofit Standard Mail](#), a mailer may appeal a revenue deficiency assessment by sending a written appeal within 30 days of receipt of the notification to the appropriate postmaster or manager in [11.1.2a.](#) through [11.1.2c.](#) In all cases, the mailer may be asked to give more information or documentation to support the appeal. Failure to do so within 30 days of the request is grounds for denying an appeal. Any decision that is not appealed as prescribed becomes the final agency decision. Mailers may send appeals as follows:

- a. To the district manager, Finance, for revenue deficiencies for fees. The district manager, Finance, issues the final USPS decision.
- b. To the postmaster or manager, Business Mail Entry, for revenue deficiencies for postage. The postmaster or manager, Business Mail Entry, forwards the appeal to the PCSC. If the appeal concerns a ruling that mail, due to its contents, must be entered at First-Class Mail rather than Standard Mail rates, the PCSC will forward the appeal to the manager, Mailing Standards, USPS Headquarters who will issue the final agency decision. The PCSC will issue the final agency decision on all other appeals.

- c. To the manager, Mailing Standards (see [608.8.0](#) for address), if the PCSC manager first assessed the deficiency. The manager, Mailing Standards issues the final agency decision. [P011.4.2]

**11.2 Nonprofit Standard Mail**

**11.2.1 Assessment and Appeal**

A revenue deficiency may be assessed in the amount of the unpaid postage against any person or organization that mailed, or caused to be mailed, ineligible matter at the Nonprofit Standard Mail rates in violation of [703.1.0](#). Nonprofit mailers have two levels of appeal. They may appeal revenue deficiency assessments as follows:

| IF THE INITIAL REVENUE DEFICIENCY ASSESSMENT WAS MADE BY: | FIRST-LEVEL APPEAL   | SECOND-LEVEL APPEAL AND FINAL USPS DECISION  |
|---|--|--|
| Postmaster or manager, Business Mail Entry                | PCSC   | Manager of Mailing Standards   |
| PCSC  | Manager of Mailing Standards (see <a href="#">608.8.0</a> for address) | Vice President, Pricing and Classification (see <a href="#">608.8.0</a> for address) |

All appeals must be submitted in writing within 30 days of the previous USPS decision. Any decision that is not appealed as prescribed becomes the final agency decision; no appeals are available within the USPS beyond the second appeal. [P011.5.1]

**11.2.2 Collection**

Any deficiency assessed under [11.2.1](#) that is found to be due and payable to the USPS in the final USPS decision must be paid promptly. If the USPS does not receive payment within 30 days, the USPS may deduct from the violator’s trust account or any other funds in USPS possession any deficiencies incurred within 12 months of the date of the final mailing on which the deficiency was assessed. [P011.5.2]





# 607 Mailer Compliance and Appeals of Classification Decisions

**Overview**

- [1.0 Mailer Compliance With Mailing Standards](#)
- [2.0 Rulings on Mailing Standards](#)

## 1.0 Mailer Compliance With Mailing Standards

### 1.1 Mailer Responsibility

A mailer must comply with all applicable postal standards. Despite any statement in this document or by any USPS employee, the burden rests with the mailer to comply with the laws and standards governing domestic mail. For mailings that require a postage statement, the mailer certifies compliance with all applicable postal standards when signing the corresponding postage statement. Questions on mail classification and special mail services may be directed to local USPS representatives (e.g., business mail entry managers). The Pricing and Classification Service Center (PCSC) can help local post offices answer customer questions on mailing standards (see [608.8.4](#) for address or telephone number). [G020.2.1]

### 1.2 Postage Payment

A permit imprint, bulk, or other discount rate mailing is accepted after an examination of the mailing and the accompanying postage statement prepared by the mailer. A USPS employee's signature on the postage statement and the subsequent acceptance of the mailing do not constitute verified accuracy of that statement, and do not limit the ability of the USPS to demand proper payment after acceptance when it becomes apparent such payment was not made. [G020.2.2]

### 1.3 Request for Exception to Standards

To the extent that postage rates, fees for mail services, and basic mail classification and eligibility are prescribed by federal statute or the Domestic Mail Classification Schedule, the USPS is not authorized to waive or except the corresponding DMM standards. Postmasters or managers at post offices, district or area offices, and other field facilities may not suspend or grant any waiver or exception to standards established by the USPS (e.g., regarding mail preparation) unless *specifically* authorized by the DMM. Any mailer's request for an exception to DMM standards must be referred to the PCSC (see [608.8.4](#) for address and telephone number). [G020.2.3]

## 2.0 Rulings on Mailing Standards

### 2.1 Local Decision

A mailer who disagrees with a classification decision by a local post office, whether on a pending or a proposed mailing, may send a written appeal to the postmaster within 30 days. The appeal is forwarded to the Pricing and Classification Service Center (PCSC). If the appeal concerns a ruling that mail, due to its contents, must

## 607.2.2

be entered at First-Class Mail rather than Standard Mail rates, the PCSC will forward the appeal to the manager, Mailing Standards, USPS Headquarters, who will issue the final agency decision. The PCSC will issue the final agency decision on all other appeals. Only the PCSC manager may rule on an appeal or initial request for a ruling on an exception to a USPS standard in the DMM. [G020.3.1]

**2.2 Expedited Oral Decision**

A mailer who receives an adverse ruling from a Post Office, whether on a pending or a proposed mailing, may request the PCSC manager to provide an expedited oral decision on appeal. This request for an expedited appeal may be made by telephone. If the appeal concerns a ruling that mail, due to its contents, must be entered at First-Class Mail rather than Standard Mail rates, the PCSC will forward the appeal to the manager, Mailing Standards, who will determine whether the appeal or individual questions in the appeal can be decided on an expedited basis and, if so, advise the mailer of the decision and then confirm it in writing. For all other appeals, the PCSC manager will determine whether the appeal or individual questions in the appeal can be decided on an expedited basis and, if so, advise the mailer of the determination and confirm it in writing. [G020.3.2]

**2.3 Classification While Appeal Pending**

Pending resolution of an appeal, the mailer may, by a letter to the local postmaster, request to mail under a deposit arrangement. The mailer must deposit with the postmaster enough funds to cover postage at the higher rate. If the appeal is upheld, the difference between the amount deposited and a lower rate determined to be appropriate is returned to the mailer. If the appeal is denied, the deposit is not returned. If a balance remains in the deposit after the higher rate postage is deducted, the balance is refunded at the mailer's request. [G020.3.3]

**2.4 Decisions on National Rulings**

The manager, Centralized National Cases makes mail preparation, mailpiece design, and rate eligibility decisions for customers in strategic industries as appropriate. Any mail classification decision made initially by the manager, Centralized National Cases may be appealed within 15 days to the manager, Pricing and Classification Service Center, who will issue the final agency decision. [G020.3.4]

**2.5 PCSC Decision**

Any mail classification decision made initially by the PCSC manager may be appealed within 15 days to the manager, Mailing Standards (see [608.8.0](#) for address), who has sole authority to render a decision on such appeals. [G020.3.5]

**2.6 Corresponding Standards**

Rulings and appeals concerning revenue deficiencies (on past mailings), refunds, or applications for various mailing privileges, rates, or authorizations, are subject to the corresponding standards. [G020.3.6]

## 608 Postal Information and Resources

### Overview

- [1.0 About the Domestic Mail Manual \(DMM\)](#)
- [2.0 Domestic Mail](#)
- [3.0 Post Offices and Holidays](#)
- [4.0 Philatelic \(Stamp Collecting\) Services](#)
- [5.0 Private Express Statutes](#)
- [6.0 Complaints and Postal Law Violations](#)
- [7.0 Trademarks and Copyrights of the USPS](#)
- [8.0 USPS Contact Information](#)

### 1.0 About the Domestic Mail Manual (DMM)

#### 1.1 Content of the DMM

The *Domestic Mail Manual* (DMM) contains the basic standards of the United States Postal Service (USPS) governing its domestic mail services; descriptions of the mail classes and extra services and conditions governing their use; and standards for rate eligibility and mail preparation. Domestic mail is classified by size, weight, content, service, and other factors. [G020.1.1]

#### 1.2 Copies of the DMM

The *Domestic Mail Manual* (DMM) is distributed to all post offices and is available online on the Postal Explorer web site (<http://pe.usps.com>). Copies of the DMM may be inspected during normal business hours at USPS Headquarters, area and district offices, and all domestic post offices, stations, and branches. A copy is also filed at the Office of the Federal Register, National Archives and Records Administration. The public may buy copies by subscription from the Superintendent of Documents, U.S. Government Printing Office (see [8.1](#) for address). [G020.1.3]

#### 1.3 Revisions to the DMM

The USPS reserves the right to change the standards in the *Domestic Mail Manual*. Substantive revisions are published in the *Postal Bulletin* and, when appropriate, the *Federal Register*. [G020.1.4]

#### 1.4 Terms in the DMM

Terms in the DMM referring to only one sex apply to persons of either sex. Terms referring to the singular also apply to the plural, unless the context indicates otherwise. The term *postmaster* also applies to an officer-in-charge if the postmaster position is vacant and, in district host cities, to the district manager. [G020.1.2]

608.2.1

## 2.0 Domestic Mail

### 2.1 Definition of “Domestic”

Domestic mail is mail transmitted within, among, and between the United States of America, its territories and possessions, Army post offices (APOs), fleet post offices (FPOs), and the United Nations, NY. For this standard, the term *territories and possessions* comprises the following:

---

American Samoa  
*Manua Island, Swain’s Island, Tutuila Island*

Baker Island

Guam

Howland Island

Jarvis Island

Johnston Atoll  
*East Island, Johnston Island, North Island, Sand Island*

Kingman Reef

Midway Atoll  
*Eastern Island, Sand Island, Spit Island*

Navassa Island

Northern Mariana Islands, Commonwealth of the  
*Rota Island, Saipan Island, Tinian Island*

Palmyra Atoll

Puerto Rico, Commonwealth of

U.S. Virgin Islands  
*St. Croix Island, St. John Island, St. Thomas Island*

Wake Atoll  
*Peale Island, Wake Island, Wilkes Island*

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[G011.2.1]

### 2.2 Mail Treated as Domestic

Mail originating in the United States of America, its territories and possessions, APOs, FPOs, and the United Nations, NY, for delivery in the Freely Associated States, and mail originating in the Freely Associated States for delivery within, among, and between the Freely Associated States and the United States of

America, its territories and possessions, APOs, FPOs, and the United Nations, NY, is treated as if it were domestic mail. The term *Freely Associated States* comprises the following:

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Marshall Islands, Republic of the

*Ebeye Island*

*Majuro Island*

Palau, Republic of

*Koror Island*

Micronesia, Federated States of

*Chuuk (Truk) Island*

*Kosrae Island*

*Pohnpei Island*

*Yap Island*

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[G011.2.2]

## 2.3 International Mail

International mail is mail addressed to or received from foreign countries, except under 2.2. Provisions for international mail are in the *International Mail Manual*.

[G011.2.3]

## 3.0 Post Offices and Holidays

### 3.1 Management of Post Offices

#### 3.1.1 Establishment of Post Offices

The USPS establishes and maintains post offices, stations, and branches for customer convenience. [G011.1.1]

#### 3.1.2 Closing or Consolidation of Post Offices

Under 39 U.S. Code (USC) 404(b), any decision to close or consolidate a post office must be based on certain criteria. These include the effect on the community served; the effect on employees of the post office; compliance with government policy established by law that the USPS must provide a maximum degree of effective and regular postal services to rural areas, communities, and small towns where post offices are not self-sustaining; the economic savings to the USPS; and other factors that the USPS determines necessary. In addition, certain mandatory procedures apply. [G011.1.2]

#### 3.1.3 Procedures for Post Offices

The *Postal Operations Manual* contains USPS rules for discontinuing, consolidating, or suspending service at an existing post office or other postal facility; changing a post office or other postal facility name; setting public business hours of postal facilities; and using bulletin boards and handling lost articles found in public areas of postal facilities. [G011.1.3]

608.3.1.4

### 3.1.4 Military Post Offices

Military post offices (MPOs) are branches of a U.S. civil post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army post offices (APOs) for the U.S. Army and the U.S. Air Force and fleet post offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military post offices do not verify and accept bulk or discounted-rate mail; such mailings must be deposited at (nonmilitary) U.S. post offices. [G011.1.4]

### 3.2 Holiday Service

Exhibit 3.2a and Exhibit 3.2b shows the national holidays observed by the USPS and the service levels provided on those holidays for retail window, post office box, firm call, delivery, and collection services. [G011.1.5]

- a. Holidays widely observed:

#### Exhibit 3.2a Holidays Widely Observed

New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day

| Day of Holiday<br>and Surrounding Days               | DELIVERY SERVICES |             |              |          |             |              |                         |
|--|-------------------|-------------|--------------|----------|-------------|--------------|-------------------------|
|  | RETAIL<br>WINDOW  | P.O.<br>BOX | FIRM<br>CALL | Business | Residential | Express Mail | COLLECTION<br>SERVICES  |
| <b>Friday (holiday)</b>                              | None              | Holiday     | None         | None     | None        | Holiday      | Time decal              |
| Saturday   | Limited           | Normal      | Normal       | Normal   | Normal      | Normal       | Normal                  |
| Sunday   | None              | Normal      | None         | None     | None        | Normal       | None                    |
| Friday   | Normal            | Normal      | Normal       | Normal   | Normal      | Normal       | Normal                  |
| <b>Saturday (holiday)</b>                            | None              | Holiday     | None         | None     | None        | Holiday      | Time decal              |
| Sunday   | None              | Normal      | None         | None     | None        | Normal       | Time decal              |
| Saturday   | Limited           | Normal      | Normal       | Normal   | Normal      | Normal       | Normal                  |
| <b>Sunday (holiday)</b>                              | None              | Normal      | None         | None     | None        | Normal       | None                    |
| Monday   | None              | Holiday     | None         | None     | None        | Holiday      | Time decal <sup>1</sup> |
| Saturday   | Limited           | Normal      | Normal       | Normal   | Normal      | Normal       | Normal                  |
| Sunday   | None              | Normal      | None         | None     | None        | Normal       | None                    |
| <b>Monday (holiday)</b>                              | None              | Holiday     | None         | None     | None        | Holiday      | Time decal <sup>1</sup> |
| <b>Tuesday, Wednesday, or<br/>Thursday (holiday)</b> | None              | Holiday     | None         | None     | None        | Holiday      | Time decal              |
| Preceding Day  | Normal            | Normal      | Normal       | Normal   | Normal      | Normal       | Normal                  |

1. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

[Exhibit G011.1.5a]

- b. Holidays not widely observed:

### Exhibit 3.2b Holidays Not Widely Observed

Martin Luther King, Jr.'s Birthday; Presidents Day; Columbus Day; and Veterans Day

| Day of Holiday<br>and Surrounding Days | RETAIL<br>WINDOW | P.O.<br>BOX | FIRM<br>CALL | DELIVERY SERVICES |             |              | COLLECTION<br>SERVICES  |
|--|------------------|-------------|--------------|-------------------|-------------|--------------|-------------------------|
|  |                  |             |              | Business          | Residential | Express Mail |                         |
| Saturday                               | Normal           | Normal      | Normal       | Normal            | Normal      | Normal       | Normal                  |
| Sunday                                 | None             | Normal      | None         | None              | None        | Normal       | None                    |
| <b>Monday (holiday)<sup>1</sup></b>    | Limited          | Sunday      | Limited      | None              | None        | Holiday      | Time decal <sup>2</sup> |

1. Veterans' Day, November 11, is the only movable holiday in the group of holidays designated as not widely observed; the other three holidays listed in section B are always observed on Mondays. When Veterans' Day falls on any day except Sunday, the services provided on that holiday are the same as those shown for Monday. When Veterans' Day falls on Sunday, the service levels are the same as those shown for Sunday; the USPS, however, observes the holiday on Monday and treats it as a Monday holiday.

2. When a holiday is observed on Monday and no residential collection is scheduled on Sunday, a full residential collection may be provided on the Monday holiday. Consecutive days without collections should be avoided.

[Exhibit G011.1.5b]

## 4.0 Philatelic (Stamp Collecting) Services

### 4.1 Basic Standards

#### 4.1.1 Philatelic Policy

A single national USPS policy governs postage stamps and postal stationery, including their release, sale, and discontinuance. [G090.1.1]

#### 4.1.2 Stamp Subjects

Subjects for commemorative postage stamps and postal stationery may be proposed by the public through correspondence to the Citizens' Stamp Advisory Committee (see 8.1 for address). The Committee reviews suggestions and makes recommendations to the postmaster general, who makes the final selections.

[G090.1.2]

#### 4.1.3 Philatelic Availability

Stamps, postal stationery, and philatelic products are sold at various types of postal retail facilities. Post offices establish special temporary stations to provide philatelic services and to sell commemorative stamps and philatelic products at activities of significant public or philatelic interest. Temporary philatelic stations may be authorized by the postmaster. Under specific circumstances, the USPS may limit or set conditions on the purchase of stamps and other forms of postage or postal stationery. [G090.1.3]

#### 4.1.4 Philatelic Mail Orders

Mail orders for postage stamps of selected quality and other philatelic items must be directed to Stamp Fulfillment Services. Post offices do not fill mail orders for stamps and other philatelic items other than orders under the stamps-by-mail program and for locally precanceled stamps. Customers must provide a self-addressed stamped envelope for the return of precanceled stamps. [G090.1.4]

608.4.1.5

#### 4.1.5 Philatelic Postmarking

Postmarking for philately is provided at the request of collectors or cover servicers for postmarking outside ordinary mail processing. The *Postal Operations Manual* contains USPS policy on philatelic postmarking, including cancellation devices, types of postmarks or cancelations, first day covers, postal cacheted envelopes, and service conditions. [G090.1.5]

## 4.2 Special Cancelations

### 4.2.1 Description of Special Cancelations

Special cancelations are machine cancelations in which a caption publicizing an event is engraved on a die hub used to cancel mail. They may be used only in post offices with 190 or more revenue units for canceling large volumes of mail. Special cancelations are authorized only if the scheduled observance either is for a national purpose for which Congress has made an appropriation or is of general public interest and importance for a definite period and not conducted for private gain or profit. [G090.2.1]

### 4.2.2 Prohibitions for Special Cancelations

Special cancelations are not authorized for events of interest primarily to a particular local group; fraternal, political, religious, service, commercial, or trade organizations; campaigns or events promoting the sale or use of private products or services; idea or slogan promotions not directly connected with an event of general public interest and importance; post office anniversaries; recruitment programs; or events that occur during a period when all canceling machines in the post office are scheduled for other special cancellation die hubs. [G090.2.2]

### 4.2.3 Applying to Use Special Cancelations

A written application for a special cancellation die hub must be submitted to the postmaster at the post office where the special cancellation is to be used. The application must be submitted by the sponsor at least 4 months before the date the special cancellation is to be used. The application must provide this information:

- a. Complete description and schedule of the event to be observed; evidence that the event is not for private gain or profit; and the name, address, and telephone number of the sponsor to be billed for the cost of manufacturing the die hubs.
- b. The wording of the special cancellation, which must be standardized and approved by the sponsor's national headquarters when the sponsor is an affiliate or local chapter of a national organization. Standardized requests for national events must be forwarded to the manager of Mailing Standards (see 8.1 for address.) *Space available for the wording is limited to three lines of not more than 20 letters, numbers, or spaces each. Illustrations or designs may not be used. The wording must directly reflect the event to be commemorated.*
- c. Post office name and telephone number where the cancellation is to be used, number of die hubs required, and the requested period of use. [G090.2.3]

### 4.2.4 Sponsor Payment for Special Cancelations

The sponsor must pay the cost of manufacturing the special cancellation die hub and any cost incurred for installing the hub or in adapting canceling machines for its use. [G090.2.4]



**4.2.5 Time Limit on Use of Special Cancellations**

Use of a special cancellation may not exceed 6 months. A special cancellation approved on an annual basis is limited to one 60-day period for each year. A request must be submitted for reuse of recurring annual cancellations 3 months before the date the sponsor wants the cancellation to be used again. For national cancellations, a single request from the national sponsor suffices. [G090.2.5]

**4.2.6 Revocation of Special Cancellations**

Use of any special cancellation may be curtailed or revoked when it is necessary to use special postmarking dies for USPS purposes. [G090.2.6]

**4.2.7 After Use of Special Cancellations**

Used die hubs may not be given to sponsors or transferred to another post office. A request from the sponsor that a special cancellation die hub be kept for an appropriate purpose (e.g., placement in a museum, library, or historical site) may be approved by the manager of Mailing Standards (see 8.1 for address). [G090.2.7]

**4.2.8 Information about Special Cancellations**

More information about special cancellations is in the *Postal Operations Manual*. [G090.2.8]

**4.2.9 Mail Submitted for Special Cancellations**

A mailer must affix First-Class postage to mail that the mailer wants canceled with a special cancellation. The mail must bear a complete address. Stamps issued by foreign countries are not permitted on the mail. Mail bearing the special cancellation will not be enclosed in another envelope for return even if a postage-paid envelope is provided by the customer. Damaged envelopes canceled with a special cancellation are not replaced. [G090.2.9]

**5.0 Private Express Statutes****5.1 Private Express Statutes****5.1.1 Legal Foundation**

By the laws known as the Private Express Statutes, Congress has generally conferred on the USPS the exclusive right to carry letters for others over post routes. USPS regulations under the Private Express Statutes are in the Code of Federal Regulations, 39 CFR 310 and 320, as amended by final rules published in the *Federal Register*. These regulations take precedence over all prior rulings and USPS publications. Copies of the regulations are available from the manager of the Pricing and Classification Service Center (PCSC) (see 8.4 for address). [G011.4.1]

**5.1.2 Definition of a Letter for Private Express**

For the Private Express Statutes, a *letter* is a message directed to a specific person or address and recorded in or on a tangible object. A *message* consists of any information or intelligence that can be recorded on tangible objects including, but not limited to, paper in sheet or card form, recording disks, and magnetic tapes. Certain matter is excluded from the definition of letter, e.g.: telegrams; checks and certain other instruments shipped to, from, or between financial institutions; newspapers; and periodicals. The regulations detail exclusions. [G011.4.2]

608.5.1.3

**5.1.3 Postage for Private Express**

If the proper postage is paid, letters may be privately carried without violating the Private Express Statutes. The regulations detail compliance. Under certain circumstances, letters may be privately carried without paying postage. The principal exceptions cover letters sent with, and related in all substantial respects to, some part of the cargo or to the ordering, shipping, or delivering of the cargo; letters carried by the senders or the recipients, or by their regular salaried employees; and letters carried to or from a postal facility where they are to be or have been carried in the mail. The regulations detail exceptions. [G011.4.3]

**5.1.4 Suspensions of Private Express Statutes**

Limited suspensions of the Private Express Statutes specify the conditions under which: (a) private couriers may carry data-processing materials, international ocean carrier documents, extremely urgent letters, and advertisements incidental to the shipment of accompanying merchandise or periodicals; and (b) universities and colleges may carry the letters of their bona fide student and faculty organizations. Carriers wanting to use the suspension for data-processing materials must file a notice of their intention on a form available from the manager of the PCSC. [G011.4.4]

**5.1.5 Violations of Private Express Statutes**

The PCSC reviews initial reports of possible violations of the Private Express Statutes. When warranted by the facts, possible violations are forwarded to the USPS General Counsel for further action. [G011.4.5]

**5.1.6 Legal Advice for Private Express**

The public and USPS employees can obtain authoritative advice on the Private Express Statutes, including written advisory opinions, by contacting the Senior Counsel, Ethics and Information, USPS Headquarters (see 8.4 for address and telephone number). [G011.4.6]

## 6.0 Complaints and Postal Law Violations

**6.1 Consumer Complaints and Inquiries**

Any postal customer may complain or inquire about postal products, services, or employees at any post office or directly to the USPS Consumer Advocate (see 8.1 for address). A complaint or inquiry may be made in person, by telephone, by e-mail, or by letter. A complaint or inquiry about the handling of a specific piece of mail should include the related envelope or wrapper and copies of all postal forms filed. A customer who is dissatisfied with the local handling of a complaint or inquiry may send a written appeal to the Consumer Advocate. A court of law can require such appeal as a legal prerequisite for hearing a customer's suit against the USPS. [G011.3.0]

**6.2 Postal Law Violations**

Instructions on mail security as it relates to unauthorized opening, inspection, tampering, or delay of mail are in *Administrative Support Manual 274*. Information and complaints on a possible postal law violation must be sent to the appropriate address according to the ZIP Code ranges shown below:

| ZIP CODES  | ADDRESS  |
|--|--|
| 003-079, 08005, 08006, 08008, 08050, 08087, 08092, 08501-08504, 08506-08510, 08512-08514, 08516, 08517, 08519-08553, 08555-08561, 08600-08639, 08642-08691, 087-098, 100-149 | Postal Inspection Service<br>PO Box 2613<br>Jersey City NJ 07303-2613              |
| 08001-08004, 08007, 08009-08049, 08051-08086, 08088-08091, 08093-08099, 081-084, 08505, 08511, 08515, 08518, 08554, 08562, 08640-08641, 150-39776, 700-799                   | Postal Inspection Service<br>225 N Humphreys Blvd<br>Memphis TN 38120-2149         |
| 400-693, 800-884, 850-999  | Postal Inspection Service<br>222 S Riverside Plz Ste 1250<br>Chicago IL 60606-6100 |

[G011.5.0]

**7.0 Trademarks and Copyrights of the USPS**

**7.1 Trademarks and Service Marks**

**7.1.1 Registered Marks**

The following are among the registered USPS trademarks and service marks:

|                                   |   |
|-----------------------------------|---|
| 1-800-ASK-USPS                    | <i>PostalOne!</i>   |
| Business Reply Mail               | Priority Mail   |
| Confirm                           | Priority Mail United States Postal Service Design             |
| Delivery Confirmation             | Returns@Ease  |
| The Eagle Logo                    | Signature Confirmation  |
| Express Mail                      | Stamps By Mail  |
| <i>FASTforward</i>                | Stamps to Go  |
| First-Class Mail                  | U.S. Mail and Design  |
| Official Election Mail and Design | U.S. Postal Service   |
| The Old Eagle Design              | United States Post Office                                     |
| Parcel Post                       | United States Postal Service                                  |
| PC Postage                        | United States Postal Service and Design (with the Eagle Logo) |
| pcpostage.com                     | USPS  |
| Planet                            | usps.com  |
| Planet Code                       | We Deliver  |
| Planet Code USPS and Design       | We Deliver For You  |
| Postal Explorer                   | ZIP+4   |

[G013.1.1]

608.7.1.2

**7.1.2 Use of Registered Marks**

USPS trademarks must be used in the form listed in [7.1.1](#). Proper use of USPS registered marks requires capitalizing the initial letters of the marks to distinguish them from terms not used as trademarks. Words and phrases that are registered trademarks may also use the registration symbol ®. Figures that are registered marks must always use the registration symbol. (An exception to this rule is the USPS emblem used on letterheads and business cards. All other uses of the emblem must include the ®.) [G013.1.2]

**7.1.3 Proposed or Pending Registration**

The USPS has additional trademarks not yet registered. The rules in [7.1.2](#) apply to these common law marks, except that such marks are not to be identified by the symbol ®. Instead, the superscript initials ™ may be used to identify these marks. The common law USPS trademarks and service marks for which registration is pending or proposed include the Express Mail International Service logotype, Presort, Registered Mail, and Standard Mail. [G013.1.3]

**7.2 Copyrights****7.2.1 Copyrighted Material**

The USPS secures copyrights in its philatelic designs and certain publications. The designs of postage stamps, stamped envelopes, stamped cards, aerogrammes, souvenir cards, and other philatelic items issued on or after January 1, 1978, are copyrighted by the USPS under title 17 USC. [G013.2.1]

**7.2.2 Permitted Use of Copyrighted Material**

The use of illustrations of the designs covered by such copyrights is permitted:

- a. In editorial matter in newspapers, magazines, journals, books, philatelic catalogs, and philatelic albums.
- b. In advertising matter, circulars, or price lists for the sale of the postal items illustrated.
- c. In advertising matter, circulars, or price lists for the sale of newspapers, magazines, journals, books, philatelic catalogs, and philatelic albums containing illustrations of philatelic designs.
- d. In motion-picture films, microfilms, slides, or electronic tape for projection on a screen or for use in telecasting. No print or other reproduction from such films, slides, or tapes may be made except for the uses permitted in this section.

[G013.2.2]

**7.2.3 Design Reproductions of Copyrighted Material**

Illustrations permitted by [7.2.2a](#) through [7.2.2d](#) may be in color or in black and white, and may depict philatelic items as uncanceled or canceled. When depicting uncanceled items in color, illustrations must be less than 75% or more than 150% in linear dimension of the size of the design of the philatelic items as issued. Color illustrations of canceled philatelic items and black and white illustrations of uncanceled or canceled philatelic items may be in any size. [G013.2.3]

**7.2.4 License Request for Copyrighted Material**

The USPS may grant licenses for the use of illustrations of its copyright designs and registered trademarks outside the scope of the above permission. A request for such a license must be sent to the manager, Licensing, Public Affairs and Communications (see 8.1 for address). [G013.2.4]

**7.2.5 Publication 65 Copyright**

The USPS copyrights each edition of Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, to protect the accuracy and integrity of the ZIP Code information distributed to the public. The USPS licenses publishers on a nonexclusive basis to reproduce and sell Publication 65 or parts thereof, if the parts cover a complete state or a combination of states and include full ZIP Code information for multi-ZIP Coded post offices. Licensees must comply with the terms of the licensing agreements. The licenses are issued on an annual basis and may be renewed. [G013.2.5]

**7.3 Inquiries about USPS Trademarks and Copyrights**

Inquiries about USPS copyrights or use of USPS trademarks and service marks, copyright materials, and intellectual property other than patents and technical data rights in USPS contracts must be sent to USPS Stamp Development. Inquiries about licenses to publish or reproduce ZIP Code information must be sent to the National Customer Support Center (see 8.1 for address). [G013.3.0]

**8.0 USPS Contact Information****8.1 Postal Service**

BMC Operations  
US Postal Service  
475 L'Enfant Plz SW RM 7631  
Washington DC 20260-2806

Business Mail Acceptance  
US Postal Service  
475 L'Enfant Plz SW RM 2P846  
Washington DC 20260-0846

Business Mailer Support  
US Postal Service  
475 L'Enfant Plz SW RM 2P826  
Washington DC 20260-0826

Citizens Stamp Advisory Committee  
Stamp Development  
US Postal Service  
475 L'Enfant Plz SW  
Washington DC 20260-2435

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Claims and Processing  
Accounting Service Center  
US Postal Service  
PO Box 80143  
St Louis MO 63180-0143

Claims Appeals  
Accounting Service Center  
US Postal Service  
PO Box 80141  
St Louis MO 63180-0141

Consumer Advocate  
US Postal Service  
475 L'Enfant Plz SW  
Washington DC 20260-2200

Customer Service Support  
US Postal Service  
475 L'Enfant Plz SW RM 5621  
Washington DC 20260-5621

Distribution Operations  
Washington DC Post Office  
900 Brentwood Rd NE  
Washington DC 20066-9704

Engineering  
US Postal Service  
8403 Lee Hwy  
Merrifield VA 22082-8101

Engineering Letter Tech  
US Postal Service  
8403 Lee Hwy  
Merrifield VA 22082-8101

General Counsel  
US Postal Service  
475 L'Enfant Plz SW  
Washington DC 20260-1100

Label Printing Center  
US Postal Service  
500 SW Gary Ormsby DR  
Topeka KS 66624-9502  
(800) 332-0317

Licensing  
Public Affairs and Communications  
US Postal Service  
475 L'Enfant Plz SW RM 10519  
Washington DC 20260-3100

Mailing Standards  
US Postal Service  
475 L'Enfant Plz SW RM 3436  
Washington DC 20260-3436

Material Distribution Center  
US Postal Service  
500 SW SW Gary Ormsby DR  
Topeka KS 66624-9502  
(800) 332-0317

Money Order Branch  
Accounting Service Center  
US Postal Service  
PO Box 82450  
St Louis MO 63182-2450

National Customer Support Center  
US Postal Service  
6060 Primacy Pkwy STE 201  
Memphis TN 38188-0001

Nonprofit Service Center  
US Postal Service  
1 N Front St  
Memphis TN 38165-9599

Postage Technology Management  
US Postal Service  
1735 N Lynn St RM 5011  
Arlington VA 22209-6370

Postal Inspection Service  
222 S Riverside Plz STE 1250  
Chicago IL 60606-6100

Postal Inspection Service  
PO Box 2613  
Jersey City NJ 07303-2613

Postal Inspection Service  
225 N Humphreys Blvd  
Memphis TN 38120-2149

Post Office Accounting Manager  
US Postal Service  
475 L'Enfant Plz SW RM 8831  
Washington DC 20260-5241

Pricing and Classification  
US Postal Service  
475 L'Enfant Plz SW RM 5014  
Washington DC 20260-5014

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Pricing Strategy  
US Postal Service  
475 L'Enfant Plz SW RM 3616  
Washington DC 20260-3616

Product Development  
US Postal Service  
475 L'Enfant Plz SW RM 5012  
Washington DC 20260-5012

Product Management–Correspondence and Transactions  
475 L'Enfant Plz SW RM 5436  
Washington DC 20260-5436

Prohibitory Order Processing Center  
US Postal Service  
PO Box 3744  
Memphis TN 38173-0744

Recorder  
Judicial Officer  
US Postal Service  
2101 Wilson Blvd STE 600  
Arlington VA 22201-3078

Senior Counsel  
Ethics and Information  
US Postal Service  
475 L'Enfant Plz SW  
Washington DC 20260-1127

Stamp Development  
US Postal Service  
1735 N Lynn St RM 5013  
Arlington VA 22209-6432

Stamp Fulfillment Services  
PO Box 219424  
Kansas City MO 64121-9424

[G043]

## **8.2 Federal Agencies**

Bureau of Alcohol Tobacco and Firearms  
US Department of the Treasury  
1200 Pennsylvania Ave NW  
Washington DC 20226-0001

Bureau of the Public Debt  
US Department of the Treasury  
PO Box 1328  
Parkersburg WV 26106-1328



Diplomatic Pouch Division  
US Department of State  
1375 K ST NW  
Washington DC 20522-0508

Office of the Federal Register  
National Archives and Records Administration  
1100 L St NW RM 8401  
Washington DC 20005-0001

Plant Protection and Quarantine Programs  
Animal and Plant Health Inspection Service  
US Department of Agriculture  
4700 River Rd  
Riverdale MD 20737-1228

Postal Rate Commission  
1333 H St NW STE 300  
Washington DC 20268-0001

Superintendent of Documents  
US Government Printing Office  
941 N Capitol St NE  
Washington DC 20402-9371  
(For subscription to the *Domestic Mail Manual*)

US Fish and Wildlife Service  
US Department of the Interior  
18TH and C St NW  
Washington DC 20240-0001

[G043]

**8.3 Other Agencies**

American National Standards Institute  
11 W 42ND St  
New York NY 10036-8002  
(212) 642-4900  
[www.ansi.org](http://www.ansi.org)

Automatic Identification Manufacturers (AIM)  
634 Alpha Dr  
Pittsburgh PA 15238-2802  
(412) 963-8588  
[www.aimusa.org](http://www.aimusa.org)

Uniform Code Council INC  
7887 Washington Village Dr STE 300  
Dayton OH 45459  
(937) 435-3870  
[www.uc-council.org](http://www.uc-council.org)

[G043]

608.8.4

**8.4 PCSC and District Business Mail Entry Offices Contact Information**

8.4 provides the address and phone number of the Pricing and Classification Service Center (PCSC) and the district business mail entry offices that provide guidance on mail classification, rates, and mail preparation standards. Questions about mail classification and special mail services should be directed to local postal officials. The PCSC can help local offices answer these questions. (Note: Zip Code Prefix 340 is shared by South Florida and New York districts. Unassigned prefixes are not listed.) [G042]

**8.4.1 New York PCSC**

1250 Broadway 14TH FL  
New York NY 10095-9599  
Telephone: (212) 613-8676 / Fax (212) 613-8752

For district business mail entry offices see [Exhibit 8.4.1 Business Mail Entry Offices](#).

## Exhibit 8.4.1 Business Mail Entry Offices

| <b>MANAGER<br/>BUSINESS MAIL ENTRY</b>   | <b>3-DIGIT ZIP CODE<br/>SERVICE AREA</b>                 | <b>MANAGER<br/>BUSINESS MAIL ENTRY</b>  | <b>3-DIGIT ZIP CODE<br/>SERVICE AREA</b>        |
|--|--|---|---|
| <b>Great Lakes Area</b>  |  | Central Florida District<br>800 Rinehart Rd PO Box 999620<br>Mid Florida FL 32799-9620<br>(407) 333-4878 / Fax (407) 444-3020 | 327-329, 334, 347,<br>349                       |
| Central Illinois District<br>6801 W 73rd St<br>Bedford Park, IL 60499-9651<br>(708) 563-7770 / Fax (708) 563-7703      | 604, 605, 609, 613-<br>619, 625-627                      | Mississippi District<br>401 E South St<br>Jackson MS 39201-9640<br>(601) 351-7126 / Fax (601) 351-7501                        | 369, 386-397                                    |
| Chicago District<br>433 W Harrison St<br>Chicago IL 60607-9651<br>(312) 983-8460 / Fax (312) 983-8484                  | 606-608  | North Florida District<br>1100 Kings Rd Rm 219<br>Jacksonville FL 32203-9651<br>(904) 366-4882 / Fax (904) 366-4889           | 320-326, 344                                    |
| Detroit District<br>1401 W Fort St Rm 813<br>Detroit MI 48233-9651<br>(313) 226-8678 / Fax (313) 226-8124              | 481, 482, 492  | South Florida District<br>2200 NW 72nd Ave Rm 528<br>Miami FL 33152-9651<br>(305) 470-0717 / Fax (305) 470-0799               | 330-333, 340                                    |
| Gateway District<br>1720 Market St Rm 2001<br>St Louis MO 63155-9651<br>(314) 436-4103 / Fax (314) 436-5424            | 620, 622-624, 628-<br>631, 633-635, 650-<br>653          | South Georgia District<br>451 College St Rm<br>Macon GA 31213-9651<br>(478) 752-8720 / Fax (478) 752-8602                     | 298, 299, 304, 308-<br>310, 321 312-319,<br>398 |
| Greater Indiana District<br>3939 Vincennes Rd<br>Indianapolis IN 46298-9651<br>(317) 870-8504 / Fax (317) 870-8684     | 460-469, 472-475,<br>478, 479                            | Suncoast District<br>5433 W Sligh Ave Ste A<br>Tampa FL 33634-9651<br>(813) 243-5938 / Fax (813) 243-7453                     | 335-339, 341, 342,<br>346                       |
| Greater Michigan District<br>678 Front Ave NW<br>Grand Rapids MI 49599-9651<br>(616) 776-6165 / Fax (616) 776-6176     | 486-491, 493-497   | Tennessee District<br>525 Royal Pkwy<br>Nashville TN 37229-9651<br>(615) 885-9103 / Fax (615) 885-9287                        | 307, 370-385                                    |
| Lakeland District<br>PO Box 5007<br>Milwaukee WI 53201-5007<br>(414) 287-2548 / Fax (414) 287-2515                     | 498, 499, 530-532,<br>534, 535, 537-539,<br>541-545, 549 | <b>Southwest Area</b>   |   |
| Northern Illinois District<br>500 E Fullerton Ave<br>Carol Stream IL 60199-9651<br>(630) 260-5573 / Fax (630) 260-5149 | 600-603, 610, 611  | Albuquerque District<br>1135 Broadway Blvd NE Rm 148<br>Albuquerque NM 87101-9651<br>(505) 346-8106 / Fax (505) 346-8135      | 865, 870-875, 877-<br>884                       |
| Royal Oak District<br>2351 Bellingham Rd<br>Troy MI 48083-9640<br>(248) 457-7431 / Fax (248) 457-7430                  | 480, 483-485   | Arkansas District<br>600 E Capitol Ave<br>Little Rock AR 72202-9651<br>(501) 375-3008 / Fax (501) 372-5763                    | 716-729   |
| <b>Southeast Area</b>  |  | Dallas District<br>951 W Bethel Rd<br>Coppell TX 75099-9651<br>(972) 462-2208 / Fax (972) 462-2219                            | 750-759   |
| Alabama District<br>351 24th St N<br>Birmingham AL 35203-9651<br>(205) 521-0349 / Fax (205) 254-0176                   | 350-352, 354-368   | Fort Worth District<br>4600 Mark IV Pkwy<br>Fort Worth TX 76161-9621<br>(817) 317-3635 / Fax (817) 317-3339                   | 739, 760-764, 768,<br>769, 790-796              |
| Atlanta District<br>3900 Crown Rd Rm 1410<br>Atlanta GA 30304-9651<br>(404) 765-7541 / Fax (404) 765-7582              | 300-303, 305, 306,<br>311, 399                           | Houston District<br>401 Franklin St Rm 114<br>Houston TX 77201-9653<br>(713) 226-3222 / Fax (713) 226-3155                    | 770-778   |

**Exhibit 8.4.1 Business Mail Entry Offices**

| <b>MANAGER<br/>BUSINESS MAIL ENTRY</b>  | <b>3-DIGIT ZIP CODE<br/>SERVICE AREA</b> | <b>MANAGER<br/>BUSINESS MAIL ENTRY</b>   | <b>3-DIGIT ZIP CODE<br/>SERVICE AREA</b> |
|---|--|--|--|
| Louisiana District<br>701 Loyola Ave Rm 1101<br>New Orleans LA 70113-9651<br>(504) 589-1104 / Fax (504) 589-1508          | 700, 701, 703-708,<br>710-714            | Boston District<br>25 Dorchester Ave<br>Boston MA 02205-9651<br>(617) 654-5444 / Fax (617) 654-5026                    | 021, 022, 024                            |
| Oklahoma District<br>3030 NW Expressway Ste 1042<br>Oklahoma City OK 73198-9651<br>(405) 553-6126 / Fax (405) 553-6107    | 730, 731, 734-738,<br>740, 741, 743-749  | Connecticut District<br>77 Hartland St<br>East Hartford CT 06108-9641<br>(860) 610-3100 / Fax (860) 610-3114           | 060-069                                  |
| Rio Grande District<br>10410 Perrin Beitel Rd Rm 1069<br>San Antonio TX 78284-9651<br>(210) 368-8308 / Fax (210) 368-1664 | 733, 765-767, 779-<br>789, 797-799       | Maine District<br>380 Riverside St<br>Portland ME 04103-7021<br>(207) 828-8430 / Fax (207) 828-8448                    | 039-049                                  |
| <b>New York Metro Area</b>  |  | Massachusetts District<br>76 Main St<br>North Reading MA 01889-9651<br>(978) 664-7639 / Fax (978) 664-7090             | 010-019, 055                             |
| Caribbean District<br>585 Ave FD Roosevelt Ste 125<br>San Juan PR 00936-9651<br>(787) 622-1795 / Fax (787) 622-1788       | 006-009                                  | New Hampshire District<br>955 Goffs Falls Rd<br>Manchester NH 03103-9651<br>(603) 644-3844 / Fax (603) 644-3865        | 030-038, 050-054,<br>056-059             |
| Central New Jersey District<br>21 Kilmer Rd<br>Edison NJ 08899-9651<br>(732) 819-3672 / Fax (732) 819-3889                | 077-079, 085-089                         | Southeastern New England District<br>181 Corliss St<br>Providence RI 02904-9651<br>(401) 752-5640 / Fax (401) 752-5699 | 020, 023, 025-029                        |
| Long Island District<br>160 Duryea Rd<br>Melville NY 11747-8040<br>(631) 755-2930 / Fax (631) 755-2940                    | 005, 115, 117-119                        | Western New York District<br>55 Msgr Valente Dr.<br>Buffalo NY 14206-9651<br>(716) 846-2562 / Fax (716) 846-2396       | 140-149                                  |
| New York District<br>421 8th Ave Rm 3212<br>New York NY 10199-9651<br>(212) 330-4230 / Fax (212) 330-3801                 | 090-098, 100-102,<br>104, 340            | <b>Eastern Area</b>  |  |
| Northern New Jersey District<br>494 Broad St Rm 223<br>Newark NJ 07102-9334<br>(973) 468-7076 / Fax (973) 468-7219        | 070-076                                  | Appalachian District<br>PO Box 59651<br>Charleston WV 25350-9651<br>(304) 561-1060 / Fax (304) 561-1033                | 240-243, 245-259,<br>261-268             |
| Triboro District<br>1050 Forbell St Rm 2011.3<br>Brooklyn NY 11256-9602<br>(718) 348-3760 / Fax (718) 348-3753            | 103, 110-114, 116                        | Cincinnati District<br>990 Dalton AVE<br>Cincinnati OH 45203-9651<br>(513) 684-5588 / Fax (513) 684-5691               | 410, 434-436, 450-<br>455, 458, 459, 470 |
| Westchester District<br>1000 Westchester Ave<br>White Plains NY 10610-9651<br>(914) 697-7019 / Fax (914) 697-7022         | 004, 105-109, 124-<br>127                | Cleveland District<br>2400 Orange Ave Rm 24<br>Cleveland OH 44101-9603<br>(216) 443-4100 / Fax (216) 443-4186          | 439-449                                  |
| <b>Northeast Area</b>   |  | Columbus District<br>2323 Citygate Dr<br>Columbus OH 43218-9651<br>(614) 472-0386 / Fax (614) 472-0388                 | 430-433, 437, 438,<br>456, 457           |
| Albany District<br>30 Old Karner Rd<br>Albany NY 12288-9601<br>(518) 452-4034 / Fax (518) 564-7451                        | 120-123, 128-139                         | Erie District<br>111 Franklin St Rm 226<br>Johnstown PA 15901-9651<br>(814) 533-4914 / Fax (814) 533-4983              | 155, 157-168                             |

**Exhibit 8.4.1 Business Mail Entry Offices**

| <b>MANAGER<br/>BUSINESS MAIL ENTRY</b>  | <b>3-DIGIT ZIP CODE<br/>SERVICE AREA</b> | <b>MANAGER<br/>BUSINESS MAIL ENTRY</b>  | <b>3-DIGIT ZIP CODE<br/>SERVICE AREA</b>   |
|---|--|---|--|
| Greater South Carolina District<br>PO Box 929651<br>Columbia SC 29292-9651<br>(803) 926-6329 / Fax (803) 926-6326     | 290-296                                  | <b>Pacific Area</b>   |  |
| Greensboro District<br>PO Box 27499<br>Greensboro NC 27498-9651<br>(336) 668-1250 / Fax (336) 668-1366                | 270-279, 286                             | Arizona District<br>4949 E Van Buren St Rm 190<br>Phoenix AZ 85026-9651<br>(602) 225-2941 / Fax (602) 225-3944        | 850, 852, 853, 855-857, 859, 860, 863, 864 |
| Harrisburg District<br>1425 Crooked Hill Rd 3rd FL<br>Harrisburg PA 17107-9651<br>(717) 257-4819 / Fax (717) 257-2152 | 169-179, 182, 184-188, 195, 196          | Honolulu District<br>3600 Aolele St<br>Honolulu HI 96820-9651<br>(808) 423-3928 / Fax (808) 423-3759                  | 967-969                                    |
| Kentuckiana District<br>PO Box 31651<br>Louisville KY 40231-9651<br>(502) 454-1720 / Fax (502) 454-1673               | 400-409, 411-418, 420-427, 471, 476, 477 | Los Angeles District<br>7001 S Central Ave Rm 210<br>Los Angeles CA 90052-9614<br>(323) 586-2605 / Fax (323) 586-3702 | 900-905                                    |
| Mid-Carolinas District<br>2901 Interstate 85 S<br>Charlotte NC 28228-9979<br>(704) 393-4420 / Fax (704) 393-4470      | 280-285, 287-289, 297                    | Oakland District<br>1675 7th St Rm 120<br>Oakland CA 94615-9651<br>(510) 874-8414 / Fax (510) 433-7655                | 939, 945-948, 950, 951                     |
| Philadelphia District<br>2970 Market St Rm 514<br>Philadelphia PA 19104-9651<br>(215) 895-8063 / Fax (215) 895-9132   | 180, 181, 183, 189-194                   | Nevada-Sierra District<br>1001 E Sunset Rd<br>Las Vegas NV 89199-9651<br>(702) 361-9288 / Fax (702) 896-2703          | 889-891, 893-895, 897-898, 961             |
| Pittsburgh District<br>1001 California Ave Rm 2027<br>Pittsburgh PA 15290-9651<br>(412) 359-1468 / Fax (412) 359-7108 | 150-154, 156, 260                        | Sacramento District<br>3775 Industrial Blvd<br>West Sacramento CA 95799-0070<br>(916) 373-8723 / Fax (916) 373-8184   | 936-938, 942, 952, 953, 956-960            |
| South Jersey District<br>501 Benigno Blvd<br>Bellmawr NJ 08031-9651<br>(856) 933-4262 / Fax (856) 933-4241            | 080-084, 197-199                         | San Diego District<br>11251 Rancho Carmel Dr<br>San Diego CA 92199-9651<br>(858) 674-0400 / Fax (858) 674-0055        | 919-925                                    |
| <b>Capital Metro Area</b>   |  | San Francisco District<br>PO Box 7836<br>San Francisco CA 94120-7836<br>(415) 550-5716 / Fax (415) 550-5770           | 940, 941, 943, 944, 949, 954, 955, 962-966 |
| Baltimore District<br>900 E Fayette St Rm 166<br>Baltimore MD 21233-9651<br>(410) 347-4248 / Fax (410) 234-8553       | 210-212, 214-219                         | Santa Ana District<br>3101 W Sunflower Ave<br>Santa Ana CA 92799-9324<br>(714) 662-6248 / Fax (714) 966-2004          | 906-908, 917, 918, 926-928                 |
| Capital District<br>900 Brentwood Rd<br>Washington DC 20066-7204<br>(301) 499-7509 / Fax (301) 499-7485               | 200, 202-209                             | Van Nuys District<br>28201 Franklin Pkwy<br>Santa Clarita CA 91383-9650<br>(661) 775-6663 / Fax (661) 775-7187        | 910-916, 930-935                           |
| Northern Virginia District<br>8409 Lee Hwy<br>Merrifield VA 22081-9651<br>(703) 698-6380 / Fax (703) 207-3660         | 201, 220-223, 226, 227                   | <b>Western Area</b>   |  |
| Richmond District<br>1801 Brook Rd<br>Richmond VA 23232-9650<br>(804) 775-6227 / Fax (804) 698-4711                   | 224, 225, 228-239, 244                   | Alaska District<br>4141 Postmark Dr<br>Anchorage AK 99519-9651<br>(907) 266-3361 / Fax (907) 266-3132                 | 995-999                                    |

**Exhibit 8.4.1 Business Mail Entry Offices**

| <b>MANAGER<br/>BUSINESS MAIL ENTRY</b>   | <b>3-DIGIT ZIP CODE<br/>SERVICE AREA</b>      |
|--|---|
| Big Sky District<br>841 S 26th St<br>Billings MT 59101-9651<br>(406) 657-5780 / Fax (406) 657-5788                   | 590-599                                       |
| Central Plains District<br>5303 N 91st Ave<br>Omaha NE 68134-9651<br>(402) 573-2117 / Fax (402) 573-2131             | 515, 516, 664-666,<br>668-681, 683-693        |
| Colorado/Wyoming District<br>7500 E 53rd Pl Rm 2213<br>Denver CO 80266-9651<br>(303) 853-6192 / Fax (303) 853-6077   | 800-816, 820-831                              |
| Dakotas District<br>PO Box 7570<br>Sioux Falls SD 57117-7570<br>(605) 333-2650 / Fax (605) 333-2777                  | 565, 567, 570-577,<br>580-588                 |
| Hawkeye District<br>PO Box 189996<br>Des Moines IA 50318-9651<br>(515) 251-2359 / Fax (515) 251-2052                 | 500-514, 520-528,<br>612                      |
| Mid-America District<br>315 W Pershing Rd Rm 103<br>Kansas City MO 64108-9651<br>(816) 374-9280 / Fax (816) 374-9701 | 636-641, 644-649,<br>654-658, 660-662,<br>667 |
| Northland District<br>100 S 1st St Rm 115<br>Minneapolis MN 55401-9651<br>(612) 349-6395 / Fax (612) 349-4410        | 540, 546-548, 550,<br>551, 553-564, 566       |
| Portland District<br>PO Box 2229<br>Portland OR 97208-2229<br>(503) 294-2456 / Fax (503) 294-2596                    | 970-979, 986                                  |
| Salt Lake City District<br>1760 W 2100 S<br>Salt Lake City UT 84199-9651<br>(801) 974-2507 / Fax (801) 974-2513      | 840-847                                       |
| Seattle District<br>PO Box 81419<br>Seattle WA 98108-1319<br>(206) 652-2100 / Fax (206) 652-2229                     | 980-985, 988, 989                             |
| Spokane District<br>707 W Main Ave Ste 600<br>Spokane WA 99299-9605<br>(509) 626-6728 / Fax (509) 626-5814           | 832-838, 990-994                              |

[G042]

# 609 Filing Indemnity Claims for Loss or Damage

## Overview

- [1.0 General Filing Instructions](#)
- [2.0 Providing Proof of Loss or Damage](#)
- [3.0 Providing Evidence of Insurance and Value](#)
- [4.0 Claims](#)
- [5.0 Compensation](#)
- [6.0 Adjudication of Claims](#)

## 1.0 General Filing Instructions

### 1.1 Extra Services With Indemnity

A customer may file an indemnity claim for insured, collect on delivery (COD), registered with postal insurance, or Express Mail. Inquiries on uninsured Registered Mail may be filed as detailed in [503.2.0](#). [S010.1.0]

### 1.2 Bulk Insured Claims

Mailers authorized to mail at bulk insured rates under [503.4.0](#) will receive instructions for filing claims from their postmaster or designee, including specific claim numbers to be used when filing claims. At some time in the future, electronic filing of indemnity claims will become mandatory. Prior to mandatory electronic claims filing, customers will be provided with the format instructions for the new electronic (soft copy) of Form 3877 and instructions for electronic filing of indemnity claims. [S010.5.0]

### 1.3 Who May File for Loss or Damage

A claim may be filed by:

- a. Only the mailer, for the complete loss of an unnumbered retail insured mail article or article insured online for \$50 or less.
- b. Either the mailer or addressee who is in possession of the original mailing receipt, for the complete loss of a numbered insured mail (purchased through USPS retail channels), Registered Mail, COD, or Express Mail article.
- c. Either the mailer or addressee who is in possession of the online label record or computer printout of the Web-based application as described in [3.1e](#), for the complete loss of an article insured online for more than \$50 up to \$200.
- d. Either the mailer or addressee, for damage or loss of some or all of the contents of an article for both retail insured mail and mail for which insurance is purchased online.
- e. Only the merchandise return permit holder, for merchandise return service (MRS) parcels that are registered or insured as indicated by the permit holder on the MRS label.
- f. Only the mailer, for bulk insured service mail. [S010.2.1]

609.1.4

**1.4 When to File for Loss or Damage**

A customer should file a claim immediately, but must file no later than 60 days from the date of mailing, when the contents of an article are damaged or missing from the mailing container. For a lost article, a customer must file a claim within the time limits in the chart below.

| MAIL TYPE OR SERVICE   | WHEN TO FILE (FROM MAILING DATE) |               |
|--|----------------------------------|---------------|
|  | No Sooner Than                   | No Later Than |
| Insured Mail   | 21 days                          | 180 days      |
| COD  | 45 days                          | 180 days      |
| Registered Mail  | 15 days                          | 180 days      |
| Registered COD   | 45 days                          | 180 days      |
| Express Mail   | 7 days                           | 90 days       |
| Express Mail COD   | 45 days                          | 90 days       |
| APO/FPO Insured Mail<br>(First-Class Mail, SAM, PAL, or COD) | 45 days                          | 180 days      |
| APF/FPO Insured Mail (Surface Only)                          | 75 days                          | 180 days      |

[S010.2.2]

**1.5 Where to File for Loss or Damage**

A claim may be filed:

- a. At any post office, station, or branch, except for Registered Mail articles with merchandise return service.
- b. Only at the post office where the merchandise return permit is held, for Registered Mail articles with merchandise return service. [S010.2.3]

**1.6 How to File for Loss or Damage**

A customer may file a claim by presenting evidence of insurance, evidence of value, proof of damage, and for unnumbered insured mail claims only, proof of loss. (Proof of loss is not required for numbered insured mail, Registered Mail, COD, or Express Mail claims.) If the article was mailed Express Mail COD or Registered Mail COD, the claimant must provide both the original COD receipt with either the Express Mail or the Registered Mail receipt. The customer must complete the applicable portions of Form 1000. [S010.2.4]

**1.7 Filing Duplicate Claims for Loss or Damage**

A customer must file any duplicate claim no sooner than 30 days and no later than 60 days from the date the original claim was filed. [S010.2.10]

**2.0 Providing Proof of Loss or Damage****2.1 Missing Contents**

If a claim is filed because some or all of the contents are missing, the addressee must present the mailing container, including any wrapping, packaging, and any contents that were received, to the USPS with the claim. Failure to do so will result in denial of the claim. [S010.2.7]



## 2.2 Proof of Damage

If the addressee files the claim, the addressee must present the damaged article and mailing container, including any wrapping, packaging, and any other contents that were received, to the USPS for inspection. If the mailer files the claim, the St. Louis ASC will notify the addressee by letter to present the damaged article and mailing container, including any wrapping, packaging, and any other contents that were received, to the USPS for inspection. Failure to do so will result in denial of the claim. [S010.2.8]

## 2.3 Proof of Loss

The mailer must provide proof of loss for unnumbered insured mail and for items insured for \$50 or less online. Proof of loss is not required for numbered insured mail, Registered Mail, COD, or Express Mail claims. The mailer must present written and signed documentation from the addressee (such as a letter), dated at least 21 days from the date of mailing, stating the addressee did not receive the article. For items with insurance purchased online, the lack of a delivery scan is used to validate proof of loss. [S010.2.9]

# 3.0 Providing Evidence of Insurance and Value

## 3.1 Evidence of Insurance

For a claim involving insured, COD, registered, or Express Mail service, the customer must present any of the following evidence showing that the particular service was purchased:

- a. The original mailing receipt issued at the time of mailing (retail insured mail, Registered Mail, and COD receipts must contain a USPS postmark). Reproduced copies are not acceptable.
- b. The wrapper showing the names and addresses of the sender and the addressee and the proper mail endorsement, tag, or label showing that the article was sent insured, COD, registered with postal insurance, or Express Mail. If only the wrapper is submitted, indemnity can be limited to \$100 for insured, \$50 for COD, \$100 for Registered Mail, and \$100 for Express Mail.
- c. For Express Mail items accepted for mailing under an Express Mail Manifesting agreement in [705.2.0](#), a copy of the manifest page showing the Express Mail label number for the item in question; the manifest summary page for the date the piece was mailed; a copy of Form 3152-E, *Express Mail Manifesting Certification*, round-dated by the accepting post office; and a copy of the EMCA monthly statement that lists the label number and postage for the mailpiece. If the customer purchased additional insurance, a copy of the round-stamped Form 3877, *Firm Mailing Book for Accountable Mail*, must also be submitted.
- d. For retail insurance the original sales receipt from the USPS listing the mailing receipt number and insurance amount, if the original mailing receipt is not available. Reproduced copies of the USPS sales receipt are not acceptable.
- e. For insurance purchased online, the mailer has access to an electronic record and may print a record as follows:

## 609.3.2

1. A computer printout from the Web-based application through which the label was printed and insurance was purchased. The printout must clearly identify the following information: the Delivery Confirmation or Signature Confirmation services number of the insured parcel, total postage paid, insurance fee paid, declared value, declared mailing/shipping date, origin ZIP Code, and delivery ZIP Code.
2. A printed online label record. [S010.2.5]

**3.2 Evidence of Value**

The customer, either the mailer or the addressee, must submit acceptable evidence to establish the cost or value of the article at the time it was mailed. (Other evidence may be requested to help determine an accurate value.) Examples of acceptable evidence are:

- a. Sales receipt, invoice or bill of sale, or statement of value from a reputable dealer.
- b. For items valued up to \$100, the customer's own statement describing the lost or damaged article and including the date and place of purchase, the amount paid, and whether the item was new or used (only if a sales receipt or invoice is not available). If the article mailed is a hobby, craft, or similar handmade item, the statement must include the cost of the materials used in making the item. The statement must describe the article in sufficient detail to determine whether the value claimed is accurate.
- c. Picture from a catalog showing the value of a similar article (only if a sales receipt, invoice, or statement of value from a reputable dealer is not available). The date and place of purchase must be included.
- d. Paid repair bills; if the claim is for partial damage, estimates of repair costs or appraisals from a reputable dealer. Repair costs may not exceed the original purchase price.
- e. Receipt or invoice for the costs incurred to buy a surety bond required to reissue a lost item.
- f. Receipt or invoice of costs incurred for the reconstruction of nonnegotiable documents.
- g. A copy of a canceled check, money order receipt, credit card statement, or other documentation indicating the amount paid. For Internet purchases, a copy of the front and back of the canceled check, money order, or a copy of the credit card billing statement is required.
- h. For Internet transactions conducted through a Web-based payment network that offers payment services through a stored value account, provide a computer printout of the online transaction identifying the purchaser and seller, price paid, date of transaction, description of item purchased, and assurance that the transaction status is completed. The printout must clearly identify the Web-based payment network provider through which the Internet transaction was conducted. [S010.2.6]

## 4.0 Claims

### 4.1 Payable Claim

Insurance for loss or damage to insured, registered, or COD mail within the amount covered by the fee paid or within the indemnity limits for Express Mail as explained in 4.2 is payable for the following:

- a. Actual value of lost articles at the time and place of mailing (see 4.1n for bulk insured articles).
- b. Cost of repairing a damaged article or replacing a totally damaged article not exceeding actual value of the article at the time of mailing.
- c. Remittance due on a COD parcel not received by the sender, subject to the limitations set by the standards for COD service.
- d. Reasonable costs incurred duplicating documents such as:
  1. Copying service.
  2. Notary fees.
  3. Bonding fees for replacement of stock or bond certificates.
  4. Reasonable attorney's fees if required to replace the lost or damaged documents.
  5. Other direct and necessary expense or cost, as determined by the USPS.
  6. Face value of negotiable documents that cannot be reconstructed up to the amount of insurance coverage bought, but not to exceed the \$25,000 maximum amount of insurance coverage available if sent by Registered Mail.
- e. Extra cost of gift wrapping, if the gift-wrapped article was enclosed in another container when mailed.
- f. Cost of outer container, if designed and constructed for the article sent.
- g. Fair market value of stamps and coins of philatelic or numismatic value, as determined by a recognized stamp or coin dealer or current coin and stamp collectors newsletters and trade papers.
- h. Federal, state, or city sales tax paid on articles lost or totally damaged.
- i. Postage (not fee) paid for sending damaged articles for repair. (The USPS must be used for this purpose. Other reasonable transportation charges may be included if the USPS is not available.)
- j. Cost of film stock or blank tape for photographic film, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints, etc.
- k. Cost of bees, crickets, or baby poultry destroyed by *physical* damage to the package or delay for which the USPS is responsible. (In the absence of definite evidence showing responsibility for death of these insects or animals, the USPS is presumed to be at fault if 10% or more are dead on delivery, and pays indemnity for all dead bees, crickets, or poultry; if less than 10%, the USPS is not presumed to be at fault.)

609.4.2

- l. Cost of filing a lost ticket report with the airline.
- m. Per page copying cost of lost or damaged blueprints, schematics, etc.
- n. For bulk insured articles, indemnity is provided for the lesser of (1) the actual value of the article at the time of mailing or (2) the wholesale cost of the contents to the sender. [S010.2.11]

#### 4.2 Payable Express Mail Claim

In addition to the payable claims in 4.1, *Payable Claim*, the following are payable for Express Mail:

- a. For Express Mail insurance, nonnegotiable documents are insured against loss, damage, or rifling while in transit. Coverage is limited to \$100 per piece (the unit on which postage is paid), subject to a maximum limit per occurrence as provided in 4.2a4. Claims for document reconstruction insurance must be supported by a statement of expense incurred in reconstruction. For this standard, while in transit begins when the USPS receives custody of the insured material and ends when the material is delivered to the addressee or, if undeliverable, when the sender receives the material on return. Nonnegotiable documents include audit and business records, commercial papers, and such other written instruments for the conduct and operation of banks and banking institutions that have not been made negotiable or cannot be negotiated or converted into cash without forgery. Nonnegotiable documents can be in print, disk, tape, microfilm, or other forms of data storage. Articles such as artwork, collector or antique items, books, pamphlets, readers proofs, repro proofs, separation negatives, engineering drawings, blueprints, circulars, advertisements, film, negatives, and photographs are considered merchandise, not documents. Indemnity for document reconstruction is paid as follows:
  - 1. For payments made (or which are payable) for reasonable costs incurred in the reconstruction of the exact duplicate of a lost or damaged nonnegotiable document. Indemnity is not paid for the cost of preparing the document mailed, or for the mailer's time in preparing the document mailed or reconstructed. Except for the per page copying cost, indemnity is not paid for documents if copies of the lost document are available or if they could have been made before mailing.
  - 2. Reasonable reconstruction expenses incurred or obligated between the time of guaranteed or scheduled delivery and actual delivery.
  - 3. Loss sustained by the use of funds to maintain cash balances during the period of document reconstruction (based on the applicable Federal Reserve discount rate). The period begins at the scheduled delivery time and may not exceed 15 days.
  - 4. Catastrophic loss for multiple Express Mail items, such as a major fire, limited to \$5,000, regardless of the number of Express Mail items, or the identity or number of customers involved. Each claim resulting from a catastrophic loss first is adjudicated individually. If the preliminary adjudication exceeds \$5,000, the percentage of the sum represented by

each individual settlement is applied to the \$5,000 to determine each claimant's pro rata share of the final settlement, not to exceed \$100 per piece.

- b. Merchandise insurance coverage is provided against loss, damage, or rifling and is limited to \$100. (Additional insurance, up to a maximum liability of \$5,000, may be purchased for merchandise valued at more than \$100.)
- c. For negotiable items, currency, or bullion, the maximum indemnity is \$15.  
[S010.2.12]

#### 4.3 Nonpayable Claims

Indemnity is not paid for insured mail, Registered Mail, COD, or Express Mail in these situations:

- a. Evidence of insurance coverage not provided.
- b. Loss, rifling, or damage occurred after delivery by the USPS.
- c. Claim based solely on sentimental rather than actual value.
- d. Requested replacement value exceeded actual value at the time and place of mailing.
- e. The contents of film (e.g., positives, negatives, slides, transparencies, videotapes, laser disks, x-rays, magnetic resonance imaging (MRI) prints, computerized axial tomography (CAT) scan prints), the cost of creating or re-creating these items, or the photographer's time and expense in taking the photographs.
- f. Loss resulted from delay of the mail, except under [4.2a2, Payable Express Mail Claim](#).
- g. Consequential loss claimed rather than the actual value of the article.
- h. Perishable contents froze, melted, spoiled, or deteriorated.
- i. Damage by abrasion, scarring, or scraping to articles not properly wrapped for protection.
- j. Death of baby poultry caused by shipment to points where delivery could not be made within 72 hours from the time of hatching, unless it is determined that transportation was in place to achieve the 72-hour target.
- k. Death of honeybees, crickets, and harmless live animals not the fault of the USPS (mailability of these insects and animals is subject to [601.9.0, Perishables](#)).
- l. The sender or addressee failed to cooperate in the completion of required claim forms.
- m. Fragile nature of article prevented its safe carriage in the mail, regardless of packaging.
- n. Personal time required to replace documents.
- o. Claim filed after the article transported outside the USPS.
- p. Damage caused by shock, transportation environment, or x-ray, without evidence of damage to the mailing container.

## 609.4.3

- q. Mail article or part or all of its contents officially seized while in the military postal system overseas.
- r. Negotiable items (defined as instruments that can be converted to cash without resort to forgery), currency, or bullion valued in total at more than \$15 per shipment sent by Express Mail, except under 4.2c.
- s. Consequential loss of Express Mail claimed, except under 4.2a3.
- t. Nonmailable items, prohibited items, or restricted items not prepared and mailed according to postal standards, or any item packaged in such a manner that it could not have reached its destination undamaged in the normal course of the mail.
- u. Loss or damage caused by employees or agents of the sender or addressee.
- v. Radioactive injury, electrical or magnetic injury, or erasure of electrical recordings.
- w. War, insurrection, or civil disturbance, or seizure by any agency of government.
- x. Loss after items signed for by the addressee, the addressee's agent, or delivery employee if authorized under the applicable standards.
- y. Items sent COD without the addressee's consent.
- z. Adult birds in Express Mail with no physical damage to the container.
- aa. Cost incurred for estimates and appraisals.
- ab. Lottery tickets, sweepstakes tickets, contest entries, and similar items.
- ac. Mailer refuses to accept delivery of the parcel on return.
- ad. Mail not bearing the complete names and addresses of the mailer and addressee, or is undeliverable as addressed to either the addressee or the mailer.
- ae. Event or transportation tickets (e.g., concert, theater, sport, airline, bus, train, etc.) received after the event date. Such items are insured for loss, but not for delay or receipt after the event date for which they were purchased unless sent by Express Mail and the delay is attributable solely to the failure to meet the guaranteed delivery standard under the terms and conditions for the Express Mail service selected.
- af. Software installed onto computers that have been lost or damaged.
- ag. Damaged articles not claimed within the time limits in the *Postal Operations Manual*.
- ah. Personal time used to make hobby, craft, or similar handmade items.  
[S010.2.14]

## 5.0 Compensation

### 5.1 Payment Limitation

The USPS does not make payment for more than the actual value of the article (or, for bulk insurance, the wholesale cost of the contents to the sender if a lesser amount) nor make payment for more than the maximum amount covered by the fee paid. [S010.2.13]

### 5.2 Depreciation

The USPS depreciates a used article either lost or damaged based on the life expectancy of the article. [S010.2.15]

### 5.3 Insufficient Fee

If, through an established error by the USPS, a fee was charged for less than that required to pay for the amount of insurance coverage requested at the time of mailing, the sender may pay the difference. Indemnity may be paid within the limit fixed for the higher fee. This applies only to the insurance fee when the article is insured. An additional fee may not be paid to register an article previously sent by insured mail, to buy insurance on mail sent as uninsured registered, or to increase the indemnity on the registered article. The declared value must already be noted on Form 3806 or Form 3813-P. Customers must complete all entries on Form 3877 or facsimile. [S010.3.1]

### 5.4 Loss or Total Damage

If the insured, registered, or COD article is lost or the entire contents totally damaged, the payment includes an additional amount for the postage (not fee) paid by the sender. Postage for Express Mail is refunded under [503.1.0](#). [S010.3.2]

### 5.5 Dual Claim

If the mailer and the addressee both claim insurance and cannot agree on which one should receive the payment, any payment due is made to the mailer unless the claim has already been paid to the addressee upon presentation of the original mailing receipt. [S010.3.3]

### 5.6 Incompetent or Deceased

If the payee is incompetent or deceased, payment is made to the legal representative. If there is no legal representative, payment can be made at the discretion of the USPS. [S010.3.4]

### 5.7 Recovered Article

If a lost registered, insured, COD, or Express Mail article is recovered after payment of a claim, the payee may accept the article and reimburse the USPS for the full amount paid if the article is undamaged. If the article is damaged, has depreciated, or has missing contents, the payee may accept it and reimburse the USPS in an amount set by the Consumer Advocate, USPS Headquarters. [S010.3.5]

609.6.1

## 6.0 Adjudication of Claims

### 6.1 Initial Adjudication of Claims

The St. Louis Accounting Service Center (ASC) adjudicates and pays or disallows all domestic claims, except the initial adjudication of domestic retail unnumbered insured claims that are not bulk insured service, claims for insurance purchased online for \$50 or less, and claims appealed under 6.3. Domestic retail unnumbered insured claims, except for bulk insured service, and claims for insurance purchased online for \$50 or less are adjudicated and paid locally at the post office accepting the claims. [S010.4.1]

### 6.2 Appealing a Claim Decision

A customer may appeal a claim decision by filing a written appeal within 60 days of the date of the original decision. Except for an unnumbered insured article, the customer must send the appeal directly to Claims Appeals (see 608.8.0 for address). For an unnumbered insured article, the customer must send the appeal to the post office where the claim was filed. That post office forwards the appeal to the manager of Claims Appeals at the St. Louis ASC.  
[S010.4.2]

### 6.3 Final USPS Decision of Claims

If the manager of Claims Appeals at the St. Louis ASC sustains the denial of a claim, the customer may submit an additional appeal within 60 days for final review and decision to the Consumer Advocate, USPS Headquarters (see 608.8.0 for address), who may waive standards in 609 in favor of the customer. [S010.4.3]



# 700

## Special Standards

- 703 Nonprofit Standard Mail  
and Other Unique Eligibility**
- 705 Advanced Preparation and  
Special Postage Payment  
Systems**
- 707 Periodicals**
- 708 Technical Specifications**
- 709 Experimental  
Classifications and Rates**



## **700 Special Standards**

703 Nonprofit Standard Mail and Other Unique Eligibility

705 Advanced Preparation and Special Postage  
Payment Systems

707 Periodicals

708 Technical Specifications

709 Experimental Classifications and Rates



# 703 Nonprofit Standard Mail and Other Unique Eligibility

## Overview

- 1.0 Nonprofit Standard Mail
- 2.0 Overseas Military Mail
- 3.0 Department of State Mail
- 4.0 Mail Sent by U.S. Armed Forces
- 5.0 Free Matter for the Blind and Other Physically Handicapped Persons
- 6.0 Official Mail (Franked)
- 7.0 Official Mail (Penalty)
- 8.0 Absentee Balloting Materials
- 9.0 Mixed Classes

## 1.0 Nonprofit Standard Mail

### 1.1 Basic Standards

#### 1.1.1 Organization Eligibility

Only organizations that meet the standards in [1.2, Qualified Nonprofit Organizations](#), or [1.3, Qualified Political Committees and State or Local Voting Registration Officials](#), and that have received specific authorization from the USPS may mail eligible matter at any Nonprofit Standard Mail rate, including Nonprofit Enhanced Carrier Route rates. [E670.1.1]

#### 1.1.2 Separate Authorizations

Except for mailings deposited under the plant-verified drop shipment postage payment system (see [705.15.0](#)), a separate authorization is required at each post office where Nonprofit Standard Mail rate mailings are deposited. [E670.1.2]

#### 1.1.3 Discounts

Pieces mailed at the Nonprofit Standard Mail rates must meet the standards in [243](#), [343](#), or [443](#) and the corresponding standards for any other discount or rate claimed. [E670.1.3]

### 1.2 Qualified Nonprofit Organizations

#### 1.2.1 General

An organization described in [1.2.3](#) through [1.2.10](#) may be authorized to mail at the Nonprofit Standard Mail rates if it is not organized for profit and none of its net income accrues to the benefit of any private stockholder or individual. [E670.2.1]

#### 1.2.2 Primary Purpose

The standard of *primary purpose* used in the definitions in [1.2.3](#) through [1.2.10](#) requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test. [E670.2.2]

## 703.1.2.3

**1.2.3 Religious**

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);
- b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or
- c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information. [E670.2.3]

**1.2.4 Educational**

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a sufficiently full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

- a. An organization (e.g., a primary or secondary school, a college, or a professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.
- b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.
- c. An organization that presents a course of instruction by correspondence or through the use of television or radio.
- d. Museums, zoos, planetariums, symphony orchestras, and similar organizations. [E670.2.4]

**1.2.5 Scientific**

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences. [E670.2.5]

**1.2.6 Philanthropic (Charitable)**

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by law, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons may receive voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit Standard Mail rates as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates

social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views, does not necessarily make it ineligible for Nonprofit Standard Mail rates as a philanthropic organization. [E670.2.6]

#### **1.2.7 Agricultural**

An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, the improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests. [E670.2.7]

#### **1.2.8 Labor**

A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers on grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations). [E670.2.8]

#### **1.2.9 Veterans**

A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization. [E670.2.9]

#### **1.2.10 Fraternal**

A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not encompass such organizations as business leagues, professional associations, civic associations, or social clubs. [E670.2.10]

### **1.3 Qualified Political Committees and State or Local Voting Registration Officials**

#### **1.3.1 Political Committees**

These political committees may be authorized to mail at the Nonprofit Standard Mail rates without regard to their nonprofit status:

- a. A national committee of a political party.
- b. A state committee of a political party.
- c. The Democratic Congressional Campaign Committee.
- d. The Democratic Senatorial Campaign Committee.

## 703.1.3.2

- e. The National Republican Congressional Committee.
- f. The National Republican Senatorial Committee. [E670.3.1]

**1.3.2 Definitions**

For the standards in [1.3.1](#):

- a. A *national committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operations of such political party at the national level.
- b. A *state committee* is the organization that, by virtue of the bylaws of a political party, is responsible for the day-to-day operation of such political party at the state level. [E670.3.2]

**1.3.3 Voting Registration Officials**

Voting registration officials in a state or the District of Columbia are authorized to mail certain Standard Mail materials at the Nonprofit Standard Mail rates under the National Voter Registration Act of 1993 (see [1.6.10](#), *Political Mailings*). [E670.3.3]

**1.4 Ineligible Organizations****1.4.1 Private**

These and similar organizations do not qualify for the Nonprofit Standard Mail rates, even if organized on a nonprofit basis:

- a. Automobile clubs.
- b. Business leagues.
- c. Chambers of commerce.
- d. Citizens' and civic improvement associations.
- e. Individuals.
- f. Mutual insurance associations.
- g. Political organizations (other than those specified in [1.3](#)).
- h. Service clubs (e.g., Civitan, Kiwanis, Lions, Optimist, and Rotary).
- i. Social and hobby clubs.
- j. Associations of rural electric cooperatives.
- k. Trade associations. [E670.4.1]

**1.4.2 Government**

State, county, and municipal governments are generally not eligible for the Nonprofit Standard Mail rates. However, a separate and distinct state, county, or municipal governmental organization that meets the criteria for any one of the specific categories in [1.2](#) may be eligible, notwithstanding its governmental status. [E670.4.2]

**1.5 Identification of Nonprofit Organization**

All matter mailed at the Nonprofit Standard Mail rates must identify the authorized nonprofit organization. The name and return address of the authorized nonprofit organization must be either on the outside of the mailpiece or in a prominent



location on the material being mailed. Pseudonyms or bogus names of persons or organizations may not be used. If the piece bears any name and return address, it must be that of the authorized nonprofit organization. A well-recognized alternative designation (e.g., “The March of Dimes”) or abbreviation (e.g., “AFL-CIO”) may be used rather than the full organization name. [E670.6.0]

## **1.6 Eligible and Ineligible Matter**

### **1.6.1 Organization’s Own Mail**

An organization authorized to mail at the Nonprofit Standard Mail rates may mail only its own matter at those rates. An authorized organization may not delegate or lend the use of its authorization to mail at the Nonprofit Standard Mail rates to any other person or organization. [E670.5.1]

### **1.6.2 Ineligible Matter**

No person or organization may mail, or cause to be mailed by contractual agreement or otherwise, any ineligible matter at the Nonprofit Standard Mail rates. [E670.5.2]

### **1.6.3 Cooperative Mailing**

A cooperative mailing may be made at the Nonprofit Standard Mail rates only when each of the cooperating organizations is individually authorized to mail at the Nonprofit Standard Mail rates at the post office where the mailing is deposited. A cooperative mailing involving the mailing of any matter on behalf of or produced for an organization not itself authorized to mail at the Nonprofit Standard Mail rates at the post office where the mailing is deposited must be paid at the applicable Regular or Enhanced Carrier Route Standard Mail rates. The mailer may appeal the decision under [607.2.0](#). Exception: This standard does not apply to mailings by an organization authorized to mail at Nonprofit Standard Mail rates soliciting monetary donations to the authorized mailer and not promoting or otherwise facilitating the sale or lease of any goods or services. This exception applies only where the organization authorized to mail at Nonprofit Standard Mail rates is given a list of each donor, contact information (e.g., address, telephone number) for each, and the amount of the donation or waives in writing the receipt of this list. [E670.5.3]

### **1.6.4 Prohibitions and Restrictions**

Nonprofit Standard Mail rates may not be used for the entry of material that advertises, promotes, offers, or, for a fee or consideration, recommends, describes, or announces the availability of:

- a. Any credit, debit, or charge card or similar financial instrument or account, provided by or through an arrangement with any person or organization not authorized to mail at the Nonprofit Standard Mail rates at the entry post office.
- b. Any insurance policy, unless the organization promoting the purchase of such policy is authorized to mail at the Nonprofit Standard Mail rates at the entry post office; the policy is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization; and the coverage provided by the policy is not generally otherwise commercially available as explained in [1.6.5](#).

## 703.1.6.5

- c. Any travel arrangement, unless the organization promoting the arrangement is authorized to mail at the Nonprofit Standard Mail rates at the entry post office; the travel contributes substantially (aside from the cultivation of members, donors, or supporters, or the acquisition of income or funds) to one or more of the purposes that constitute the basis for the organization's authorization to mail at the Nonprofit Standard Mail rates; and the arrangement is designed for and primarily promoted to the members, donors, supporters, or beneficiaries of that organization.
- d. Any other product or service unless one of these exceptions is met:
  - 1. The sale of the product or the provision of such service is substantially related to the exercise or performance by the organization of one or more of the purposes used by the organization to qualify for mailing at the Nonprofit Standard Mail rates. The criteria in IRS regulations at 26 C.F.R. section 1.513-1(d), supplemented by the definitions in 1.6.6, are used to determine whether an advertisement, promotion, or offer for a product or service is for a substantially related product or service and, therefore, eligible for Nonprofit Standard Mail rates.
  - 2. The product or service is advertised in Standard Mail material meeting the prescribed content requirements for a periodical publication. The criteria in 1.6.8 are used to determine whether the Standard Mail material meets the content requirements for a periodical publication. [E670.5.4]

**1.6.5 Definitions, Insurance**

For the standard in 1.6.4b:

- a. Except as specified in 1.6.5c, the phrase *not generally otherwise commercially available* applies to the actual coverage stated in an insurance policy, without regard to the amount of the premiums, the underwriting practices, and the financial condition of the insurer. When comparisons are made with other policies, consideration is given to coverage benefits, limitations, and exclusions, and to the availability of coverage to the targeted recipients. When insurance policy coverages are compared to determine whether coverage in a policy offered by an organization is not generally otherwise commercially available, the comparison is based on the specific characteristics of the mailpiece recipients (e.g., geographic location or demographics).
- b. Except as specified in 1.6.5c, the types of insurance considered generally otherwise commercially available include, but are not limited to, homeowner's, property, casualty, marine, professional liability (including malpractice), travel, health, life, airplane, automobile, truck, motorhome, motorbike, motorcycle, boat, accidental death, accidental dismemberment, Medicare supplement (Medigap), catastrophic care, nursing home, and hospital indemnity insurance.
- c. Coverage is considered not generally otherwise commercially available if either of the following conditions applies:
  - 1. The coverage is provided by the nonprofit organization itself (i.e., the nonprofit organization is the insurer).

2. The coverage is provided or promoted by the nonprofit organization in a mailing to its members, donors, supporters, or beneficiaries in such a way that the members, donors, supporters, or beneficiaries may make tax-deductible donations to the nonprofit organization of their proportional shares of any income in excess of costs that the nonprofit organization receives from the purchase of the coverage by its members, donors, supporters, or beneficiaries. [E670.5.5]

### 1.6.6 Definitions, Substantially Related Advertising Products

For the standards in 1.6.4d:

- a. Standards established by the Internal Revenue Service (IRS) and the courts with respect to 26 USC 513(a) and (c) of the Internal Revenue Code are used to determine whether the sale or provision of an advertised product or service, whether sold or offered by the organization or by another party, is substantially related to the qualifying purposes of an organization. (Advertisements in Standard Mail material that meet the content requirements for a periodical publication need not meet the substantially related standard to be mailable at the Nonprofit Standard Mail rates. See 1.6.8.)
- b. To be substantially related, the sale of the product or the provision of the service must contribute importantly to the accomplishment of one or more of the qualifying purposes of the organization. This means that the sale of the product or providing of the service must be directly related to accomplishing one or more of the purposes on which the organization's authorization to mail at the Nonprofit Standard Mail rates is based. The sale of the product or providing of the service must have a causal relationship to the achievement of the exempt purposes (other than the production of income) of the authorized organization. (Income produced from selling an advertised product or providing a service does not make such action a substantially related activity, even if the income will be used to accomplish the purpose or purposes of the authorized organization.) See 26 C.F.R. section 1.513-1(d).
  1. If an organization pays Unrelated Business Income Tax (UBIT) on the income from the sale of a product or the provision of a service, that activity is by IRS definition not substantially related. See 26 U.S.C. section 512. The fact that an organization does not pay such tax, however, does not establish that the activity is substantially related because other criteria may exempt the organization from payment. See 26 C.F.R. section 1.513-1(e).
  2. Third-party paid advertisements may be included in material mailed at the Nonprofit Standard Mail rates if the products or services advertised are substantially related to one or more of the purposes for which the organization is authorized to mail at the Nonprofit Standard Mail rates. However, if the material contains one or more advertisements that are not substantially related, then the material is not eligible for the Nonprofit Standard Mail rates unless it is part of material that meets the content requirements described in 1.6.8 and is not disqualified from using the Nonprofit Standard Mail rates under another provision.

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- c. Announcements of activities (e.g., bake sale, car wash, charity auction, oratorical contest) are considered substantially related if substantially all the work is conducted by the members or supporters of an authorized organization without compensation. See 26 U.S.C. section 513(a)(1); 26 C.F.R. section 1.513-1(e)(1).
- d. Advertisements for products and services, including products and services offered as prizes or premiums, are considered substantially related if the products and services are received by an authorized organization as gifts or contributions. See 26 U.S.C. section 513(a)(3); 26 C.F.R. section 1.513-1(e)(3).
- e. An advertisement, promotion, offer, or subscription order form for a periodical publication meeting the eligibility criteria in [707.4.0](#) and published by one of the types of nonprofit organizations listed in [1.2](#) is mailable at the Nonprofit Standard Mail rates.
- f. Unless the mailing is ineligible for the Nonprofit Standard Mail rates for other reasons, mailings will be accepted at the Nonprofit Standard Mail rates upon certification that income derived from the sale of products or services advertised in the mailing is not subject to the Unrelated Business Income Tax (UBIT) described at 26 U.S.C. section 512, and that each of the products or services is substantially related to the nonprofit organization's qualifying purpose. [E670.5.6]

**1.6.7 Other Matter**

An authorized nonprofit organization's material is not disqualified from being mailed at the Nonprofit Standard Mail rates solely because that material contains, but is not primarily devoted to:

- a. Acknowledgments of organizations or individuals who have made donations to the authorized organization.
- b. References to and a response card or other instructions for making inquiries about services or benefits available from membership in the authorized organization, if advertising, promotional, or application materials for such services or benefits are not included. For purposes of this section, descriptions of membership benefits available as a part of membership, including the use of adjectives, terms, conditions, and brand names, are permissible when they are a minor part of a solicitation or renewal request for membership payments. For purposes of this provision, "minor" is defined as "less than half." Measurement is made in accordance with [707.16.0](#) and [707.17.0](#). The solicitation or renewal request in which, to a minor degree, membership benefits may be promoted is considered to include only a printed letter to prospective members or current members whose membership is about to expire, and not to any separate, distinct, or independent brochure, circular, flyer, or other documents. Such separate documents will be considered advertising if they contain any advertising, promotional, or application materials. *Exception:* A separate document prepared by the qualifying organization, consisting of one sheet, will be considered to be part of the solicitation letter if it describes the organization's membership benefits and the solicitation letter does not describe the organization's benefits but instead refers the reader to the separate document. [E670.5.7]

**1.6.8 Periodical Publication Content Requirements**

Advertisements for products and services in material that meets the content requirements for a periodical publication are mailable at the Nonprofit Standard Mail rates. The material mailed must meet these standards:

- a. Have a title. The title must be printed on the front cover page in a style and size of type that make it distinguishable from other information on the front cover page.
- b. Be formed of printed sheets. (It may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted.) Any style of type may be used.
- c. Contain an identification statement on one of the first five pages of the publication that includes these elements:
  1. Title.
  2. Issue date. The date may be omitted if it is on the front cover or cover page.
  3. Statement of frequency showing when issues are to be published (daily; weekly; monthly; monthly except June; four times a year in June, August, September, and December; annually; irregularly, etc.).
  4. Name and address of the authorized organization, including street number, street name, and ZIP+4 or 5-digit ZIP Code. The street number and street name are optional if there is no letter carrier service.
  5. Issue number. Every issue of each publication is numbered consecutively in a series that may not be broken by assigning numbers to issues omitted. The issue number may be printed on the front or cover page instead of in the identification statement.
  6. International Standard Serial Number (ISSN), if applicable.
  7. Subscription price, if applicable.
- d. Consist of at least 25% nonadvertising matter in each issue. Advertising is defined in [707.4.12](#). [E670.5.8]

**1.6.9 Contribution and Membership Premiums**

Announcements for premiums received as a result of a contribution or payment of membership dues are not considered advertisements if the membership dues or requested contribution is more than 4 times the cost of the premium item(s) offered and more than 2 times the represented value in the mailpiece, if any, of the premium item(s) offered. [E670.5.9]

**1.6.10 Political Mailings**

A qualifying political committee under [1.3](#) may mail election-related materials, such as candidate endorsements, at the Nonprofit Standard Mail rates if the materials are exclusively of the qualifying political committee. Political mailings may not be made at the Nonprofit Standard Mail rates when a political candidate or anyone else not authorized to mail at the Nonprofit Standard Mail rates assists the qualifying political committee with the preparation or mailing of such materials, or pays any of the costs of preparation or mailing, or provides any consideration to the qualifying political

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committee in return for the mailing being made. The following are examples of political mailings that would not qualify for mailing at the Nonprofit Standard Mail rates:

- a. A mailing containing material identified as having been paid for by the campaign committee or treasurer of an individual candidate.
- b. A mailing containing circulars, flyers, brochures, or other printed matter prepared or printed by a political candidate or his or her campaign organization.
- c. A mailing on which the postage is paid for by a political candidate or his or her campaign organization.
- d. A mailing made on behalf of a candidate in return for a contribution to the qualifying political committee. [E670.5.10]

#### **1.6.11 Products Mailable at Nonprofit Standard Mail Rates**

The following products are mailable at Nonprofit Standard Mail rates:

- a. Low-cost items within the meaning of 26 USC 513(h)(2), Internal Revenue Code. At the beginning of each calendar year, the value of low-cost items is adjusted for cost of living. Effective January 1, 2004, the standard established that the cost of such items cannot exceed \$8.30. This cost is the cost to the authorized organization that mails the items or on whose behalf the items are mailed.
- b. Items donated or contributed to the qualified organization. Such items do not have to meet the definition of a low-cost item.
- c. A periodical publication (as defined in 707.4.0) of a nonprofit organization unless it is ineligible under 1.6 to be mailed at the Nonprofit Standard Mail rates. [E670.5.11]

#### **1.6.12 Voting Registration Official**

The voting registration official may mail, at the Nonprofit Standard Mail rates, only qualifying Standard Mail matter that is required or authorized to be mailed at those rates by the National Voter Registration Act of 1993. [E670.5.12]

#### **1.6.13 Evidence of Eligibility**

On request, an organization authorized to mail at the Nonprofit Standard Mail rates must provide evidence to the USPS, or cause evidence held by another party to be provided to the USPS, about the eligibility of any of its mail matter or mailings to be sent at those rates. Any failure to provide evidence needed for a ruling on the eligibility of matter to be sent at the Nonprofit Standard Mail rates, or to cause such evidence to be provided, is sufficient basis for a finding that the matter is not eligible for the Nonprofit Standard Mail rates, as well as for the revocation of the organization's authorization to mail at the Nonprofit Standard Mail rates. [E670.5.13]

## 1.7 Authorization—Original Application

### 1.7.1 Filing

Except for mailings deposited under the plant-verified drop shipment postage payment system (see 705.15.0), Form 3624 must be filed by the organization at each post office where it wants to deposit mailings at the Nonprofit Standard Mail rates. The applicant must show on Form 3624 the qualifying category of organization under which it seeks authorization. [E670.7.1]

### 1.7.2 Fee

No fee is charged for filing Form 3624. [E670.7.2]

### 1.7.3 Qualified Nonprofit Organizations

Form 3624 must be accompanied by evidence that the applicant meets the standards of a qualifying category in 1.2 and that the organization is nonprofit (e.g., a certificate of exemption from federal income tax). *An exemption from the payment of federal income tax is not required to qualify for the Nonprofit Standard Mail rates. Such exemption is considered as evidence of qualification for preferred postal rates, but is not the controlling factor in the decision. When an organization submits proof that it is granted federal income tax exemption under 26 USC 501(c)(3), as a religious, educational, scientific, or philanthropic (charitable) organization; under 501(c)(5) as an agricultural or labor organization; under 501(c)(8) as a fraternal organization; or under 501(c)(19) as a veterans' organization, it is considered as qualifying for the Nonprofit Standard Mail rates, unless other evidence discloses some disqualification.* [E670.7.3]

### 1.7.4 Political Committees

Form 3624 filed by an organization seeking authorization as a qualified political committee must include evidence that the applicant meets the standards of one of the qualifying categories of political committees in 1.3; evidence of nonprofit status is not required. [E670.7.4]

## 1.8 Authorization—At Additional Offices

### 1.8.1 Application

Organizations authorized to mail at the Nonprofit Standard Mail rates at one post office may obtain authorization to mail at those rates at an additional post office. An official of the organization (not its agent) must file Form 3623 at the requested additional mailing office. The evidence of qualification required to accompany Form 3624 is not required when filing Form 3623. [E670.8.1]

### 1.8.2 Fee

No fee is charged for filing Form 3623. [E670.8.2]

### 1.8.3 Application Letter

Form 3623 must be accompanied by a letter from the organization on its official letterhead, signed by an official of the organization, stating the name of the organization and that it is requesting authorization to mail at the Nonprofit Standard Mail rates of postage at an additional office. [E670.8.3]

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**1.8.4 Organization Name**

If the organization name on Form 3623 is different from the one on USPS records, the applicant must revise the organization's original application to reflect a name change by providing evidence that the organization name was officially changed (e.g., an official amendment to the organization's Articles of Incorporation stating the former name and the new name and a letter issued by the Internal Revenue Service recognizing the name change). [E670.8.4]

**1.8.5 Permits and Authorizations**

Authorization by Form 3623 does not relieve the mailer's obligation to obtain mailing permits and pay the required fees for mailing at bulk rates, and such authorization does not permit an organization to obtain an authorization for another separate legal entity. [E670.8.5]

**1.8.6 Retaining Additional Authorization**

To retain an additional authorization, an organization must make at least one mailing at that office during any 2-year period and maintain the original authorization on which it is based. If the original authorization is revoked for any reason the additional office authorization is also revoked. [E670.8.6]

**1.9 Mailing While Application Pending****1.9.1 Approval**

An organization may not mail at the nonprofit Standard Mail rates at a post office before the corresponding Form 3624 or Form 3623 is approved. [E670.9.1]

**1.9.2 Postage Record**

While an application is pending, postage must be paid at the applicable First-Class Mail or Priority Mail rates, or at the following Standard Mail rates: regular Enhanced Carrier Route, regular automation, or regular Presorted. The USPS records the difference between postage paid at the regular Standard Mail rates and the postage that would have been paid at the Nonprofit Standard Mail rates. No record is kept if postage is paid at First-Class Mail or Priority Mail rates. [E670.9.2]

**1.9.3 Refund**

If an authorization to mail at Nonprofit Standard Mail rates is issued, the mailer may be refunded the postage paid at that office in excess of the Nonprofit Standard Mail rate since the effective date of the authorization. No refund is made:

- a. If the application is denied and no appeal is filed.
- b. If postage was paid at First-Class Mail or Priority Mail rates.
- c. For the period before the effective date of the authorization.
- d. For mailings made at a post office at which a separate application was not filed.

[E670.9.3]

**1.9.4 Effective Date**

The effective date of the Nonprofit Standard Mail rate authorization is the date of the application or the date of the organization's eligibility, whichever is later. [E670.9.4]



**1.9.5 Pending Status**

The mailer may continue to mail in a pending status until a final decision is reached on an appeal of a denied application. [E670.9.5]

**1.10 Ruling on Application****1.10.1 Additional Information**

The PCSC manager may request additional information or evidence to support or clarify the application. Failure to provide such information is sufficient grounds to deny an application. [E670.10.1]

**1.10.2 Rulings**

The PCSC manager rules on Form 3624 and Form 3623 applications and notifies the applicant directly. [E670.10.2]

**1.10.3 Appealing a Denial**

If the application is denied, the applicant may submit a written appeal to the postmaster where the application was filed within 15 days of the applicant's receipt of the decision. After reviewing the file, if the PCSC manager still believes that the organization does not qualify, the appeal is forwarded to the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision. [E670.10.3]

**1.11 Revocation****1.11.1 USPS Review**

The PCSC manager may initiate at any time a review of any organization authorized to mail at the Nonprofit Standard Mail rates. The PCSC manager may ask an organization for information or evidence to determine whether the organization is still qualified. Failure to provide such information is sufficient cause for revocation. [E670.11.1]

**1.11.2 Revocation for Cause**

If it is found that authorization has been given to an organization that was not qualified at the time of application or later became unqualified, the PCSC manager notifies the organization of the proposed revocation and the reasons for it. [E670.11.2]

**1.11.3 Appeal**

Revocation for cause under [1.11.2](#) takes effect 15 days from the organization's receipt of the notice, unless the organization files a written appeal within that time through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). The manager of Mailing Standards may ask the organization for more information or evidence to determine the organization's eligibility. Failure to provide such information is sufficient grounds for denial of the appeal. The manager issues a written appeal decision directly to the organization. [E670.11.3]

**1.11.4 Revocation for Nonuse**

The PCSC revokes an authorization to mail at the Nonprofit Standard Mail rates if no Nonprofit Standard Mail rate mailings are made by the authorized organization during a 2-year period. If the authorization pending revocation is a primary authorization, the authorization will not be revoked if one or more nonprofit mailings

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have been made during the 2-year period at the primary authorization post office or at additional offices where authorization is based upon the primary authorization. The PCSC notifies the organization of the revocation for nonuse whether the entry is a primary or an additional office authorization. [E670.11.4]

## 2.0 Overseas Military Mail

### 2.1 Basic Standards

#### 2.1.1 First-Class Mail

First-Class letter mail, including postal cards and postcards, and sound-recorded communications that have the character of personal correspondence are given airlift service on a space available basis between overseas military post offices outside the 48 contiguous states, and between those military post offices and the point of embarkation or debarkation of this mail within the 50 states. Unless sent free under [4.0, Mail Sent by U.S. Armed Forces](#), sound recordings must be marked “Sound Recorded Personal Correspondence” by the mailer on the address side. [E010.1.1]

#### 2.1.2 SAM Parcels

Parcels of any class, paid at surface postage rates, are airlifted to, from, or between overseas military post offices outside the 48 contiguous states. These parcels must be marked “SAM” (space available mail) on the address side, preferably below the postage and above the addressee’s name. These maximum weight and size limits apply when mailed from:

- a. The 48 contiguous states: 15 pounds, 60 inches in length and girth combined.
- b. An APO or FPO outside the 48 contiguous states: Package Services weight and size limits ([401, Physical Standards](#)). [E010.1.2]

#### 2.1.3 Periodicals Publications

Periodicals publications featuring current news of general interest and published weekly or more frequently, mailed at or addressed to any military post office outside the 48 contiguous states, are given airlift service under [2.1.2](#). Airlift service in [2.1.2](#) and [2.1.3](#) is not provided for mailings of publications sent in bulk to exchanges or news agents for later resale or distribution. [E010.1.3]

#### 2.1.4 Preparation

Items sent by air or surface mail are subject to the size and weight standards in [201](#) or [401](#) unless limited further by this standard. Mail must be addressed under [602](#). Postage at the applicable Priority Mail or Package Services rates is charged for parcels sent by air or surface transportation. [E010.1.4]

#### 2.1.5 Privacy of Mail

The Department of Defense (DOD) can provide information on mail security and mail cover regulations for mail in the military postal system overseas. [E010.1.5]

#### 2.1.6 Restriction

Regardless of postage payment method, single-piece rate Priority Mail and single-piece rate Package Services weighing 16 ounces or more must be presented at a post office retail counter. The sender may be required to provide identification

before the mail is accepted by the USPS. Such mail may be presented by a sender known to the postal carrier at the sender's residence or place of business. Mail not complying with the requirements of this section and requiring air transportation is returned to the sender for proper deposit. [E010.1.6]

## 2.2 Addressing Military Mail

### 2.2.1 Overseas Address

Overseas military addresses must conform to domestic addressing standards. The delivery line (i.e., the second line from the bottom in the address) must show the ship name, unit number, CMR or PSC number, and box number if assigned. The last line must contain the APO and FPO designation and the appropriate two-letter "state" abbreviation (AA, AE, or AP), followed by the ZIP+4 or 5-digit ZIP Code. AA, AE, and AP are used for addresses with the 3-digit ZIP Code prefixes 340, 090-098, and 962-966, respectively. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and unit number.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, and PSC or unit number.
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and PSC number for shore-based units, or ship name.
- d. Mail sent to dependents residing in overseas areas must be addressed in care of the sponsor. [A010.6.1]

### 2.2.2 Geographic Address

Mail showing a foreign city and country in addition to the military address is subject to the postage rates and conditions for international mail. [A010.6.2]

### 2.2.3 Address Within United States

Mail addressed to military personnel within the United States must show the name of the military installation, state, and either the correct ZIP Code or ZIP+4 code. In addition:

- a. Mail addressed to Army personnel must show full name, including first name and middle name or initial, and organization.
- b. Mail addressed to Air Force personnel must show full name, including first name and middle name or initial, organization, and box number (if served by a PSC).
- c. Mail addressed to Navy and Marine Corps personnel must show full name, including first name and middle name or initial, and organization.
- d. Mail sent to dependents of military personnel for delivery through the sponsor's military unit must be addressed in care of the sponsor.
- e. Mail sent to dependents of military personnel for delivery at the sponsor's military quarters need not be addressed in care of the sponsor. [A010.6.3]

## 2.3 General Restrictions

### 2.3.1 Mailability Conditions

Hazardous, restricted, or perishable materials mailed to, from, and between overseas military post offices are subject to the conditions of *International Mail Manual* 130, the standards in [601, Mailability](#), and conditions prescribed by the Department of Defense (DOD), as listed in *Conditions Applied to Mail Addressed to Military Post Offices Overseas* in the *Postal Bulletin*. [E010.2.1]

### 2.3.2 Firearms

Firearms are subject to [601.11.0](#). To export firearms not specifically prohibited by the *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, periodically printed in the *Postal Bulletin*, a mailer exporting permissible firearms must present an export license from the Office of Munitions Control, Department of State, Washington, DC 20520-0001. Importing firearms by military personnel by mail from overseas military post offices is subject to 27 CFR 178.114(b), Revenue Ruling 69-309 of the Bureau of Alcohol, Tobacco and Firearms (ATF), preparation of ATF Form 6, Department of Defense regulation 5030.49-R, and other appropriate military directives and standards of the U.S. Customs Service. [E010.2.2]

### 2.3.3 Animals and Plants

Information on mailing animal and plant products is in [601.9.0](#) and Publication 52, *Hazardous, Restricted, and Perishable Mail*. [E010.2.3]

### 2.3.4 Military Retirees

Except for eligible mail marked “Free Matter for the Blind or Handicapped,” any mailpiece addressed to a retiree at a military post office overseas must weigh less than 1 pound when the designation “Box R” is part of the address. [E010.2.4]

### 2.3.5 Packaging

Packages addressed from, to, or between overseas military post offices must meet the standards in [601.1.0](#) through [601.10.0 in Mailability](#). All containers of liquids and substances that easily liquefy must be packed, with enough absorbent material to take up all leakage in case of breakage, inside a second sealed waterproof container. [E010.2.5]

### 2.3.6 Customs Declarations

Any mailpiece weighing 16 ounces or more that is addressed to an APO or FPO ZIP Code must bear customs Form 2976 and must be presented to an employee at a post office or as designated by the postmaster. Certain destination APO and FPO addresses require customs Form 2976-A, as shown in the chart *Conditions Applied to Mail Addressed to Military Post Offices Overseas*, published in the *Postal Bulletin*. Unless the destination ZIP Code has a customs declaration form requirement in the chart, any known mailer (see the *International Mail Manual* (IMM)) presenting bulk mailings that are declared on a postage statement is not required to use customs forms. The IMM contains procedures for completing the forms. Regardless of method of postage payment, mail from government agencies and their contractors going to, from, or between APO or FPO ZIP Codes is exempt from the requirements of this section unless customs declarations are necessary for customs treatment as indicated in the chart. [E010.2.6]

**2.4 Military Ordinary Mail (MOM)**

Military ordinary mail (MOM) is DOD official mail sent at Periodicals, Standard Mail, or Package Services postage rates that requires faster service than sealift transportation to, from, and between military post offices. USPS transportation of MOM is by surface means. Expedited service is determined and provided by and at the expense of the DOD. MOM is limited to mail originated by the DOD or DOD-authorized contractors and each piece must:

- a. Be conspicuously marked “MOM” on the address side, below the postage or penalty mail indicia, and above the addressee’s name.
- b. Conform to the maximum size and weight limits for the postage rate claimed (i.e., Periodicals, Standard Mail, or Package Services). [E010.3.0]

**2.5 Parcel Airlift (PAL)**

**2.5.1 Description**

Parcel airlift service (PAL) provides for air transportation of parcels on a space-available basis to or from military post offices (MPOs) outside the 48 contiguous states (from the post office of origin to the appropriate port of embarkation) for onward dispatch to other overseas MPOs or (from the port of embarkation for onward dispatch) to a post office within the 48 contiguous states. [S930.2.1]

**2.5.2 Availability**

PAL is available for Package Services that does not exceed 30 pounds in weight or 60 inches in length and girth combined, when it is mailed at or addressed to any overseas military post office outside the 48 contiguous states. [S930.2.2]

**2.5.3 Parcel Airlift (PAL) Fees**

Fee, in addition to postage and other fees, per piece:

| MAXIMUM WEIGHT | FEE    |
|----------------|--------|
| 2 pounds       | \$0.45 |
| 3 pounds       | 0.85   |
| 4 pounds       | 1.25   |
| 30 pounds      | 1.70   |

[R900.17.0]

**2.5.4 Fee and Postage**

The applicable PAL fee must be paid in addition to the regular surface rate of postage for each addressed piece sent by PAL service. [S930.2.4]

**2.5.5 Additional Services**

The following extra services may be combined with PAL if the applicable standards for the services are met and the additional service fees paid:

- a. Certificate of mailing.
- b. Insured mail.
- c. Restricted delivery (if insured for more than \$50).
- d. Return receipt (if insured for more than \$50).

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e. Special handling. [S930.2.3]

### **2.5.6 Marking**

PAL parcels must be marked with the large letters “PAL” on the address side. [S930.2.5]

## **2.6 Express Mail Military Service (EMMS)**

### **2.6.1 Availability**

EMMS is available between the United States and designated APOs and FPOs to provide Department of Defense personnel stationed overseas, and others entitled to APO and FPO mailing privileges, an expedited delivery service to or from the United States. EMMS Custom Designed Service and EMMS drop shipment service are available to authorized APO/FPO destinations. [E500.7.1]

### **2.6.2 Rates**

EMMS postage rates correspond to the type of service requested, based on the weight of the addressed piece. [E500.7.2]

### **2.6.3 Designated Acceptance Sites**

EMMS is available at designated USPS facilities for 2-day or 3-day service to designated APO/FPO 5-digit ZIP Codes and at designated APO/FPO facilities for 2-day or 3-day service to designated 3-digit destination ZIP Code areas, facilities, or locations in the United States. The 3-day service option is offered from U.S. acceptance offices to APOs/FPOs to which 2-day EMMS is not logistically supportable. (All 2-day EMMS acceptance offices can accept EMMS shipments for 3-day service after the local cutoff time for normal 2-day service. Designated APO/FPO facilities overseas can accept 3-day service EMMS shipments for 3-digit destination ZIP Code areas in the United States not included on their 2-day service network.) [E500.7.3]

### **2.6.4 Service Limitation**

EMMS may not be available at or between all post offices or at all times of deposit. An EMMS directory, showing detailed local information about EMMS, is available at post offices. [E500.7.4]

### **2.6.5 Acceptance**

EMMS items must be presented by the times authorized by the local postmaster. [E500.7.5]

### **2.6.6 Post Office to Addressee (To APO/FPO)**

Under Post Office to Addressee Service to APO/FPO destinations, items presented under 2.6 for an APO/FPO address are available for delivery at the destination APO/FPO facility by 3 p.m. of the second day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day. Items presented for 3-day service are available for delivery at the destination APO/FPO facility by 3 p.m. of the third day after mailing unless the APO/FPO facility is closed that day; in such cases, the item is available for delivery on the following business day. [E500.7.6]

**2.6.7 Post Office to Addressee (From APO/FPO)**

Under Post Office to Addressee Service from APO/FPO to U.S. destination, items presented under 2.6 are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the second day after mailing. Items presented for 3-day service are delivered to an addressee within the delivery area of the destination facility by 3 p.m. of the third day after mailing. [E500.7.7]

**2.6.8 Mailing Label**

For each Express Mail Next Day Service item, the mailer must complete a mailing label—either Label 11-A or Label 11-E (for Post Office to Post Office Service) or Label 11-B or Label 11-F (for Post Office to Addressee Service). Mailers authorized to present Next Day or Second Day Express Mail items using an Express Mail Manifesting System are required to follow label preparation procedures in Publication 97, *Express Mail Manifesting Technical Guide*. [M500.3.1]

**2.6.9 Customs Declaration**

For an Express Mail Military Service (EMMS) item, the mailer may also have to complete a customs declaration under 2.3.6. Military (APO/FPO) mail cannot be accepted under an Express Mail Manifesting agreement. [M500.3.2]

**2.6.10 Waiver of Signature**

Waiver of signature is not available for Express Mail Military Service. [M500.3.3]

**2.6.11 ZIP Code Determination**

For Express Mail Military Service (EMMS), the mailer must determine whether the item is addressed to a 5-digit APO/FPO ZIP Code to which EMMS is offered from the point of origin. [M500.3.4]

**2.6.12 Deposit**

Express Mail Military Service items must be presented by the times authorized by the local postmaster. [D500.2.4]

**2.7 Delivery of Military Mail****2.7.1 Military Post Offices**

Military post offices (MPOs) are branches of a U.S. civil post office, operated by the Army, Navy, Air Force, or Marine Corps to serve military personnel overseas or aboard ships. The term includes Army post offices (APOs) for the U.S. Army and the U.S. Air Force and fleet post offices (FPOs) for the U.S. Navy and the U.S. Marine Corps. MPOs provide postal service for military personnel where the U.S. civil postal service does not operate and a military situation requires the service. MPOs are established or discontinued by the USPS only on request of the military department that operates them. Notice of these actions is published in the *Postal Bulletin*. Military post offices do not verify and accept bulk or discounted-rate mail; such mailings must be deposited at (nonmilitary) U.S. post offices. [G011.1.4]

**2.7.2 Units Without MPOs**

For units not operating military post offices (MPOs), mail addressed to officials by title and personnel of military organizations is delivered to unit mail clerks or mail orderlies if such individuals are designated on DD Form 285 to receive all mail addressed to that unit. Registered, numbered insured, certified, and

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restricted-delivery mail addressed to individuals by name may be delivered to the unit mail clerk or mail orderly only if the addressee so authorizes in a letter to the post office, on Form 3849 or Form 3801. [D042.8.1]

**2.7.3 Units With MPOs**

For units operating military post offices (MPOs), all mail is delivered to the military postal clerk, an assistant postal clerk, or postal finance clerk for the organization. Mail for other military organizations may be delivered to military postal clerks or military postal finance clerks for further delivery, when requested. [D042.8.2]

**2.7.4 Identification**

To obtain mail, unit mail clerks, mail orderlies, postal clerks, and assistant postal clerks must provide proper identification. [D042.8.3]

**2.7.5 Receipts**

Return receipts for registered, numbered insured, and Certified Mail must not be completed by anyone other than the addressee. [D042.8.4]

**3.0 Department of State Mail****3.1 Availability****3.1.1 General**

Subject to its own conditions and restrictions, the U.S. Department of State transmits certain types of personal mail to authorized U.S. citizen employees of the federal government stationed in other countries. If authorized, the mailer pays domestic postage rates and avoids foreign customs clearance standards. Current information on services provided by the Department of State, including restrictions, may be obtained from the U.S. Department of State Diplomatic Pouch Division. [E020.1.1]

**3.1.2 Inspection of Mail**

The Department of State opens and inspects mail sent to it for transmission abroad to determine whether the mail meets its standards. Mail that does not comply may be returned to the USPS. [E020.1.2]

**3.1.3 If Not Available**

If Department of State facilities are not available, senders may send articles to the addressee directly, either as regular international mail or, if the addressee has an APO or FPO address, as military mail under 2.0. [E020.1.3]

**3.1.4 Express Mail**

Express Mail may not be sent through the Department of State. [E020.1.4]

**3.2 Conditions For Authorized Mail****3.2.1 Mailability**

USPS mailability standards for international mail apply to mail sent to the Department of State for transmission abroad, in addition to any restriction imposed by the Department of State. [E020.2.1]



### 3.2.2 Address Format

All items authorized for transmission by the Department of State must be addressed:

NAME

FOREIGN CITY [omit name of country]

DEPARTMENT OF STATE

WASHINGTON DC 20521

[E020.2.2]

### 3.2.3 Extra Services

The following extra services are not available for mail transmitted through the Department of State: certified, COD, Delivery Confirmation, insured, registered, restricted delivery, return receipt, return receipt for merchandise, Signature Confirmation, and special handling. If one of those services is requested on this mail, it is returned to the sender endorsed "Service Not Available." [E020.2.3]

### 3.2.4 Weight and Size

Weight and size limits are 40 pounds, 24 inches in length, and 62 inches in length and girth combined. [E020.2.4]

### 3.2.5 Postage Rates

Postage at the applicable domestic rate for the class of mail and the type of service requested applies to mail sent through the Department of State. Zoned rates are computed from Washington, DC. [E020.2.5]

### 3.2.6 Customs

Customs declarations and stickers are not required on mail sent through Department of State facilities. [E020.2.6]

### 3.2.7 Prohibited Material

The Department of State does not accept dangerous or fragile materials, glass containers, parcels not meeting its size and weight limits, and items specified in its regulations, including the following:

- a. The personal effects of deceased U.S. citizens.
- b. Any item that is illegal to import into the receiving country or export from the sending country.
- c. Goods from third-country sources addressed to the Department of State requiring clearance by customs authorities before onward shipment to posts abroad.
- d. Alcoholic beverages, plants, and animals.
- e. Foodstuffs weighing more than 25 pounds per authorized individual per calendar year.
- f. Any item shipped to circumvent the weight limits provided for household effects, air freight, and food allowances. *This prohibition does not preclude the occasional shipment of clothing, gifts, printed materials, personal necessities, or household wares.* [E020.2.7]

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**3.3 Mail Security**

The Department of State does not assume liability for loss or damage to any mail it accepts for transmission abroad. By using the department's facilities, the sender consents both to the department's examining the mail by means such as x-ray and letter-bomb detector and to the department's opening, searching, and divulging the content of any package. The Department of State does not open a sealed envelope that it believes to contain only correspondence or documents, except with the consent of the sender or addressee or under a federal search warrant. [E020.3.0]

**4.0 Mail Sent by U.S. Armed Forces****4.1 Letters Sent Postage Collect****4.1.1 Eligibility and Marking**

Letters sent by soldiers, sailors, airmen, and marines in the U.S. military service stationed in the United States or other places where U.S. domestic mail service operates, addressed to places in the United States, may be dispatched without postage for collection of the postage on delivery, if endorsed as follows:

- a. The address side of the letter must be marked "Soldier's Letter," "Airman's Letter," "Sailor's Letter," or "Marine's Letter," as applicable.
- b. Under the marking, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer to whose command the soldier or airman belongs, or of a surgeon or chaplain at a hospital where he or she is. In the Navy and Marine Corps, the letter must bear the signature and official designation with a facsimile hand stamp or in writing of a commissioned officer attached to the vessel on which the member is serving or an officer commanding a hospital or detachment ashore where he or she is. [E030.1.1]

**4.1.2 Postage**

Postage at the applicable single-piece rate for First-Class Mail is collected from the addressee on delivery. [E030.1.2]

**4.2 Matter Sent Free****4.2.1 Description**

Matter that may be mailed free of postage by certain military personnel is restricted to letters, postcards, and recorded communications (whether sound or video) with the character of personal correspondence. [E030.2.1]

**4.2.2 Eligibility**

The free mailing privilege may be used only by members of the U.S. Armed Forces on active duty who are either:

- a. Assigned to military duty in a certain overseas area, as designated by the President or designee under 39 USC 3401(a)(1), and who mail the matter at an Armed Forces post office in that area.

- b. Hospitalized in a facility under the jurisdiction of the U.S. Armed Forces because of disease or injury from military service in an overseas area, as designated by the President or designee. [E030.2.2]

#### **4.2.3 Description of Overseas Areas**

The definition of *overseas areas* is administered by the Military Postal Service Agency, which periodically provides the USPS with information for publication in the *Postal Bulletin* listing current overseas areas and other pertinent details. [E030.2.3]

#### **4.2.4 Military Address**

Matter mailed free must be addressed to a military post office (APO/FPO) or a place in the United States (including its territories, possessions, and Puerto Rico) served by a U.S. post office. [E030.2.4]

#### **4.2.5 Preparation**

The address side of a mailpiece must be marked "FREE," written in the sender's handwriting, in the upper right corner; and the sender's name, military grade, and complete military address, in the upper left corner. [E030.2.5]

#### **4.2.6 Extra Services**

Matter mailed free may not be registered, certified, or insured. [E030.2.6]

#### **4.2.7 Undeliverable Mail**

If matter mailed free is undeliverable as addressed, the matter is treated as First-Class Mail for transportation, processing, delivery, and handling. [E030.2.7]

## 5.0 Free Matter for the Blind and Other Physically Handicapped Persons

### 5.1 Basic Information

#### **5.1.1 General**

Subject to the standards below, matter may be entered free of postage if mailed by or for the use of blind or other persons who cannot read or use conventionally printed materials due to a physical handicap. The provisions of 5.0 apply to domestic mail only. [E040.1.1]

#### **5.1.2 Mail Classification**

Matter mailed free under this standard is not considered part of any particular class of mail and is not protected against postal inspection. This matter is treated as First-Class Mail for the exclusive purposes of determining appropriate standards for processing and delivery and for handling if undeliverable. [E040.1.2]

#### **5.1.3 Eligibility**

The following persons are considered to be blind or unable to read or use conventionally printed material due to a physical handicap for purposes of this section:

- a. Certified participants in the Library of Congress National Library Service for the Blind and Physically Handicapped (NLS).

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- b. Blind persons whose visual acuity, as determined by competent authority, is 20/200 or less in the better eye with correcting lenses, or whose widest diameter of visual field subtends angular distance no greater than 20 degrees.
- c. Other physically handicapped persons certified by competent authority as meeting one or more of the following conditions:
  1. Having a visual disability, with correction and regardless of optical measurement, that prevents the reading of standard printed material.
  2. Being unable to read or unable to use standard printed material as a result of physical limitations.
  3. Having a reading disability resulting from organic dysfunction and of sufficient severity to prevent their reading printed material in a normal manner.
  4. Meeting the requirements of eligibility resulting from a degenerative, variable disease that renders them unable to read or use conventional printed material because of impaired eyesight or other physical factors. These persons are eligible during the time in which they are certified by a competent authority as unable to read or use conventional materials.
- d. Eligible participants must be residents of the United States, including the several states, territories, insular possessions, and the District of Columbia, or American citizens domiciled abroad. [E040.1.3]

**5.1.4 Certifying Authority**

For purposes of this standard:

- a. The postmaster may extend the free matter privilege to an individual recipient based on personal knowledge of the individual's eligibility.
- b. In cases of blindness, visual impairment, or physical limitations, "competent authority" is defined to include doctors of medicine; doctors of osteopathy; ophthalmologists; optometrists; registered nurses; therapists; and professional staff of hospitals, institutions, and public or private welfare agencies (e.g., social workers, caseworkers, counselors, rehabilitation teachers, and superintendents). In the absence of any of these, certification may be made by professional librarians or by any person whose competence under specific circumstances is acceptable to the Library of Congress (see 36 CFR 701.10(b)(2)(i)).
- c. In the case of reading disability from organic dysfunction, "competent authority" is defined as doctors of medicine and doctors of osteopathy. [E040.1.4]

**5.1.5 Qualifying Individuals**

The USPS may require individuals claiming entitlement to the free matter privilege to furnish evidence of eligibility consistent with the standards in 5.1.3 and 5.1.4, or verify by other means that the recipients are eligible to receive free matter. [E040.1.5]

## 5.2 Matter Sent To Blind or Other Physically Handicapped Persons

### 5.2.1 Acceptable Matter

Subject to 5.2.2, this matter may be mailed free:

- a. Reading matter in braille or 14-point or larger sightsaving type and musical scores.
- b. Sound reproductions.
- c. Paper, records, tapes, and other material for the production of reading matter, musical scores, or sound reproductions.
- d. Reproducers or parts of them for sound reproductions.
- e. Braille writers, typewriters, educational or other materials or devices, or parts thereof, used for writing by, or designed or adapted for use of, a blind person or a person who has a physical impairment as described in 5.1.3. [E040.2.1]

### 5.2.2 Conditions

The matter listed in 5.2.1 must meet these conditions:

- a. The matter must be for the use of a blind or other physically handicapped person.
- b. Either no charge, rental, subscription, or other fee is required for this matter; or, if required, may not exceed the cost of the item.
- c. The matter may be opened and inspected by the USPS.
- d. The matter contains no advertising. Advertising is defined as:
  1. All material of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
  2. Reading matter or other material of which an advertising rate is charged.
  3. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in which a display advertisement appears.
  4. An organization's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter. [E040.2.2]

### 5.2.3 Letters From Sighted Individuals

Letters prepared in any form by sighted individuals, to be sent to a blind or other physically handicapped person, or empty shipping materials for mailing matter described in this section, may not be sent free and must bear the full applicable postage. [E040.2.3]

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**5.3 Matter Sent By Blind or Other Physically Handicapped Persons****5.3.1 Acceptable Letters**

Only letters in braille or in 14-point or larger sightsaving type or in the form of sound recordings, and containing no advertising, may be mailed free, and only if unsealed and sent by a blind or other physically handicapped person as described in [5.1.3](#).  
[E040.3.1]

**5.3.2 Other Letters**

Letters that are handwritten, or printed or typed in a type size smaller than 14 points, may not be sent free. These letters must bear the full applicable postage.  
[E040.3.2]

**5.4 Preparation****5.4.1 Basic Standards**

All matter mailed under this standard:

- a. Must be marked “Free Matter for the Blind or Handicapped” in the upper right corner of the address side.
- b. Must meet the minimum and maximum dimensions in [601.1.0](#).
- c. Is subject to the mailability standards in [601.8.0](#) through [601.11.0](#) in *Mailability*.  
[E040.4.1]

**5.4.2 Extra Services**

Insurance is the only extra service that can be added to mail sent under this standard. The fee for insurance must be paid by the sender. [E040.4.2]

**6.0 Official Mail (Franked)****6.1 Basic Information****6.1.1 Members of Congress**

Official mail of Members of Congress is sent without prepayment of postage and bears instead either a written or printed facsimile signature or a specified marking. [Exhibit 6.1.1](#) shows what is accepted under frank and who is authorized its use.  
[E050.1.1]

**Exhibit 6.1.1 Franked Mail of Members of Congress**

| <b>USER ENTITLED</b>  | <b>MATTER PERMITTED</b>   | <b>MARKING REQUIRED</b>   | <b>PERIOD AUTHORIZED</b>  |
|---|---|---|---|
| Vice President of the United States, Members of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, and each elected officer of the House of Representatives (other than Members of the House)   | Public documents printed by order of Congress   | "Public Document" and "U.S.S." or "M.C." must appear on address side.   | During 90 days immediately after expiration of term of office   |
| Members of Congress and Resident Commissioners  | <i>Congressional Record</i> or any part of it (including reprints of any part, speech, or report contained in it) if for official business, activities, or duties | "Congressional Record" or "Part of Congressional Record" and "U.S.S." or "M.C." must appear on address side.  | During term of office only  |
| Members of Congress   | Seed and agricultural reports from Department of Agriculture  | Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.   | During 90 days immediately after expiration of term of office   |
| Vice President of the United States, Members and Members-elect of Congress, Resident Commissioners, Secretary of the Senate, Sergeant at Arms of the Senate, each elected officer of the House of Representatives (other than a Member of the House), Legislative Counsels of the House of Representatives and the Senate, Law Revision Counsel of the House of Representatives, and Senate Legal Counsel | Official correspondence including Mailgrams   | Mailgrams may be sent in standard Mailgram envelopes. For other correspondence, signature and title (written or printed facsimile) of person entitled to frank must appear on address side. | During term of office only. When position of Secretary, Sergeant at Arms, elected officer, Legislative Counsel, Law Revision Counsel, or Senate Legal Counsel is vacant, privileges may be exercised in officer's name by authorized persons. |
| Vice President-elect  | All mail connected with preparation for assumption of official duties as Vice President   | Signature and title (written or printed facsimile) of Vice President-elect must appear on address side.   | Until assumption of duties as Vice President  |
| Former Vice President, each former Member of Congress, former Secretary of the Senate, former Sergeant at Arms of the Senate, each former elected officer of the House (other than former Member of the House), and each former Delegate or Resident Commissioner   | Matter on official business about closing of offices  | Signature and title (written or printed facsimile) of person entitled to frank must appear on address side.   | During 90 days immediately after date of leaving office   |
| Former Speakers of the House  | Public documents, seeds, and agricultural reports from Department of Agriculture, official correspondence including Mailgrams                                     | Signature and title (written or printed facsimile) of former Speaker, or Mailgram or public document marking as shown above, must appear on address side.                                   | For as long as former Speaker determines necessary  |

[Exhibit E050.1.1]

703.6.1.2

**6.1.2 Former President and Spouse**

Any former President of the United States and any surviving spouse of a former President may send nonpolitical mail as franked mail if it bears the sender's written or facsimile signature and the words "Postage and Fees Paid" in the upper right corner of the address side. [E050.1.2]

**6.1.3 Surviving Spouse of Member of Congress**

When a Member of Congress dies during the term of office, the Member's surviving spouse may send correspondence relating to the death without prepayment of postage, for a period not to exceed 180 days after the death of the Member. The mail must bear the sender's written or facsimile signature in the upper right corner of the address side. If there is no surviving spouse, this privilege may be exercised by an immediate family member of the deceased Member of Congress designated by the Secretary of the Senate or the Clerk of the House of Representatives, as appropriate. [E050.1.3]

**6.1.4 Use**

A person entitled to use franked mail may not lend this frank or permit its use by any committee, organization, association, or other person. This restriction does not apply to a committee of the Congress. [E050.1.4]

**6.1.5 Criteria**

Franked mail must be addressed to the recipient by name, except under [602.3.0, Use of Alternative Addressing](#), and it must meet the mailability criteria in [601](#) and the physical standards for the class of mail used. [E050.1.5]

**6.1.6 Handling**

Franked mail is entitled to all extra services for which it is properly endorsed and is handled and forwarded as ordinary mail, except that after delivery to the addressee, it may not be remailed. [E050.1.6]

**6.1.7 Package to One Addressee**

A person entitled to use franked mail may send a package of franked mail to one addressee, who may open the package and, on behalf of such person, address the franked articles and mail them. [E050.1.7]

**6.2 Addressing****6.2.1 Required Addressing**

Except as permitted in [6.2.2](#), all mail sent under the franking privilege must be addressed to the recipient by name and complete delivery address. [E050.2.1]

**6.2.2 Alternative Addressing**

Mail sent under the franking privilege of a member of or member-elect to Congress or a delegate, delegate-elect, resident commissioner, or resident commissioner-elect to the U.S. House of Representatives may be addressed under the alternative addressing formats in [602.3.2](#) through [602.3.4](#) for delivery to customers within the congressional district, state, or area that he or she represents. A member of the House of Representatives may not, under the franking privilege, use the alternative addressing formats to send mail outside the congressional district that he or she



represents. Any representative-at-large may send franked mail with the simplified address format to Postal Service customers within the entire state that he or she represents. [E050.2.2]

### 6.2.3 Simplified Address Format—Mail Preparation

Mailers must prepare containers of mail using the simplified address format in the manner listed below:

- a. Containers of congressional frank mailpieces using the simplified address format must be prepared under [602.3.0](#).
- b. PS Tag 11, *Congressional Mail* (“Postmaster—Open and Distribute”), must be securely affixed to each sack or tray of congressional mail to ensure adequate identification of the mail. On trays, the tag must be affixed to the end that bears the tray label. [E050.2.3]

### 6.2.4 Delivery

Mail with a simplified address format is delivered within the district, state, or area to any of the following:

- a. Each boxholder or family on a rural or highway contract route.
- b. Each post office boxholder.
- c. Each active possible delivery on city carrier routes.
- d. For deliveries under [6.2.4a](#) and [6.2.4c](#), partial distribution of simplified address mailings is permitted only when the carrier’s delivery territory crosses congressional district boundaries. In these cases, complete distribution is made to the portion of the route within a single congressional district. [E050.2.4]

### 6.2.5 Delivery Information

Delivery information as described in [509.1.0](#), *Address Information System Products*, is provided on request for a congressional district when a post office serves areas located in more than one district. [E050.2.5]

## 7.0 Official Mail (Penalty)

### 7.1 Definitions

The term *penalty mail* refers to official mail, sent by U.S. government agencies, relating solely to the business of the U.S. government, that is authorized by law to be carried in the mail without prepayment of postage. For this standard, *agencies* are departments, agencies, corporations, establishments, commissions, committees, and all officers and authorities of the U.S. government authorized to use penalty mail. [E060.1.0]

### 7.2 Postage And Fees

#### 7.2.1 Reimbursement

Agencies must reimburse the USPS the equivalent amount of postage and fees due for the penalty mail service they receive, following instructions from the USPS. The USPS requires agencies to use penalty postage meters (postage evidencing

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systems) or other forms of direct accountability for penalty mail services to ensure proper reimbursement through the Official Mail Accounting System (OMAS).

[E060.2.1]

### **7.2.2 Prepayment**

An agency may also prepay postage by any method available to private-sector mailers. This prepaid mail is not considered penalty mail. [E060.2.2]

## **7.3 Eligibility**

### **7.3.1 Matter Sent as Penalty Mail**

Only matter relating solely to the business of the U.S. government may be sent without prepayment of postage as penalty mail when mailed by officers of the executive and judicial branches of the government, the Legislative Counsel for the House of Representatives and the Senate, the Superintendent of Documents, and the Joint Committee on Printing when it mails correspondence on the Congressional Directory. Generally, the USPS holds that the agency determines which matter relates solely to its own business. Cases of questionable use must be referred to the agency. [E060.3.1]

### **7.3.2 USDA**

Special conditions that apply to the U.S. Department of Agriculture (USDA) include:

- a. All correspondence, bulletins, and reports about agriculture extension work and home economics carried on in cooperation with the USDA may be sent as penalty mail when mailed by the college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture. The designated officer may deposit mailings only at the post office authorized by the PCSC. Correspondence must be conducted under the designated officer's name. Correspondence with an autograph signature may be sealed. All other matter must be unsealed.
- b. All correspondence, bulletins, and other matter promoting cooperative extension work as a federal enterprise or relating exclusively to the business of the U.S. government may be sent as penalty mail by cooperative extension agents of the USDA Extension Service when part of their official duties. If cooperative extension employees mail correspondence, authorized USDA agents must sign it and give their official titles to show that they are authorized to use penalty mail.
- c. Annual reports of government-aided colleges (under 7 USC 325) may be sent as penalty mail when addressed to the Secretary of Education, the Secretary of Agriculture, or to any other such government-aided college. [E060.3.2]

### **7.3.3 Employment Security Offices**

All mail prepared by state employment security offices cooperating with the U.S. Department of Labor is accepted without prepayment of postage or fees. [E060.3.3]

### **7.3.4 Others Authorized**

The general secretariat of the Organization of American States and Pan American Health Organization (or Pan American Sanitary Bureau) are authorized by law to transmit official matter without prepayment (see the *International Mail Manual*).

[E060.3.4]

**7.3.5 Vice President-Elect**

The Vice President-elect of the United States may send franked mail in connection with preparations for assuming official duties as Vice President. The right to use penalty mail ceases immediately on inauguration to the vice presidency. [E060.3.5]

**7.4 Authorization****7.4.1 Authorized Agencies**

Agencies authorized to use penalty mail are listed in Handbook DM-103, *Official Mail*, and are updated periodically in the *Postal Bulletin*. Other agencies may request authorization to use penalty mail by writing to the Post Office Accounting manager, USPS Headquarters (see [608.8.0](#) for address). [E060.4.1]

**7.4.2 College Officer**

The college officer or other person connected with the extension department of the college and designated by the Secretary of Agriculture to use penalty mail under [7.3.2a](#) must be authorized by the PCSC to deposit penalty mail at a specific post office. [E060.4.2]

**7.4.3 Licenses and Permits**

Any agency authorized to use penalty mail must obtain licenses or permits to use penalty postage meters, penalty permit imprints, penalty business reply mail, and penalty Periodicals at specific post offices under [7.7](#) through [7.13](#). [E060.4.3]

**7.4.4 Private Use**

Unless permitted by USPS standards, an agency may not lend or provide penalty envelopes, cards, cartons, labels, meter stamps, or penalty mail stamps to any private person, concern, or organization. The use of these items for matter not relating exclusively to the business of the U.S. government is prohibited. [E060.4.4]

**7.4.5 Permit and BRM Numbers**

Penalty mail permit imprint or BRM numbers, or information to help agencies track and account for penalty mail postage by cost center, may be obtained by written request to the Post Office Accounting manager, USPS Headquarters. [E060.4.5]

**7.5 Services, Classes, Rates, Preparation, And Detention****7.5.1 Postal Services**

USPS policy is to give penalty mail customers all postal services for which they qualify, including forwarding, return, and address correction, unless otherwise provided by law or regulation. Agencies must pay for services in accordance with [604.7.0](#), [604.9.0](#), and [604.11.0](#). [E060.5.1]

**7.5.2 Nonprofit Rates**

Agencies are not permitted to send penalty mail at any nonprofit or subsidized rate. [E060.5.2]

**7.5.3 Basic Preparation**

Penalty mail must:

- a. Be prepared with an appropriate penalty indicia format.
- b. Meet the eligibility, marking, preparation, and physical standards for the class of mail and rate of postage used.

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- c. Include a ZIP+4 code or a 5-digit ZIP Code in all delivery and return addresses.
- d. For all methods of payment, be endorsed for class or rate except for single-piece rate First-Class Mail. [E060.5.3]

**7.5.4 Discounted Rates**

Discounted rate penalty mail mailings must meet additional preparation standards:

- a. Presorted mailings must be prepared with penalty postage meters or penalty permit imprints or, for Periodicals, the penalty Periodicals imprint.
- b. Mailing fees and application fees are reimbursed under 7.2 and are not paid to the local post office, but are charged and billed through the Official Mail Accounting System (OMAS) from records of mailing activity.
- c. Discounted rate mailings must meet the eligibility and preparation standards and must be submitted to the designated USPS acceptance unit with the proper USPS postage statement.
- d. Discounted rate mailings are subject to the same USPS procedures for verifying mail preparation as private-sector mailings. First-Class Mail and Priority Mail, however, are not detained for improper mailer preparation. If the agency cannot be reached about a disqualified discounted rate mailing, the single-piece rate is charged and the mailing is accepted. [E060.5.4]

**7.5.5 Extra Services**

Penalty mail endorsed for an extra service is given the requested service. Penalty mail may not be used for:

- a. Money orders.
- b. Collect on delivery (COD) mail.
- c. Post office box service fees. [E060.5.5]

**7.5.6 Shortpaid and Unpaid Mail**

604.7.0, 604.9.0, and 604.11.0 apply to shortpaid and unpaid penalty mail, except that military units engaged in hostile operations or operating under arduous conditions may send mail postage-due, using a special postage-due format, when permitted under 7.5.7. [E060.5.6]

**7.5.7 Military Units**

Military units engaged in hostile operations or operating under arduous conditions may be authorized to use a special form of postage-due penalty mail, subject to these conditions:

- a. This mail must be in the format shown in Exhibit 7.5.7.
- b. The special postage-due endorsement must be printed or hand-stamped above the delivery address where postage normally is affixed.
- c. Endorsements for class and requested extra services must be placed below the special postage-due indicia.
- d. The return address must be a military post office (APO/FPO).

- e. The Military Postal Service Agency must notify the Post Office Accounting manager, USPS Headquarters, within 3 business days after effecting these provisions.
- f. The use of these provisions is limited to 120 days from date of authorization unless otherwise announced.
- g. With prior agreement, the Military Postal Service Agency and the USPS may conduct tests of these provisions during designated military training exercises. [E060.5.7]

### Exhibit 7.5.7 Postage-Due Mail for Military Units Engaged in Hostile Operations

Special postage-due endorsement

MILITARY AGENCY NAME  
APO/FPO ADDRESS

OFFICIAL BUSINESS  
Penalty for Private Use \$300

Armed Forces  
Postage-Due Mail  
Collect Postage From  
Addressee Per DMM 703.8.5.7  
DO NOT RETURN TO SENDER  
FOR POSTAGE

Space for class and requested extra service endorsements

[Exhibit E060.5.7]

#### 7.5.8 Foreign

Penalty mail may be sent to other countries under the applicable standards and restrictions. [E060.5.8]

#### 7.5.9 Mail Detention

Except as permitted by standard, the USPS does not hold penalty mail even if the mail appears to abuse official mailing privileges. Reports of indicated abuse are submitted to the PCSC for referral to the proper agency for investigation and action. [E060.5.9]

## 7.6 General Standards for Penalty Indicia

### 7.6.1 General

The formats and methods of mailing penalty mail are penalty metered mail, penalty permit imprint mail, penalty mail stamps, penalty Periodicals imprint mail, and penalty reply mail. There are also special procedures for penalty Express Mail.

## 703.7.6.2

Information on use of INTELPOST may be obtained from the Post Office Accounting manager, USPS Headquarters. All penalty mail matter must meet the applicable standards in 7.6 through 7.15. [E060.6.1]

**7.6.2 Use**

Envelopes and labels prepared under these standards may be used only to transmit penalty mail within the U.S. Mail, except when:

- a. Official items are carried by employees of the originating agency.
- b. Official items are carried by contractors for later entry into the U.S. Mail.
- c. Agencies reach written agreement with the Post Office Accounting manager, USPS Headquarters, to account for and pay postage on official items carried outside the U.S. Mail (18 USC 1693-1699 and 39 USC 601-606). [E060.6.2]

**7.7 Penalty Meter****7.7.1 Description**

Any agency may use postage meters (postage evidencing systems) with a special penalty design, following the procedures in 604.4.0 as modified in 7.7.2 through 7.7.11. [E060.7.1]

**7.7.2 License**

The agency must include its 3-digit agency code on each application for a meter license submitted under 604.4.0 and may assign one cost code to each license. A meter may be licensed for use at only one licensing post office. The agency must have a license and assigned meter(s) for each post office where it will deposit mail. The agency may have any number of meters under a single license. All transactions for each meter on a single license are charged to the agency code on the license application. [E060.7.2]

**7.7.3 Meter Indicia Format**

Penalty mail meter stamp designs must be placed in the upper right corner of the mailpiece. Except under 604.4.8.9, *Ink*, or 604.4.8.10, *Facing Identification Mark*, envelopes used with a penalty postage meter must not contain facing identification marks (FIMs) or printing other than the meter indicia in the area where the meter stamps are applied. [E060.7.3]

**7.7.4 Return Address**

The complete return address (agency name and mailing address) must be in the upper left corner of each mailpiece. The preprinted words "Official Business" must be immediately below the return address. [E060.7.4]

**7.7.5 Refunds for Unused Penalty Meter Indicia**

Refunds for complete, legible, valid, unused penalty mail meter indicia are made under 604.10.3.2. No refunds are made in cash or applied to a meter. [E060.7.5]

**7.7.6 Transferring Meter**

An agency transferring a meter from one licensing post office to another must obtain a license from the new licensing office under 7.7.2. [E060.7.6]

**7.7.7 On-Site Service**

An agency wanting on-site meter service must pay the required fee in cash or with a check when the service is rendered. [E060.7.7]

**7.7.8 Replacement Meter**

If a meter is replaced, the remaining postage is transferred from the original meter to the replacement meter under [604.4.0](#) and [604.5.0](#). The postage may not be transferred to a penalty meter operating under a different license number. Cash refunds are not issued to agencies for penalty mail postage meters checked out of service. [E060.7.8]

**7.7.9 Insufficient Postage**

Penalty metered mail with insufficient postage imprinted, and envelopes and labels designed for penalty meter use found in the mail without a penalty meter stamp, are treated as postage due under [604.7.0](#), [604.9.0](#), and [604.11.0](#). [E060.7.9]

**7.7.10 Computerized Meter Resetting**

An agency may use a penalty mail version of the authorized postage meter payment process for remotely reset meters if it is offered by the postage meter provider and approved by the USPS. The agency must follow the procedures in [604.4.0](#) and [604.5.0](#), except the agency is not required to prepay for metered postage. [E060.7.10]

**7.7.11 Disaster Field Office Meters**

Authorized federal government agencies also may use a special penalty version of the authorized postage meter payment process for remotely reset meters for meters known as Disaster Field Office (DFO) meters. These meters are *only* for temporary use in federal government-declared disaster areas and must be replaced by regular penalty meters within 30 days, except for those used by designated agency staff specialists not in a fixed location (e.g., mobile vehicle or temporary office), who may use them through the duration of the emergency operation declaration. Written requests for authorization to use DFO meters must be submitted to the Post Office Accounting manager (see [608.8.0](#)) and include the name, office address, and telephone number of an agency headquarters manager responsible for tracking and maintaining these meters, including complying with the necessary examination requirements. License applications for DFO meters are handled by the meter providers, who set up the licenses through the Washington, DC, licensing post office under normal meter licensing procedures. [E060.7.11]

**7.8 Penalty Permit Imprint****7.8.1 Application**

An agency may apply to use penalty permit imprint procedures by completing Form 3615. The agency submits it to the post office where the mailings are to be deposited. The agency must show the complete name of the agency and, if applicable, the name of the component unit in the "Name of Applicant" section of the form. When the agency receives authorization to use a penalty permit imprint number not shown in the most recent listing in the *Postal Bulletin*, a copy of the authorizing letter from the Post Office Accounting manager, USPS Headquarters, must be submitted with Form 3615 to the post office where mailings are to be made. These procedures also apply when an agency uses a contractor to mail

## 703.7.8.2

penalty permit imprint matter, unless the agency provides the contractor with the completed Form 3615 to submit to the entry post office. Fees are reimbursed under [7.2](#) and are not paid to the local post office. The USPS is not required to complete Form 3615 to activate its own permit imprint number (G-10) at post offices.

[E060.8.1]

**7.8.2 Indicia Format**

The penalty permit imprint indicia must be in a rectangular box in the upper right corner of the mailpiece. The indicia must include the words “Postage and Fees Paid,” the agency name, and the agency’s assigned penalty permit imprint number or other penalty permit imprint number authorized by the Post Office Accounting manager, USPS Headquarters, preceded by the letter “G.” In addition, the class of mail or appropriate rate endorsement must be the first item within the indicia or immediately below or to the left of the indicia. Rate endorsements for certain rate categories may also be directly above the top line of the address. The city of mailing, amount of postage, and weight of the piece may be included within the indicia but are not required. First-Class Mail penalty permit imprints may also show the date.

[E060.8.2]

**7.8.3 Return Address**

The complete return address (agency name and mailing address) must be in the upper left corner. The preprinted words “Official Business” and “Penalty for Private Use \$300” must be directly below the return address. The penalty statement must not be handwritten or typewritten. [E060.8.3]

**7.8.4 Postage Statement**

Mail sent under penalty permit imprint procedures must meet the standards of [604.6.0](#), except for prepayment and imprint format. The proper USPS postage statement must be submitted with each penalty permit imprint mailing. If a receipt is needed, the mailer must submit a duplicate of the postage statement. When a postage statement is submitted by a Government Printing Office (GPO) contractor, the serial number of the accompanying GPO Form 712 must be shown in the upper right corner. [E060.8.4]

**7.8.5 GPO Contractor**

As an exception to the general standard in [7.8.5](#), an agency mailing submitted by a GPO contractor may contain nonidentical-weight pieces or more than one class of mail, if:

- a. The pieces are for mailing only at single-piece rates.
- b. All other applicable standards for use of permit imprints are met, including those on minimum quantity and class of mail endorsements.
- c. A completed Form 3602-G is submitted to the entry post office for each mailing, in duplicate if the contractor wants a copy.
- d. The mailing is separated by the class and weight categories on Form 3602-G when presented to the post office. Postage is computed on the average weight of a piece for each category of mailing reported.
- e. Mailings reported on Form 3602-G are not eligible for intra-BMC Parcel Post rates.



- f. GPO Form 712 is submitted with the mailing and the proper USPS postage statement. [E060.8.5]

**7.9 Penalty Postage Stamps and Stationery**

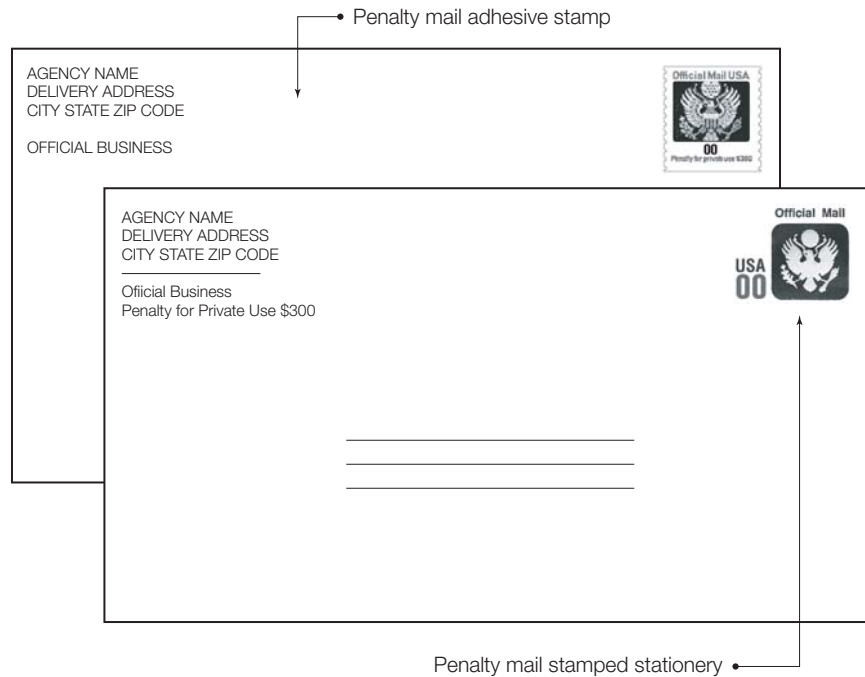
**7.9.1 Use**

Penalty mail stamps may be used by any authorized federal agency to facilitate postage accountability. Enough penalty mail stamps to cover the correct single-piece rate postage, including applicable surcharges or extra service fees, must be affixed to each mailpiece. Pieces with insufficient penalty mail stamps affixed, and envelopes and labels designed for penalty mail stamps found in the mail without a penalty mail stamp, are handled under 604.7.0, 604.9.0, and 604.11.0. [E060.9.1]

**7.9.2 Availability**

Penalty mail stamped stationery (plain stamped envelopes, personalized envelopes, and stamped cards) and penalty mail adhesive stamps (see Exhibit 7.9.2) are available in various denominations. [E060.9.2]

**Exhibit 7.9.2 Penalty Mail Postage Format**



[Exhibit E060.9.2]

**7.9.3 Application**

A federal agency may apply to use penalty mail stamps by submitting a letter to the Post Office Accounting manager, USPS Headquarters, stating how the agency plans to use the stamps. The Post Office Accounting manager provides a written response stating approval or denial of the application. [E060.9.3]

**7.9.4 Placement**

Penalty mail adhesive stamps must be affixed in the upper right corner of the address side of the mailpiece. [E060.9.4]

**7.9.5 Return Address**

The complete return address of the agency (agency name and mailing address) must be in the upper left corner of the address side of the mailpiece. The preprinted words "Official Business" must be immediately below the return address. On penalty stamped stationery, "Penalty for Private Use \$300" must be placed below "Official Business." [E060.9.5]

**7.9.6 Ordering Stock**

An agency authorized to use penalty mail stamps must order penalty mail stock as follows:

- a. Orders for penalty mail stamp stock other than personalized envelopes must be sent on Form 17-G to the stamp distribution office (SDO) serving the ZIP Code area to which the stamp stock is to be shipped. Orders for personalized envelopes must be sent on Form 17-J to Stamp Fulfillment Services (see [608.8.0](#) for address).
- b. Each order must total at least \$50. Smaller orders received are increased to meet or exceed the minimum by adding full 100-stamp coils at the current First-Class single-piece 1-ounce rate.
- c. Each denomination of stamps must be ordered in multiples of 100 (i.e., full sheets or coils), except that \$1 and \$5 stamps must be ordered in multiples of 10.
- d. Penalty stamped cards must be ordered in full units of 250 cards.
- e. Penalty stamped envelopes (plain and personalized) must be ordered in full units of 500 envelopes. [E060.9.6]

**7.9.7 Exchanges**

Incorrectly shipped items or items damaged in shipping or defective or otherwise unserviceable may be exchanged by the SDO at full value. [E060.9.7]

**7.10 General Standards for Penalty Reply Mail****7.10.1 Restriction to Approved Formats**

An agency may distribute penalty envelopes, cards, cartons, or labels to any person, concern, or organization. To distribute penalty reply mail, agencies must use the penalty business reply mail format; the penalty metered reply format; penalty mail adhesive stamps or penalty mail stamped stationery; or the penalty merchandise return service label. [E060.10.1]

**7.10.2 Prepayment**

Prepaid adhesive postage stamps may be affixed to cards and envelopes distributed for reply purposes. [E060.10.2]

**7.10.3 Penalty Metered Reply**

An agency that holds a penalty postage meter license may distribute penalty metered reply cards and envelopes for return to the meter license holder, subject to the relevant standards in [604.4.0](#) and [604.5.0](#). [E060.10.3]

**7.10.4 Penalty Stamped Mail**

An agency authorized to use penalty mail may furnish to a person, concern, or organization from or through whom official matter is desired, for reply purposes, printed penalty mail stamped stationery or envelopes or cards bearing penalty mail stamps that contain the preprinted address of a federal office or officer. [E060.10.4]

**7.10.5 Format**

Letter-size reply mail pieces enclosed in automation rate mailings must meet the standards in [201.3.0](#) and [507.8.0](#). [E060.10.5]

**7.11 Penalty Business Reply Mail (BRM)****7.11.1 General**

An agency may participate in business reply mail service (including Qualified Business Reply Mail). Standards for business reply mail are in [507.8.0](#). Agencies can choose to pay postage and per piece charges for BRM by setting up a BRM advance deposit account to be billed through the Official Mail Accounting System (OMAS) or by paying for BRM through an OMAS postage due account. Under a BRM advance deposit account, the agency is billed an annual accounting fee by each post office ZIP Code where mail is returned, the appropriate postage, and high-volume BRM per piece charges. Under the postage due option, the agency pays the appropriate postage and basic BRM per piece charges through an OMAS postage due account. The postage, fees, and per piece charges are the same as those for private-sector customers (see [507.8.1](#)). Government agencies cannot use cash, penalty meter stamps, or penalty mail stamps to pay postage due. [E060.11.1]

**7.11.2 Application**

An agency must apply for a BRM permit on Form 3615 at each post office where its BRM is to be returned. The form must include the BRM permit number, the agency code, the agency cost code (if desired), and whether the agency wants to set up a BRM account. A contractor for the agency may submit the form if it is signed by an authorized agency representative. The USPS is not required to complete Form 3615 to activate its own BRM permit number at post offices. [E060.11.2]

**7.11.3 Permit Fees**

If an agency uses BRM at any location, it is charged an annual BRM permit and renewal fee for each permit number assigned. These fees are billed automatically by USPS Headquarters each year, and no agency action is necessary. [E060.11.3]

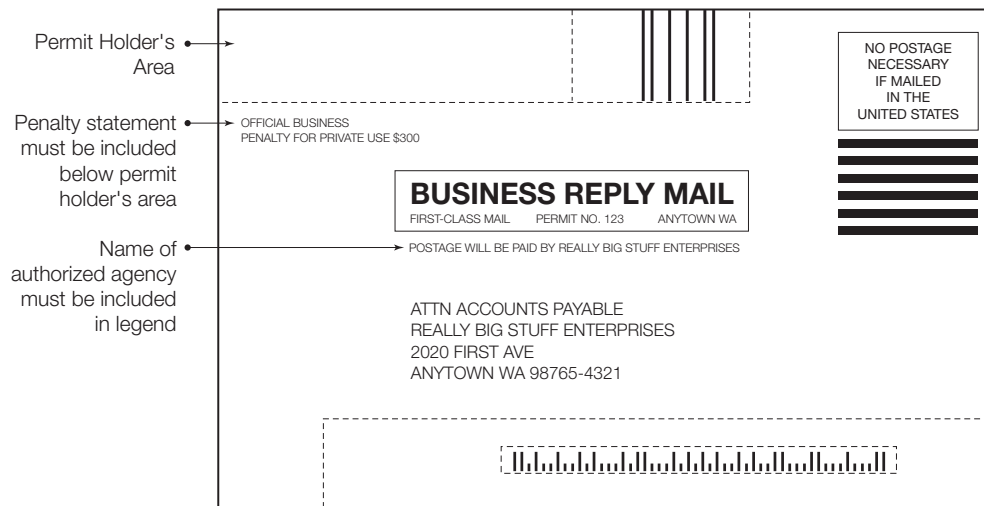
**7.11.4 Addressing and Format**

Penalty BRM envelopes must show the address of an authorized agency or a component unit. Envelopes must be printed as detailed in [507.8.0](#) and as shown in [Exhibit 7.11.4](#), with these exceptions:

703.7.11.5

- a. The address may be printed, typewritten, or hand-stamped directly on the mailpiece, or a printed gummed label may be affixed in the address area. The address must not be handwritten. Letter-size BRM enclosed in automation rate mailings must meet the standards in [201.3.0](#) and [507.8.0](#).
- b. The required legend must read “Postage Will Be Paid By [name of authorized agency].”
- c. The space for the permit holder’s use must include the statement “Official Business, Penalty for Private Use \$300.” Space above this statement may be used for return address, logos, and distribution codes. [[E060.11.4](#)]

### Exhibit 7.11.4 Penalty Business Reply Mail Format



*\*See Exhibit 507.9.8.1 for more complete formatting information*

[Exhibit E060.11.4]

### 7.11.5 Cancellation

If an agency wants to cancel a BRM account, the agency must notify the post office handling the account. [[E060.11.5](#)]

## 7.12 Penalty Merchandise Return Service

### 7.12.1 Description

Merchandise return service allows an authorized permit holder to pay the postage and extra service fees on single-piece rate First-Class Mail, Priority Mail, and Package Services (Parcel Post, Bound Printed Matter, and Media Mail only) that is returned by the permit holder’s customers via a special label produced by the permit holder as specified by [507.9.0](#). [[E060.12.1](#)]

### **7.12.2 Postage and Extra Service Fees**

The standards for payment of postage and fees are:

- a. The permit holder guarantees payment of the proper postage and extra service fees on all returned merchandise return service articles distributed under the permit holder's permit number. Postage is collected for each article from an OMAS MRS account.
- b. Returned parcels are charged single-piece rate postage and extra service fees based on the class or subclass marking on the label. If a piece is unmarked, then it is charged Parcel Post rates. If the postage for the returned piece is zoned and there is no way to determine the zone of origin (i.e., no postmark or return address), then postage is calculated at zone 4 (for Priority Mail) or zone 4 Inter-BMC rates (for Parcel Post).
- c. There is no per piece charge per parcel returned. [E060.12.2]

### **7.12.3 Annual Accounting Fee**

All MRS permit holders are required to pay the annual accounting fee in [507.9.1.2](#), which is assessed automatically through OMAS. [E060.12.3]

### **7.12.4 Application**

An agency must apply by letter to the Post Office Accounting manager, USPS Headquarters, to use merchandise return labels. A single permit number is assigned to each agency unless the agency asks for multiple numbers. [E060.12.4]

### **7.12.5 Post Office Notification**

Agencies must apply for authorization to use their penalty merchandise return permit by submitting a Form 3615 at each post office where pieces bearing penalty merchandise return labels will be received. No fee should accompany this application since all fees for penalty mailers are assessed through OMAS. [E060.12.5]

### **7.12.6 Permit Renewal**

Authorization to use a penalty merchandise return permit number at a local post office is renewed automatically unless the agency notifies the post office that it wishes to cancel its authorization. Annual authorization fees are assessed automatically through OMAS. [E060.12.6]

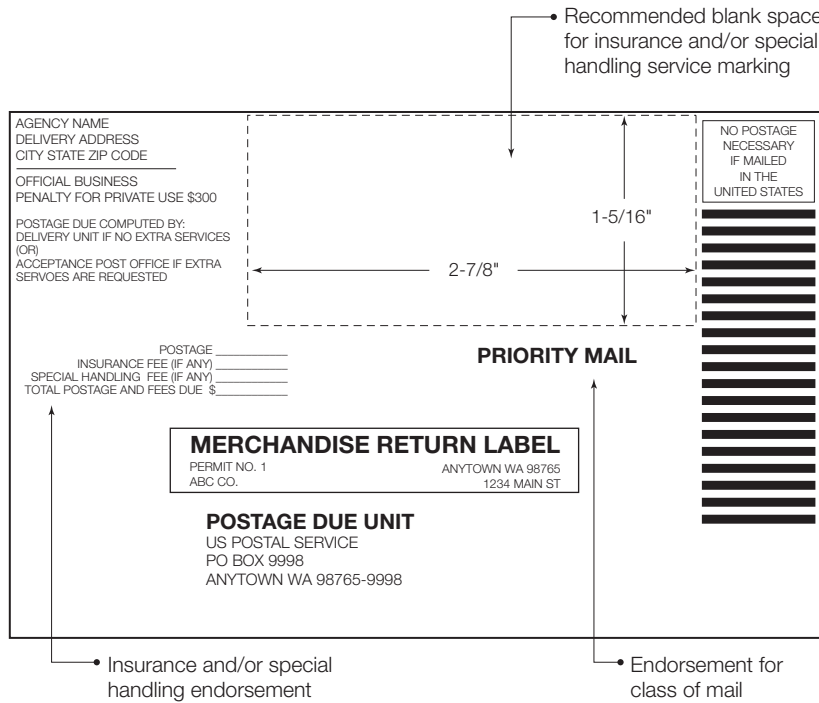
703.7.12.7

**7.12.7 Label Format**

The one-part merchandise return labels available for federal agencies must bear the address of an authorized agency or a component. *Exhibit 7.12.7a Merchandise Return Label with No Extra Services or with Insurance and/or Special Handling* shows the format required when no extra services are requested or when insurance and/or special handling are requested. *Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service without Insurance* shows the format required when registered service without postal insurance is requested. The label must be printed in the format required by 507.9.0, except:

- a. The phrases “Official Business” and “Penalty for Private Use \$300” must be printed directly below the return address and above the class of service requested in the upper left corner of the label.

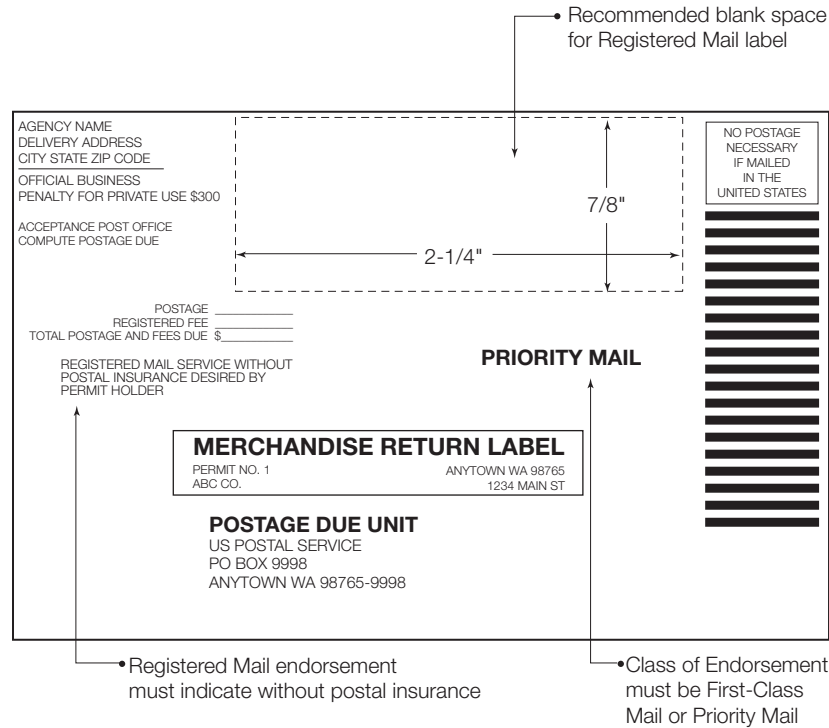
**Exhibit 7.12.7a Merchandise Return Label with No Extra Services or with Insurance and/or Special Handling**



[Exhibit E060.12.7a]

- b. The post office name required in the “Merchandise Return Label” legend must be the same as the post office authorized to receive the mail.

**Exhibit 7.12.7b Merchandise Return Label for Registered Mail Service without Insurance**



[Exhibit E060.12.7b]

- c. Permit holders are encouraged, but are not required, to put the rate marking in the space to the right and above the “Merchandise Return Label” legend. The marking must be at least 3/16 inch high and be printed or rubber-stamped. Only the permit holder may apply this marking. [E060.12.7]

**7.12.8 Insurance Indicated by Permit Holder**

The permit holder may obtain insured mail service with MRS. Indemnity under penalty mail merchandise return is limited to \$100. Items requiring insurance greater than \$100 may not be mailed under penalty merchandise return service. Only Package Services matter (i.e., matter not required to be mailed at First-Class Mail rates under 133.3.0) may be insured. Insured mail may be combined with other extra services as listed in 503.4.0, *Insured Mail*. To request insured mail service, the permit holder must preprint or rubber-stamp “Insurance Desired by Permit Holder for \$\_\_\_\_\_ (value)” to the left of and above the “Merchandise Return Label” legend and below the “Total Postage and Fees Due” statement on the merchandise return label. The value part of the endorsement, showing the dollar amount of insurance for

703.7.12.9

the article, may be handwritten by the permit holder. If insurance is paid for by the MRS permit holder, then only the MRS permit holder may file a claim (609).

[E060.12.8]

#### **7.12.9 Insured Mail Added by Sender**

If the permit holder has not indicated insured mail service on the MRS label, then the sender has the option of adding insurance at the sender's own expense. There is no limit on the indemnity coverage paid for by the sender. If insurance is paid by the sender, then only the sender may file a claim (609). [E060.12.9]

#### **7.12.10 Registered Mail**

Only the permit holder may request that the piece receive Registered Mail service by preprinting the endorsement noted below. All applications for registered merchandise return service must be submitted to the manager of Mailing Standards (see 608.8.0 for address). Registered Mail service may be obtained only on articles returned at First-Class Mail or Priority Mail rates. Only Registered Mail service without postal insurance is available under penalty mail merchandise return procedures. An agency wanting to register merchandise return articles with postal insurance must follow the procedures in 507.9.0. When Registered Mail service is requested for single-piece First-Class Mail or Priority Mail, no other extra service is available. The format in [Exhibit 7.12.7b, Merchandise Return Label for Registered Mail Service without Insurance](#), must be used for the merchandise return label, and the following endorsement must be preprinted to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Registered Mail Service without Postal Insurance Desired by Permit Holder." [E060.12.10]

#### **7.12.11 Special Handling**

Only the permit holder may request that the mailpiece receive special handling. The format in [Exhibit 7.12.7a, Merchandise Return Label with No Extra Services or with Insurance and/or Special Handling](#), must be used for the merchandise return label. Package Services items requiring special handling must have the following endorsement preprinted or rubber-stamped to the left of and above the "Merchandise Return Label" legend and below the "Total Postage and Fees Due" statement: "Special Handling Desired by Permit Holder." [E060.12.11]

#### **7.12.12 Permit Cancellation**

A permit may be canceled by the Post Office Accounting manager, USPS Headquarters, for violation of postal regulations, including:

- a. Refusing to accept and pay the required charges for merchandise return offered for delivery.
- b. Distributing merchandise return labels that do not meet USPS specifications.

[E060.12.12]

#### **7.12.13 Later Receipt**

When a permit is canceled, mailpieces received after the cancellation are treated under 507.9.0. [E060.12.13]



**7.13 Penalty Periodicals**

**7.13.1 Application**

An agency may apply for penalty Periodicals mailing privileges for periodical publications that meet the basic eligibility standards in 707.4.0 through 707.15.0. The correct application form and supporting materials must be submitted to the post office where the known office of publication is located. [E060.13.1]

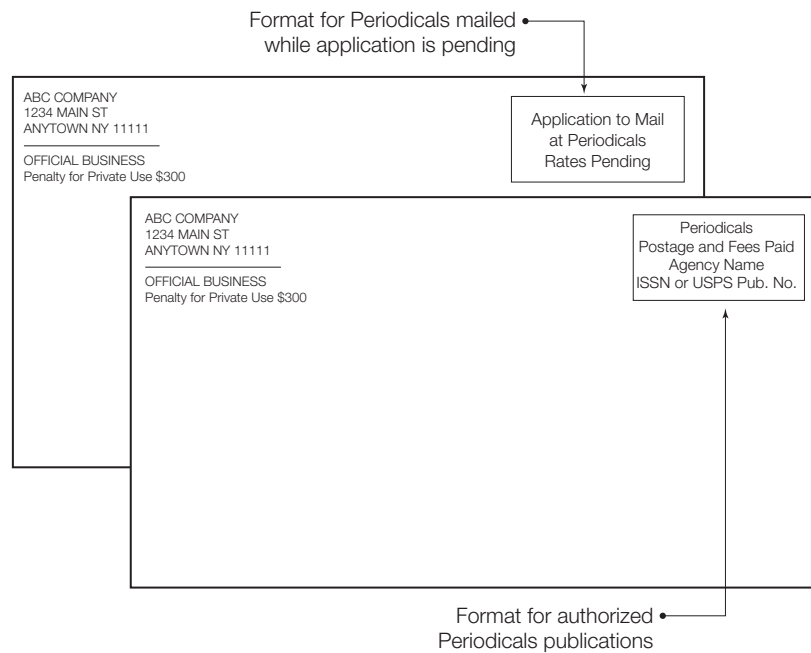
**7.13.2 Compliance**

Except for prepayment of postage, penalty Periodicals must meet the standards that apply to private-sector Periodicals publications. [E060.13.2]

**7.13.3 Format**

A penalty mail Periodicals imprint must be printed on the front or back cover of each copy, either in the upper right corner of the address area or in the upper right corner of the address side of the envelope or wrapper. The imprint for copies mailed while an application is pending must read “Application to Mail at Periodicals Rates Pending.” The imprint for authorized publications must contain the words “Periodicals” or “Periodicals Newspaper” (as appropriate); the words “Postage and Fees Paid”; the agency name; and the International Standard Serial Number assigned by the Library of Congress, if the publication has one, or the publication number assigned by the USPS at the time of authorization. See Exhibit 7.13.3 for format. [E060.13.3]

**Exhibit 7.13.3 Penalty Periodicals Formats**



[Exhibit E060.13.3]

703.7.13.4

**7.13.4 Return Address**

For both authorized publications and those with applications pending, the front or back cover of each copy or the address side of its envelope or wrapper must also show the agency name and a complete return address. The words “Official Business” and “Penalty for Private Use \$300” must be preprinted directly below the return address. The penalty statement must not be handwritten or typewritten (see [Exhibit 7.13.3](#)). [E060.13.4]

**7.13.5 Postage and Fees**

Postage and fees are billed through OMAS. Agencies must submit a completed postage statement to the entry office with each mailing of each edition or as otherwise permitted by the standards for Periodicals in [707.16.0](#) and [707.17.0](#). [E060.13.5]

**7.14 Penalty Express Mail**

Agencies have the same service and contract options as other mailers when arranging for penalty Express Mail service. Agencies may prepay Express Mail postage or pay with penalty postage meters or penalty mail stamps. They may also use the 3-digit agency code (and 5-digit cost code) if authorized according to the most recent listing in the *Postal Bulletin*. If postage is prepaid or paid with penalty meters or penalty mail stamps, the 3-digit agency code is not written in the customer number block on Express Mail labels. If the 3-digit agency code is used, an agency envelope or label must be used that contains a complete agency return address and the preprinted phrases “Official Business” and “Penalty for Private Use \$300.” [E060.14.0]

**7.15 Contractors****7.15.1 Reimbursement**

An agency authorized to use penalty mail must reimburse the USPS for contractor use of penalty mail services. The agency must promptly provide, in the form requested, all information on contractor use of penalty mail services that the Post Office Accounting manager, USPS Headquarters, considers necessary for accurate reimbursement to the USPS. [E060.15.1]

**7.15.2 Preparation**

Preparation standards for a contractor’s penalty mailings include:

- a. First-Class Mail, Standard Mail, and Package Services penalty mailings must be prepared with penalty permit imprints or penalty meters. Single-piece rate mailings may also be prepared with penalty mail stamps.
- b. Periodicals must be prepared with a penalty Periodicals imprint.
- c. Reply mail must be prepared under [7.10, General Standards for Penalty Reply Mail](#), [7.11, Penalty Business Reply Mail \(BRM\)](#), and [7.12, Penalty Merchandise Return Service](#), as applicable.
- d. Express Mail must be prepared with penalty postage meters, penalty mail stamps, or use of 3-digit agency code under [7.14](#). [E060.15.2]

**7.15.3 Postage Statement**

A contractor submitting a mailing that requires a postage statement must prepare the statement in duplicate if the mailer wants a copy. [E060.15.3]

**7.15.4 Providing Materials**

When an agency requires a contractor to provide progress reports or to return government materials to the agency by mail, the agency may either require the contractor to prepay postage on these items or provide the contractor with BRM or merchandise return envelopes and labels. [E060.15.4]

**7.15.5 Return Address**

Penalty envelopes and labels used by any contractor must show the printed return address of an authorized agency. The name and address of a private person, concern, organization, or contractor may not be shown in the return address. [E060.15.5]

## 8.0 Absentee Balloting Materials

### 8.1 Basic Standards

**8.1.1 Definition**

Balloting materials, consisting of postcard applications, ballots, voting instructions, and envelopes, may be sent through the mail without prepayment of postage to enable persons in the following categories to apply for registration and vote by absentee ballot when absent from the place of voting residence and otherwise eligible to vote as an absentee:

- a. Members of the Armed Forces in active service and their spouses and dependents.
- b. Members of the U.S. Merchant Marine and their spouses and dependents.
- c. U.S. citizens residing outside the territorial limits of the United States and the District of Columbia and their spouses and dependents residing with or accompanying them. [E080.1.1]

**8.1.2 Eligibility**

To be mailable without prepayment of postage, the balloting materials must be deposited at a U.S. post office, an overseas U.S. military post office, or an American Embassy or American Consulate. [E080.1.2]

**8.1.3 Between Officials**

Balloting materials may be mailed between state and local election officials, individually or in bulk, without prepayment of postage. Packages of materials mailed in bulk must bear an address label as described in 8.2. [E080.1.3]

**8.1.4 Elections Affected**

Materials may be for any general election of electors for President and Vice President, or of senators and representatives in Congress, and other general, primary, and special elections. [E080.1.4]

703.8.2

### 8.2 Marking

#### 8.2.1 Envelope

The envelope used to send balloting material and the envelope supplied for return of the ballots must have printed across the face the words “Official Absentee Balloting Material—First-Class Mail” (or similar language required by state law) in a rectangular box. Immediately below, the words “No Postage Necessary in the U.S. Mail—DMM 703.9.0” must be printed. Envelopes previously approved with the citation “DMM E080” must not be rejected. In the upper right corner of the envelope, in a rectangular box, the words “U.S. Postage Paid, 39 USC 3406” must be printed. An appropriate inscription or blank spaces for the return address of the sender must be shown in the upper left corner (see [Exhibit 8.2.1](#)). [E080.2.1]

#### Exhibit 8.2.1 Balloting Material Formats—Envelope

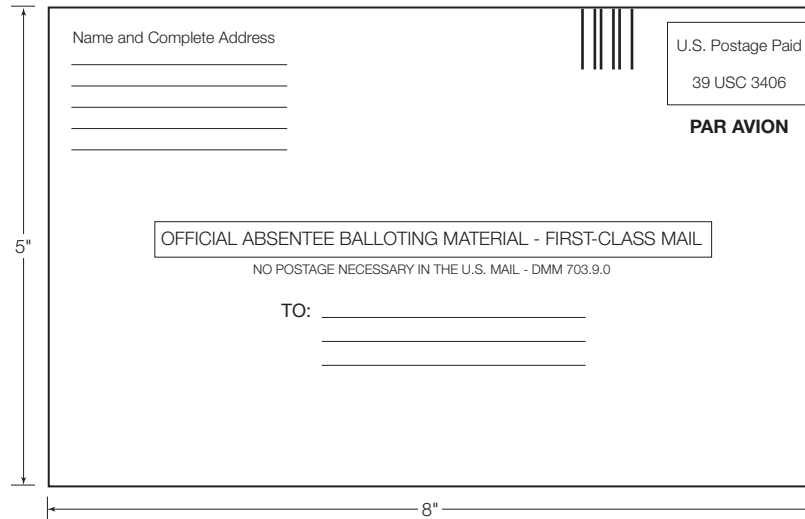
The diagram shows a rectangular envelope layout. In the top-left corner, there are five horizontal lines for the return address, with the label "Name and Complete Address" above them. In the top-right corner, there is a rectangular box containing the text "U.S. Postage Paid" and "39 USC 3406". To the left of this box are three vertical bars. Below the postage-paid box, the text "PAR AVION" is printed. In the center of the envelope, there is a rectangular box containing the text "OFFICIAL ABSENTEE BALLOTING MATERIAL - FIRST-CLASS MAIL". Below this box, the text "NO POSTAGE NECESSARY IN THE U.S. MAIL - DMM 703.9.0" is printed. Below that, the return address is listed: "SECRETARY OF STATE OF WASHINGTON", "CHAMPAIGN COUNTY ELECTIONS BOARD", "CHAMPAIGN COUNTY COURTHOUSE", "1234 MAIN ST", "ANYTOWN WA 98765-4321". At the bottom right of the envelope, there is a barcode.

[Exhibit E080.2.1]

**8.2.2 Postcard**

The federal voting registration postcard application must be approximately 5 by 8 inches. The design shown in [Exhibit 8.2.2](#) must be printed on the address side of the card. [E080.2.2]

**Exhibit 8.2.2 Balloting Material Formats—Postcard**



[Exhibit E080.2.1]

**8.2.3 FIM (Facing Identification Mark)**

The correct facing identification mark (FIM) as described in [507.8.8.8](#) must be printed on the address side of envelopes and cards. [E080.2.3]

**9.0 Mixed Classes**

**9.1 Basic Eligibility Information for Mixed Classes**

**9.1.1 General Eligibility**

When mail of a higher class is enclosed with mail of a lower class, the postage on the entire piece or package is charged at the rate of the higher class, except under [9.2](#) through [9.6](#) in *Mixed Classes*. [E070.1.1]

**9.1.2 Concealing Higher Classes**

A mailer is subject to a fine if the mailer knowingly conceals letters or other mail of a higher class (or rate) in mail sent at a lower class (or rate) without paying the correct postage on the enclosures (18 USC 1723). [E070.1.2]

## 9.2 Eligibility for Attachments of Different Classes

### 9.2.1 First-Class Mail or Standard Mail

Letters or other pieces of First-Class Mail or Standard Mail may be placed in an envelope and attached to the address side of a Periodicals, Standard Mail, or Package Services piece. Combination envelopes or containers with separate parts for the two classes of mail may be used. [E070.2.1]

### 9.2.2 Rate Qualification

If a Periodicals, Standard Mail, or Package Services host piece qualifies for:

- a. A presort discount, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail presort rate. The attachment need not meet the volume standard that would apply if mailed separately.
- b. An automation rate, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail rate. The attachment need not meet the volume standards that would apply if mailed separately. An automation rate may not be claimed for an attachment unless a similar automation rate is claimed for the host piece. If the attachment makes the host piece incompatible with automation standards, neither the host piece nor the attachment qualifies for an automation rate.
- c. A carrier route rate, a First-Class Mail or Standard Mail attachment is eligible for the comparable First-Class Mail or Standard Mail rate if every host piece for which the carrier route rate is claimed has a First-Class Mail or Standard Mail attachment. The attachment need not meet the volume standard that would apply if mailed separately. A carrier route rate may not be claimed for an attachment unless a similar rate is claimed for the host piece.
- d. A destination entry rate (DDU, DSCF, DADC, or DBMC), a Standard Mail attachment is eligible for the comparable destination entry rate. The attachment need not meet the volume standard that would apply if mailed separately. A rate including a destination entry discount may not be claimed for an attachment unless a similar rate is available and claimed for the host piece. [E070.2.2]

## 9.3 Eligibility for an Enclosure in Periodicals Publication

### 9.3.1 All Enclosures

Except under 9.3.2, all enclosures mailed with a bound publication must be bound into the publication or securely affixed to a page of the publication. Enclosures mailed with an unbound publication must be combined with, and inserted within, the publication. Subject to payment of the applicable postage, separate and independent pieces of nonincidental First-Class Mail and pieces of Standard Mail may be mailed as enclosures with Periodicals publications. [E070.3.1]

### 9.3.2 Loose Enclosure

A loose enclosure may be mailed with a bound Periodicals publication only if:

- a. The enclosure and the Periodicals materials are totally enclosed in an envelope or plastic or paper wrapper; or the enclosure and the Periodicals materials are inside a sleeve and the enclosures are inserted within the publication and held by tension or secured to prevent separating from the publication while in the mail.

- b. For Standard Mail matter, the total weight of all enclosed material is less than 16 ounces.
- c. If enclosed in a plastic wrapper or polybag, the Periodicals publication is the top or bottom piece, faces out, and its title is visible.
- d. The enclosure is not addressed. [E070.3.2]

#### **9.4 Eligibility for an Enclosure in Standard Mail and Package Services Parcels**

##### **9.4.1 First-Class Mail**

Letters or other pieces of First-Class Mail may be enclosed in pieces of Standard Mail and Package Services. Postage at the appropriate First-Class rate must be paid for each piece of First-Class Mail, except incidental First-Class attachments or enclosures under 9.5. [E070.4.1]

##### **9.4.2 Standard Mail**

Standard Mail may be enclosed in a Package Services parcel mailed at Package Services rates or under 4.0, *Mail Sent by U.S. Armed Forces*. Postage at the applicable First-Class Mail or Standard Mail rate must be paid on this matter, unless excepted by the rates and eligibility standards in 453, 463, 473, and 483. [E070.4.2]

#### **9.5 Eligibility for an Incidental First-Class Attachment or Enclosure**

An incidental attachment or enclosure must be closely associated with or related to the piece to which it is attached or in which it is enclosed; must be secondary to that piece; must not encumber postal processing; and must *require* First-Class postage if mailed separately. Incidental First-Class matter may be enclosed in or attached to Periodicals matter, Standard Mail merchandise (including books but excluding merchandise samples), and Package Services matter. The attached or enclosed incidental matter may be mailed at the applicable postage rate of the host piece with which it is attached or enclosed. Incidental First-Class matter includes a bill for the product or publication, a statement of account for past purchases, and a personal message or greeting included with a product, publication, or parcel. [E070.5.0]

#### **9.6 Eligibility for Combined Mailing of Media Mail and Bound Printed Matter**

##### **9.6.1 Machinable Parcels**

A mailer may combine into one parcel separate and distinguishable pieces of Media Mail and Bound Printed Matter for the same addressee, if these combined pieces form a regular machinable parcel as defined in 401.1.5. [E070.6.1]

##### **9.6.2 Presorted Rates**

Presorted rates may be claimed, subject to the applicable preparation standards. If Presorted rates are claimed on both subclasses, the mail must be prepared under the standards for Bound Printed Matter in 365.5.0 for flats and 465.5.0 for parcels. [E070.6.2]

#### **9.7 Markings on Mixed Mail**

##### **9.7.1 Attachments**

First-Class attachments must be marked “First-Class” or “Letter Enclosed.” Standard Mail attachments must be marked “Standard” or “STD.” [M071.1.1]

703.9.7.2

**9.7.2 Enclosures**

When a Periodicals publication is mailed with a nonincidental First-Class Mail or any Standard Mail enclosure, the corresponding “First-Class Mail Enclosed” or “Standard Mail Enclosed” marking must be placed on or in the host publication as follows:

- a. If placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication, the marking must be set in type no smaller than any used in the change-of-address notice in the identification statement.
- b. If placed in the identification statement, the marking must meet the standard in [9.7.2a](#).
- c. Except under [9.8](#) through [9.10](#), the marking must not be on or in copies without a First-Class Mail or Standard Mail enclosure. [M071.1.2]

**9.7.3 Parcels**

The mailer must mark “First-Class Mail Enclosed” or “Standard Mail Enclosed” on each Standard Mail and Package Services parcel with such an enclosure. The marking must be placed below the postage and above the delivery address, using any method that produces legible wording. [M071.1.3]

**9.8 Postage Payment for Attachments of Different Classes****9.8.1 Computation and Payment**

Postage for the host Periodicals, Standard Mail, or Package Services piece must be paid under the applicable standards. Except for incidental First-Class Mail attachments under [9.11](#), First-Class Mail or Standard Mail attachments must have postage affixed at the proper rate. [P070.1.1]

**9.8.2 Postage Statements**

Separate postage statements using the proper USPS forms must be prepared for the host piece and the attachment and must be submitted at the time of mailing. [P070.1.2]

**9.8.3 Mailing Fee**

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail attachment is paid at any Standard Mail rate. [P070.1.3]

**9.9 Postage Payment for Enclosure in Periodicals Publication****9.9.1 General Rule**

Postage for the Periodicals publication is paid under [707.16.0](#). The proper First-Class Mail or Standard Mail rate is paid for the enclosed material, based on the comparable Periodicals rate applicable to the addressed piece containing the enclosure. [P070.2.1]

**9.9.2 Authorized Payment Method**

A publisher authorized for Centralized Postage Payment (CPP) may arrange to submit postage statements and pay postage for First-Class Mail or Standard Mail enclosures to the designated post office (DPO) under the relevant standards in [707.16.0](#). The publisher must be authorized by the DPO each time the Periodicals publication is mailed with a First-Class Mail or Standard Mail enclosure. [P070.2.2]



**9.9.3 Multiple Items**

When more than one enclosure of the same mail class is enclosed with a publication, they may be treated as a single enclosure for computing postage.

[P070.2.3]

**9.9.4 Affixing Postage**

Postage for a First-Class Mail or Standard Mail enclosure may be paid by affixing the correct amount in precanceled or meter stamps to the enclosure or to the outer wrapper, polybag, envelope, or cover of the host Periodicals publication. [P070.2.4]

**9.9.5 Permit Imprint—Outside Publication**

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed on the outer wrapper, polybag, envelope, or cover of the host Periodicals publication if:

- a. The permit imprint is prepared as shown in [604.6.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement.
- c. The permit imprint and marking appear only on copies accompanied by a First-Class Mail or Standard Mail enclosure.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the post office where the permit is held. [P070.2.5]

**9.9.6 Permit Imprint—Inside Publication**

Postage for a First-Class Mail or Standard Mail enclosure may be paid with a permit imprint placed in the identification statement of the host Periodicals publication if:

- a. The permit imprint is prepared under [604.6.0](#).
- b. The permit imprint and any required marking are set in type no smaller than any used in the change-of-address notice (“POSTMASTER: ...”) in the identification statement and surrounded by either a black line or a 1/4-inch clear area.
- c. The permit imprint and the required markings are only on copies accompanied by a First-Class Mail or Standard Mail enclosure unless the marking in all copies is followed by both a list of the editions or edition codes mailed with a First-Class Mail or Standard Mail enclosure and the edition name or edition code that applies to the respective copy.
- d. Unless postage for the host publication is paid under CPP or plant-verified drop shipment procedures, the mail is entered at the post office where the permit is held. [P070.2.6]

**9.9.7 Permit Imprint—Omitted**

A permit imprint need not be printed on the outer wrapper, polybag, envelope, or cover of the host publication, and need not be printed inside the publication, when the marking “First-Class Mail Enclosed” or “Standard Mail Enclosed,” as appropriate, is placed on the outer wrapper, polybag, envelope, or cover of the host publication, or in the Identification Statement. [P070.2.7]

703.9.9.8

**9.9.8 Computing Permit Imprint Postage**

Permit imprint postage for the enclosure is computed at the applicable First-Class Mail or Standard Mail rate, corresponding to the number of copies of the Periodicals publication prepared with the enclosure. The enclosure is eligible for the rate for its class of mail that is most comparable to the presort and destination discounts that apply to the Periodicals host piece. For example, a Standard Mail enclosure is eligible for the SCF entry discount if the publication is deposited at the destinating SCF. When more than one enclosure of the same class of mail is enclosed with a publication, the enclosures are treated as a single enclosure for computing postage. Postage for the First-Class Mail or Standard Mail enclosure must be claimed on the proper postage statement. [P070.2.8]

**9.9.9 Mailing Fee**

The annual mailing fee must be paid for the current 12-month period at each office where postage for a Standard Mail enclosure is paid at any Standard Mail rate.

[P070.2.9]

**9.9.10 Documentation**

Subject to [708.1.0](#), documentation for a mailing of a Periodicals publication with nonincidental First-Class Mail or Standard Mail matter enclosed includes:

- a. The Periodicals postage statement and any supporting documentation specified in the standards for the rate claimed.
- b. The First-Class Mail or Standard Mail postage statement for the enclosed matter.
- c. Amendments or additions to the documentation required in [9.9.10a](#) as necessary to account for the enclosed matter and support the postage claimed for it. [P070.2.10]

**9.10 Postage Payment for Enclosure in Standard Mail and Package Services Parcel****9.10.1 Postage**

Postage for the enclosure must be placed on the outside of the parcel, either separately or by addition to the postage for the parcel itself. [P070.3.1]

**9.10.2 Postage Statements**

Separate postage statements for the host piece (if required) and the enclosure must be submitted at the time of mailing. [P070.3.2]

**9.11 Postage Payment for Incidental First-Class Mail Attachment or Enclosure****9.11.1 Computation**

Postage is based on the weight of the host piece plus the weight of the incidental attachment or enclosure and is paid at the rate applicable to the host piece.

[P070.4.1]

**9.11.2 Periodicals**

Postage for an incidental attachment or enclosure with a Periodicals piece is determined as follows:

- a. If the Periodicals piece consists entirely of nonadvertising matter, the attachment or enclosure is also considered nonadvertising matter.
- b. If the Periodicals piece consists of advertising and nonadvertising matter, the attachment or enclosure is considered advertising matter. [P070.4.2]

## **9.12 Postage Payment for Combined Mailings of Media Mail and Bound Printed Matter**

### **9.12.1 Postage**

Postage for each separate unit must be placed on the outside of the parcel. [P070.5.1]

### **9.12.2 Postage Statements**

When required, a separate postage statement must be submitted for each part of the combined mailing. [P070.5.2]

### **9.12.3 Endorsement**

In addition to the required rate markings, each parcel must show, below the postage and above the address, an endorsement declaring the enclosure and the additional postage paid for it (e.g., "Bound Printed Matter Enclosed \$1.46"). [P070.5.3]

### **9.12.4 Rating of Unmarked Parcel**

A parcel containing Media Mail and Bound Printed Matter is charged postage at Inter-BMC/ASF Parcel Post rates if it:

- a. Is not endorsed as specified in 9.12.3.
- b. Does not consist of separate and distinguishable units of mail.
- c. Is not machinable. [P070.5.4]

## **9.13 Extra Services for Mixed Classes**

### **9.13.1 Special Handling**

A combination mailpiece sent as a Package Services parcel may be sent using special handling; only one special handling fee is charged for the parcel. [S070.1.2]

### **9.13.2 Insured and COD**

A combination mailpiece may be sent insured or COD. The insurance covers only the value of the parcel. [S070.1.3]

### **9.13.3 Registered**

A combination mailpiece may not be registered. [S070.1.4]



# 705 Advanced Preparation and Special Postage Payment Systems

## Overview

- 1.0 Customized MarketMail
- 2.0 Manifest Mailing System (MMS)
- 3.0 Optional Procedure (OP) Mailing System
- 4.0 Alternate Mailing System (AMS)
- 5.0 First-Class or Standard Mail Mailings With Different Payment Methods
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- 14.0 Preparation for Plant Load Mailings
- 15.0 Plant-Verified Drop Shipment (PVDS)
- 16.0 Express Mail and Priority Mail Drop Shipment
- 17.0 Metered Mail Drop Shipment

## 1.0 Customized MarketMail

### 1.1 Basic Standards

#### 1.1.1 General

Customized MarketMail (CMM) is an option for mailing nonrectangular and irregular-shaped Regular Standard Mail and Nonprofit Standard Mail pieces if the pieces weigh 3.3 ounces or less and meet the physical characteristics and the dimensional requirements in [1.1.3](#) and the mail preparation standards in [1.4](#). Other Regular and Nonprofit Standard Mail pieces measuring 3/4 inch thick or less and meeting the applicable standards in [1.0](#) may be entered as CMM at the mailer's option. CMM must be entered directly at a destination delivery unit (DDU). [E660.1.1]

#### 1.1.2 Eligibility Standards

All pieces in a CMM mailing must:

- a. Meet the basic standards for Standard Mail in [243.2.0](#) through [243.4.0](#) in *Rates and Eligibility* and, for Nonprofit Standard Mail, the additional standards in [703.1.0](#).

## 705.1.1.3

- b. Be part of a single mailing of at least 200 addressed pieces. All pieces must be identical in size, shape, and weight unless excepted by standard under an approved postage payment system.
- c. Bear a complete delivery address using the general addressing formats in [602.1.0](#) or the exceptional or occupant address formats in [602.3.0](#), *Use of Alternative Addressing*, with the correct ZIP Code or ZIP+4 code. Each piece also must bear a carrier release endorsement as specified in [508.1.0](#), *Recipient Options*. These additional addressing standards apply:
  - 1. Detached address labels (DALs) under [602.4.0](#) are not permitted.
  - 2. Ancillary service endorsements under [507.1.0](#), *Treatment of Mail*, are not permitted.
  - 3. The ZIP Code accuracy standard in [243.3.6](#) must be met.
  - 4. At the mailer's option, a carrier route information line under [708.6.0](#) may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must meet the carrier route accuracy standard in [243.6.2](#).
- d. Be marked, sorted, and documented as specified in [1.4](#).
- e. Be entered at the destination delivery unit appropriate to the delivery address on the corresponding mail, as a mailing subject to the applicable requirements in [243.2.0](#) through [243.4.0](#) in *Rates and Eligibility* and [246.2.0](#) through [246.5.0](#) in *Enter and Deposit*, as a mailing using Express Mail or Priority Mail drop shipment under [16.4](#) and [16.5](#), or as a plant-verified drop shipment (PVDS) mailing under [15.0](#). Minimum volumes per destination are not required.  
[E660.1.2]

**1.1.3 Physical Standards**

Mailpieces prepared as Customized MarketMail (CMM) under [1.0](#) must meet these additional standards and physical characteristics:

- a. The material used for constructing the pieces must be free of sharp edges, protrusions, and other design elements that could cause harm or injury to USPS personnel handling these pieces.
- b. The dimensions of the pieces must not be smaller than the minimum dimensions for letter-size mail in [201](#) or greater than the maximum dimensions for flat-size mail in [301](#). Length and height are defined as follows:
  - 1. The length and the axis of length are determined by drawing a straight line between the two outer points most distant from each other.
  - 2. The height is determined by drawing perpendicular lines to the points that are the greatest distance above and below the axis of length. The sum of these two lines defines the height.
- c. The maximum weight may not exceed 3.3 ounces.
- d. Pieces may be rectangular or nonrectangular, may be uniform or nonuniform in thickness, and may include die cuts, holes, and voids.

- e. Pieces must be flexible enough to fit inside a minimum-size mail receptacle measuring 4-7/8 inches wide, 14-7/8 inches high, and 5-7/8 inches long (deep).
- f. Design approval by the district business mail entry manager is not required, but it is recommended. [C600.2.0]

## 1.2 Rates

Each piece in a CMM mailing is subject to the Presorted Regular or Nonprofit Standard Mail nondestination entry basic nonletter rate plus the residual shape surcharge. CMM pieces are not eligible for any discount including the parcel barcode discount in [443.5.5](#). CMM pieces are not subject to the nonmachinable surcharge for letters. [E660.2.0]

## 1.3 Extra Services

CMM is not eligible for any extra service. [E660.3.0]

## 1.4 Preparation Standards

### 1.4.1 All Mailings

All mailings and all pieces in each mailing prepared as Customized MarketMail (CMM) are subject to specific preparation standards in [1.4](#) and to these general standards:

- a. All pieces must meet the standards for basic eligibility in [243.2.0](#) through [243.4.0](#) in *Rates and Eligibility* and specific eligibility in [246.2.0](#) through [246.5.0](#) in *Enter and Deposit*. Nonprofit Standard Mail pieces must meet the additional eligibility standards in [703.1.0](#).
- b. CMM pieces must not be part of a mailing containing any other type of Standard Mail pieces.
- c. Each mailing must meet the applicable standards for mail preparation in [245.1.0](#) and [245.2.0](#) and the following:
  - 1. Subject to the marking standards in [202](#), Regular Standard Mail pieces must be marked "Presorted Standard" (or "PRSRT STD") and Nonprofit Standard Mail pieces must be marked "Nonprofit Organization" (or "Nonprofit Org." or "Nonprofit"). All pieces must also be marked "Customized MarketMail," "CUST MKTMAIL," or "CMM."
  - 2. At the mailer's option, a carrier route information line under [708.6.0](#) may be added. If this option is used, a carrier route code must be applied to every piece in the mailing and must be applied using CASS-certified software and the current USPS Carrier Route File scheme, printed Carrier Route Files, or another AIS product containing carrier route information, subject to [509.1.0](#), *Address Information System Products*, and [708.3.0](#), *Coding Accuracy Support System (CASS)*. Carrier route information must be updated within 90 days before the mailing date.
- d. Pieces are subject to the rate eligibility specified in [1.0](#), *Customized MarketMail*. [M660.1.1]

**1.4.2 Required Endorsement**

Any matter mailed as Customized MarketMail must bear the endorsement "Carrier—Leave If No Response" placed directly below the return address. If any other endorsement is used, the carrier route release endorsement must be separated by the equivalent of one blank line of the type size used. [D042.7.2]

**1.4.3 Postage**

CMM is subject to the same options of postage payment (precanceled stamps, metered postage, or permit imprint) for Standard Mail pieces as permitted under [244, Postage Payment and Documentation](#). [M660.1.2]

**1.4.4 Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile with the residual shape surcharge, must accompany each mailing. The mailer must also provide an extra copy of the postage statement and a sample of the CMM mailpiece. The sample and the copy postage statement are then forwarded by the USPS to the PCSC (see [608.8.4](#) for address). Mailings of nonidentical-weight pieces or mailings using more than three different types of containers must also be supported by standardized documentation meeting the standards in [708.1.0](#). Documentation for nonidentical-weight pieces is not required if the correct rate is affixed to each piece. [M660.1.3]

**1.4.5 Required Bundling**

Bundling is required before sacking, traying, or filling other types of mailing containers. A bundle must be prepared when two or more addressed pieces are destined to the same 5-digit ZIP Code or to the same carrier route if the optional carrier route presort level is used. The maximum weight for any bundle is 20 pounds. Pieces of irregular thickness must be counterstacked as provided in [245.2.0](#). At the mailer's option, facing slips, optional endorsement lines, or pressure-sensitive bundle labels may be used on bundles. CMM pieces prepared in optional carrier route bundles are subject to [243.6.0](#) but are not required to meet any minimum number of pieces per route. [M660.2.1]

**1.4.6 Bundling and Labeling**

Preparation sequence, bundle size, and labeling:

- a. Carrier route (optional); no minimum; and carrier route information line (required).
- b. 5-digit (required); no minimum; and facing slip (optional), red Label 5 (optional), or optional endorsement line (OEL). [M660.2.2]

**1.4.7 Required Containerizing**

The following standards apply to containerizing CMM bundles:

- a. Bundles and single pieces to a destination must be prepared in 5-digit containers or optionally in 5-digit scheme under [L606](#), carrier route, or 5-digit carrier routes containers, with no minimum volume (piece or weight) required for an individual container.



- b. Bundles for PVDS drop shipment mailings or non-PVDS mailings under [246.2.0](#) through [246.5.0](#) must be placed in letter trays, flat trays, or sacks. Bundles in Priority Mail and Express Mail drop shipments under [16.4](#) may be placed in USPS-supplied or mailer-supplied mailing containers.
- c. The container size must be appropriate to the dimensions of the pieces, and the number of containers must be appropriate to the volume of pieces in the mailing.
- d. If more than three types of containers are used, the mailing must be prepared using an approved manifest mailing system (MMS), unless the manager, Business Mailer Support (BMS) approves another postage payment system. Each mailing presented in mailer-supplied containers must include sample containers for tare weight calculations. [M660.2.3]

#### 1.4.8 Containerizing and Labeling

Containers are prepared and labeled as follows:

- a. PVDS drop shipments and non-PVDS mailings under [246.2.0](#) through [246.5.0](#) in *Enter and Deposit* must be prepared in 5-digit trays or sacks, or as an option, in 5-digit scheme (under [L606](#), Column B), carrier route, or 5-digit carrier routes trays or sacks, labeled as follows:
  - 1. Line 1: For 5-digit, carrier route, 5-digit carrier routes, city, state, and 5-digit ZIP Code on mail; for 5-digit scheme (optional), [L606](#).
  - 2. Line 2: “DEL LTR STD CMM MAN” (for letter trays); “DEL FLTS STD CMM MAN” (for flat trays); “DEL STD CMM MAN” (for sacks).
  - 3. Line 3: Office of mailing or mailer information (see [707.21.0](#), *Sack and Tray Labels*).
- b. Express Mail and Priority Mail drop shipments must be prepared in USPS-provided Express Mail or Priority Mail containers (i.e., pouches, sacks, cartons, or envelopes) or in mailer-supplied containers, labeled under [16.4](#). [M660.2.4]

## 2.0 Manifest Mailing System (MMS)

### 2.1 Description

A manifest mailing system (MMS) is a method of verifying postage payment of permit imprint mailings, as an alternative to weight verification. The MMS is an automated system that allows a mailer to document postage and fees for all pieces in First-Class Mail, Standard Mail, Package Services, and international permit imprint mailings. Each piece is assigned a unique identification number that is listed on the manifest along with pertinent information about the mailpiece. The USPS randomly selects pieces from the mailing and compares them to the manifest to determine if postage was accurately reported. The standards below describe how to mail using an MMS. [P910.1.0]

## 2.2 Basic Standards

### 2.2.1 Service Agreement

A service agreement must be signed by the mailer and a USPS representative. The agreement contains provisions regarding mailer and USPS responsibilities, including document retention, quality control, and the duration of the agreement. [P910.2.1]

### 2.2.2 Mailer System

The mailer must have an automated system that produces mail consistent with postal standards and calculates postage accurately. For presorted mail, the system also must determine the qualifying presort level and the correct rate of postage for each piece and perform the presort routines. The mailer must assign a unique identification number to each piece. Letter- and flat-size mail produced using batch processing must bear the keyline information in 2.3. The system must produce a manifest for each mailing that allows USPS verification of the postage and levels of presort. The manifest must account for every piece in the mailing, as follows:

- a. For presorted letter- and flat-size mail produced using batch processing, the manifest must list destination ZIP Codes, presort categories, batch number ranges, postage amounts, and cumulative postage amounts.
- b. For mail produced using itemized processing, the manifest must list the postage for each piece and those factors used to calculate the correct amount of postage, such as the destination postal zone and piece weight. Each page of the manifest must show cumulative postage totals.
- c. When extra services are used, the manifest must include the fees for each piece.
- d. A summary listing the required information on the postage statement must be included as the last page of the manifest unless the MMS produces a computer-generated postage statement facsimile and postage is reported on one postage statement only.
- e. A separate summary and register of mailings is required for all plant-verified drop shipment (PVDS) mailings. [P910.2.2]

### 2.2.3 Manifest Format

The two basic manifest formats are:

- a. Itemized Processing. Each piece of mail is individually listed by unique identification number, weight, and other pertinent information. Publication 401, *Guide to the Manifest Mailing System*, contains specific formats for manifests using itemized processing.
- b. Batch Processing. The mailing is divided into groups of mailpieces with consecutive identification numbers. Only the identification numbers of the first and last pieces of each group are listed, along with the piece count and the total postage charges for the entire batch. This method is limited to piece rate letter- and flat-size mailings. Publication 401 contains specific formats for manifests using batch processing. [P910.2.3]

**2.2.4 Mailer Quality Control**

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail the USPS-approved quality control procedures. [P910.2.4]

**2.2.5 Permit Imprint**

Mailings deposited under the MMS program must meet the standards for permit imprint mail in 604.6.0, except that presorted letter-size or flat-size mail produced using batch processing must include the qualified rate abbreviation in the keyline. [P910.2.5]

**2.2.6 Marking**

MMS mailings must meet the marking standards for the rate claimed. Markings on presorted letter-size and flat-size mail produced using batch processing are placed in the keyline as described in 2.3.3. Markings on itemized mailpieces may be:

- a. Incorporated as part of the permit imprint.
- b. Printed or rubber-stamped above the address and immediately below or to the left of the permit imprint.
- c. Produced as otherwise specified in the MMS authorization.
- d. Provided in an endorsement line in the address area, directly above the top line of the address, if no additional information except carrier route information appears on the endorsement line. [P910.2.6]

**2.2.7 Postage Statement**

The mailer must submit a complete postage statement with each mailing. If the entry office postmaster approves, mailers may submit a computerized facsimile of the applicable USPS postage statement. Data fields may be omitted on facsimiles if they pertain to rates not claimed in the mailing. [P910.2.7]

**2.2.8 Manifest Adjustments**

When mailpieces are mutilated, spoiled, or destroyed during normal operations and cannot be presented as part of the mailing, a method of adjusting the manifest and postage statement that has been approved by the USPS must be used. Whether the method in 2.2.8a or 2.2.8b is used, the total number of pieces must be deducted at the end of the manifest and the postage statement adjusted. Use one of the following methods:

- a. For manifests using itemized processing, line out the identification number, weight, and postage information (if applicable, also line out the piece on Form 3877) or write the unique identification number, piece weight, and postage (and, if applicable, the fee amount) on a separate listing. Deduct the total number of pieces, piece weights, and postage and fees from the totals shown on the manifest, summary, and postage statement.
- b. For manifests using batch processing, write the adjustments directly on the manifest listing showing the consecutive serial number, weight increment, rate category, and postage of each item next to the batch that includes the serial number. Alternatively, a separate list may be prepared as an attachment to the manifest showing, for each spoiled piece, the consecutive serial number, weight

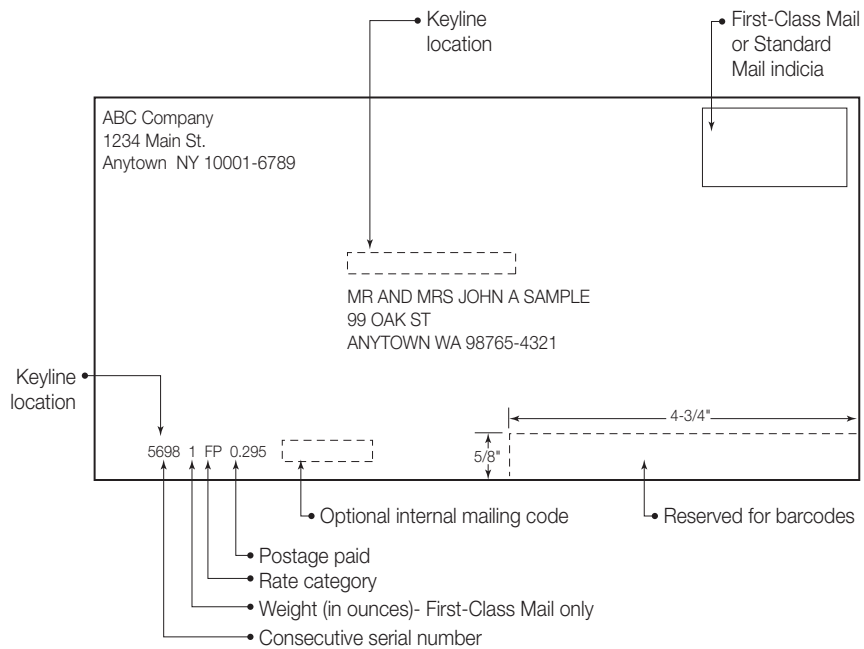
increment, rate category, and postage. The total number of pieces, piece weight, and postage must be deducted from the batch, manifest summary, and postage statement. [P910.2.8]

### 2.3 Keyline

#### 2.3.1 Batch Mailings

The keyline printed on each piece of presorted letter- or flat-size First-Class Mail or Standard Mail produced using batch processing must contain, in order, the consecutive unique piece number, the weight increment (First-Class Mail only), the rate category for which the piece qualifies, and the postage paid by weight and rate category (see Exhibit 2.3.1). [P910.3.1]

#### Exhibit 2.3.1 Letter-Size Keyline Information



[Exhibit P910.3.1]

#### 2.3.2 Mailer Codes

Codes for internal mailer use may be printed to the right of the postage-paid information, if at least two spaces separate the postage paid and any internal code information. [P910.3.2]

**2.3.3 Rate Category Abbreviations**

Keylines on First-Class Mail or Standard Mail may use only the rate category abbreviations in [Exhibit 2.3.3a](#) or [Exhibit 2.3.3b](#), respectively. All pieces that qualify for more than one postage rate must show each rate category abbreviation, separated by a “/” (slash) (e.g., EB/DS).

- a. First-Class Mail

**Exhibit 2.3.3a Rate Category Abbreviations—First-Class Mail**

| CODE | RATE CATEGORY   |
|------|---|
| AC   | Automation Carrier Route [letters only]                                       |
| AV   | Automation 5-Digit  |
| AT   | Automation 3-Digit  |
| AB   | Automation AADC   |
| AB   | Automation ADC  |
| MB   | Automation Mixed AADC   |
| MB   | Automation Mixed ADC  |
| FP   | Presorted   |
| SP   | Single-Piece Rate (when fewer than 500 pieces accompany automation rate mail) |

[Exhibit P910.3.3a]

- b. Standard Mail [P910.3.3]

**Exhibit 2.3.3b Rate Category Abbreviations—Standard Mail**

| CODE | RATE CATEGORY  |
|------|--|
| AV   | Automation 5-Digit [letters only]                      |
| AT   | Automation 3-Digit [letters only]                      |
| AF   | Automation 3/5 [flats only]                            |
| AB   | Automation AADC  |
| MB   | Automation Mixed AADC                                  |
| BB   | Automation Basic                                       |
| RA   | 3/5  |
| BS   | Basic  |
| EA   | Enhanced Carrier Route Automation Basic [letters only] |
| EB   | Enhanced Carrier Route Basic                           |
| EH   | Enhanced Carrier Route High Density                    |
| ES   | Enhanced Carrier Route Saturation                      |
| DB   | Destination Bulk Mail Center (DBMC)                    |
| DD   | Destination Delivery Unit (DDU)                        |
| DS   | Destination Sectional Center Facility (DSCF)           |

[Exhibit P910.3.3b]

**2.3.4 Keyline Location—Batch Mailings**

The keyline must be readily identifiable and placed anywhere on the address side that does not conflict with other standards (see [Exhibit 2.3.1](#) for examples). On letter-size mail, the keyline must not interfere with the OCR read area (see [202.2.1](#)) or barcode clear zone (see [202.5.1](#)). If printed on an insert, the keyline must conform to [202.5.0](#). [P910.3.4]

**2.3.5 Unique ID Number Location—Itemized Mailings**

The unique identification number must be printed on the address side of each itemized piece. It may be a product number or any other number that is not duplicated within the mailing. The numbers must be printed in overall ascending order, or in ascending order within each zone or 5-digit, 3-digit, or BMC ZIP Code area on the manifest list. [P910.3.5]

**2.4 Authorization****2.4.1 Application**

The mailer must submit an MMS application and supporting documentation as specified on the application to the postmaster of each post office where mailings will be deposited. Publication 401 contains an application to mail using an MMS. Application procedures for mailers who want to manifest and pay postage for Express Mail using an Express Mail Manifesting System are outlined in [2.6](#). [P910.4.1]

**2.4.2 Approval Review**

After the mailer completes the development and installation of the MMS, the USPS will review the system and give temporary approval if the system is functioning as required. A final review will be conducted within 90 days of the temporary approval, and final approval will be given if the system is functioning as required. [P910.4.2]

**2.4.3 General Requirements for Authorization**

General requirements for authorization are as follows:

- a. Verification samples are deemed representative of the entire mailing, and postage adjustment calculations are applied to the total mailing. The mailer must pay additional postage for any underpayments identified during USPS verification. A mailer may elect to overpay postage for pieces that are borderline weight or rate increments to avoid postage underpayment adjustments.
- b. If the total postage or the total weight of pieces sampled during a verification results in an underpayment by more than 1.5%, total postage for the mailing is adjusted.
- c. An MMS is authorized for no more than 2 years.
- d. The mailer must notify the USPS in writing of any system change that affects postage calculation, generation of required documentation, or mail presorting before the mailing is presented.
- e. Postage must be paid by an advance deposit account from which funds may be deducted by the USPS to cover any deficiency discovered after acceptance of the mail. [P910.4.3]

#### 2.4.4 Approval Authority

The final authority for manifest mailing approval is as follows:

- a. The district Customer Service and Sales manager approves systems that produce separate or mixed mailings of single-piece rate First-Class Mail, Package Services, or international mail, including mailings with extra services and predetermined weights.
- b. The Business Mailer Support manager, USPS Headquarters, approves systems that produce presorted mailings, including First-Class Mail, Standard Mail, Package Services, and PVDS mailings. [P910.4.4]

#### 2.4.5 Denial

If an MMS application is denied final approval, then the mailer may appeal the decision as follows:

- a. For MMS authorizations denied final approval by the district Customer Service and Sales manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including additional evidence showing why the MMS should be authorized. The appeal is sent to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision.
- b. For MMS authorizations denied final approval by the Business Mailer Support manager, the mailer may, within 15 days from the receipt of the notice, file a written appeal, including additional evidence showing why the MMS should be authorized. The appeal is sent to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision (see [608.8.0](#) for address). [P910.4.5]

#### 2.4.6 Renewal

An MMS authorization may be renewed before its expiration date after a review. The district Customer Service and Sales manager will review systems originally given final approval by that office. The Business Mailer Support manager reviews systems originally given final approval by that office. If the system remains qualified, the following applies:

- a. When the review determines that the system remains qualified, without any modifications, the existing service agreement is extended for 2 years. Approval to extend the existing agreement is sent in writing from the authorized USPS manager.
- b. When the review determines that the system was modified but continues to remain qualified, a new service agreement that details the changes to the system must be prepared. The revised service agreement must be signed by the authorized USPS manager and by the mailer.
- c. When the review determines that modifications are needed before renewal, the mailer is informed in writing of the necessary modifications. If the mailer chooses to make the modifications, the system is reviewed again under [2.4.6b](#). [P910.4.6]

## 2.5 Revocation

### 2.5.1 Revocation Authority

The revocation authority for MMS is as follows:

- a. The district Customer Service and Sales manager may revoke a mailer's MMS authorization that was originally given final approval by that office.
- b. The Business Mailer Support manager may revoke an MMS authorization originally given final approval by that office or by the district Customer Service and Sales manager. [P910.5.1]

### 2.5.2 Reasons for Revocation

An MMS authorization may be revoked if:

- a. The mailer provides incorrect data on the manifest list and appears unable or unwilling to correct the problems.
- b. The mailer is not properly completing the required quality control procedures.
- c. The mailings no longer meet MMS criteria established by this standard and in the MMS service agreement.
- d. The mailer does not present mailings under MMS for more than 6 months (except as noted in the service agreement).
- e. The mailer continues to present mailings that are improperly prepared and proper postage is not being paid. [P910.5.2]

### 2.5.3 Corrective Action

After a notice of revocation is issued, the mailer and the USPS determine corrective actions, including an implementation schedule. At the conclusion, the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke the mailer's MMS authorization. [P910.5.3]

### 2.5.4 Appeal of Revocation

After initial notice of revocation is received, the mailer may appeal. The mailer can continue to mail under the MMS during the appeal process. Appeals are handled as follows:

- a. For MMS authorizations given final approval by the district Customer Service and Sales manager, the mailer has 15 days from date of receipt of the notice to file a written appeal with the Business Mailer Support manager. The appeal must include the reason why the MMS authorization should not be revoked. The Business Mailer Support manager issues the final agency decision. The final revocation decision takes effect 15 days after receipt by the mailer.
- b. For MMS authorizations given final approval by the Business Mailer Support manager, the mailer has 15 days from the date of receipt of the notice to file a written appeal with the Business Mail Acceptance manager, USPS Headquarters. The appeal must include the reason why the MMS authorization should not be revoked. The Business Mail Acceptance manager issues the final agency decision. The final revocation decision takes effect 15 days after receipt by the mailer. [P910.5.4]



## 2.6 Express Mail Manifesting Agreements

### 2.6.1 Description

Express Mail Manifesting (EMM) is an automated system that allows a mailer to document postage and fees for all pieces in an Express Mail mailing by transmitting an electronic file to the Postal Service. [P910.6.1]

### 2.6.2 What May Be Manifested

EMM may be used to pay postage for domestic Express Mail items and Global Express Mail items as well as any extra service fees. Postage for other classes of mail cannot be paid through EMM. Custom-designed service and mailings to military (APO/FPO) addresses may not be mailed using EMM. [P910.6.2]

### 2.6.3 Service Guarantee

Express Mail items mailed using an EMM are covered by current Express Mail service and postage guarantees. Refunds for service failures are subject to the standards in 604.10.5. Reimbursements are paid under 604.10.5.7. [P910.6.3]

### 2.6.4 Postage Payment

Postage for EMM is paid through an Express Mail corporate account (EMCA) using the information in the mailer's electronic file. Mailers wishing to mail using an EMM system must apply for an EMCA using the procedures in 114 before an EMM agreement will be authorized. [P910.6.4]

### 2.6.5 Mail Volume

EMM is designed for large volume mailings; however, there are no minimum volume requirements. [P910.6.5]

## 2.7 Basic Standards

### 2.7.1 Mailer Participation Requirements

To participate in Express Mail Manifesting, mailers must:

- a. Develop or purchase computer software that will meet the EMM technical requirements outlined in Publication 97, *Express Mail Manifesting Technical Guide*.
- b. Obtain a DUNS® number for each mailing location.
- c. Obtain USPS certification that the mailer's software and barcoded labels meet EMM requirements.
- d. Develop and administer effective quality control procedures that will ensure the integrity of the system.
- e. Use one-ply Express Mail labels that meet the requirements in Publication 97.
- f. Be able to have the USPS accept and dispatch EMM items from their company or a postal facility at the times approved by the district marketing manager.
- g. Receive authorization to mail items using EMM under 2.8. [P910.7.1]

### 2.7.2 Mailer Quality Control

The mailer must implement a quality control program that ensures proper mail preparation and provides accurate documentation. The service agreement must detail the USPS-approved quality control procedures. [P910.7.2]

**2.7.3 Mailer System Accuracy/Manifest Adjustments**

The USPS verifies the accuracy of the EMM system by selecting mailpieces at random and comparing them to a verification manifest. If the sampling indicates that the total postage (for the sample mailpieces) is understated by more than 1.5%, the mailer must either withdraw the mailing or pay postage at an adjusted rate. Specific procedures are outlined in Publication 97. [P910.7.3]

**2.7.4 Markings, Label Specifications, and Barcodes**

No special rate markings are required on EMM items. However, barcoded EMM labels are required on all EMM mailpieces, and specific label formats must be followed. Detailed barcode and Express Mail label specifications and options are published in Publication 97. The labels are subject to approval by Product Information Requirements, Product Development, USPS Headquarters, and the National Customer Support Center (NCSC). Mailers must follow the specific certification procedures outlined in Publication 97. [P910.7.4]

**2.7.5 Mail Entry**

Mailers must present a photocopy or facsimile of Form 3152-E and a verification manifest with each mailing. [P910.7.5]

**2.7.6 Manifest Data Edit Error/Warning Listing**

Mailers must retrieve and retain the Manifest Data Edit Error/Warning Listing for each mailing that will be made available by the host computer. The listing confirms whether an electronic transmission was successful or contained errors or warnings. Specific information about this requirement is included in Publication 97 and in the mailer's EMM agreement. [P910.7.6]

**2.7.7 Form 3152-E for Postage Payment**

Form 3152-E is presented with each mailing. There is no postage affixed to the mailpieces and no postage statement presented with mailings. Postage payment is completed by electronic withdrawal of funds from a mailer's Express Mail corporate account. Form 3152-E must include the following information:

- a. Number of pieces in the mailing.
- b. Total weight of pieces in the mailing.
- c. Total postage and extra service fees, if applicable, for the mailing.
- d. EMCA number.
- e. Electronic file number from header record positions 4-25.
- f. Mailer signature.
- g. Date of mailing. [P910.7.7]

**2.8 Applications, Agreement Renewals, Modifications, Suspensions, and Cancellations****2.8.1 Applications**

Mailers must apply to use an EMM system by completing the application in Publication 97. The application must be sent to the USPS sales representative at the post office where the items will be accepted as mail. After the application and other documentation has been received and reviewed, the application and Form 1357-S is faxed to Product Information, Product Requirements, USPS

Headquarters. This office will send the contact page of the application to the Postal NCSC Delivery Confirmation Office. The Delivery Confirmation Office will send a test kit to the applicant via electronic mail to test the electronic file transmission accuracy. The application for EMM must be accompanied by the following:

- a. A completed Form 1357-S.
- b. A copy of Form 5637 showing that an Express Mail corporate account has been established.
- c. A DUNS® number for each mailing location.
- d. Sample copies of a verification manifest created from the mailer's EMM software.
- e. An EMM label sample.
- f. A rate matrix, if applicable. [P910.8.1]

### **2.8.2 Approval**

A temporary service agreement will be issued by the district marketing manager through the Business Mail Entry Office for 90 days at the location where the mailings will be verified and accepted when a review of the mailer's application and mailing operation indicates the mailer meets the eligibility requirements for entry of Express Mail items using an EMM system. Prior to the end of the 90 day temporary agreement the district business mail entry manager will conduct a final review to ensure that the system continues to meet standards. Upon a successful review, the district Customer Sales and Service manager gives final approval of the EMM system. Publication 97-A, Express Mail Manifesting Implementation and Administration Guide, outlines the specific responsibilities of the various USPS departments in approval process. [P910.8.2]

### **2.8.3 Denial**

If an application for EMM is denied by the district marketing manager, the denial is effective 15 days from the mailer's receipt of the notice unless a written appeal is filed within that time to the Business Mailer Support manager, USPS Headquarters, who issues the final agency decision on the application. [P910.8.3]

### **2.8.4 Changes, Additions, or Modifications to the Service Agreement**

If a mailer proposes to change the method of presenting or documenting mailings from the method specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the district marketing manager. [P910.8.4]

### **2.8.5 Renewal**

EMM agreements are valid for 2 years. The district Customer Service and Sales manager, USPS Headquarters, will conduct renewal reviews. [P910.8.5]

### **2.8.6 Postal Service Suspension**

The district Customer Service and Sales manager may suspend an EMM agreement at any time, pending review, when there is an indication that postal revenue is not fully protected. The district Customer Service and Sales manager will notify the mailer of the decision in writing. The suspension becomes effective upon the mailer's receipt of the notification. [P910.8.6]

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**2.8.7 Postal Service Cancellation**

The district Customer Service and Sales manager may cancel an EMM agreement upon 15 days notice if:

- a. The mailer fails to provide a manifest with correct data.
- b. The required quality control procedures described in the EMM agreement are not properly performed.
- c. The EMM does not comply with USPS requirements.
- d. Mailings are presented that are not properly prepared or paid.
- e. No Express Mail manifest mailings are presented for more than 6 months (unless approved by the Business Mailer Support manager).
- f. The mailer has relocated or has changed ownership without notification.
- g. The 2-year renewal review reveals that the EMM agreement should no longer be authorized or the mailer is not complying with the agreement. [P910.8.7]

**2.8.8 Cancellation Notice and Appeal**

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the Business Mailer Support manager. The appeal must present additional information explaining why the EMM agreement should not be canceled. The Business Mailer Support manager will issue the final agency decision. [P910.8.8]

## 3.0 Optional Procedure (OP) Mailing System

### 3.1 Basic Information

#### 3.1.1 Description

An OP Mailing System is a method of verifying and accepting First-Class Mail, Standard Mail, and Package Services paid by permit imprint. Mailings may consist of identical-weight or nonidentical-weight pieces. The OP Mailing System reviews a mailer's financial, production, and other business records in lieu of standard weight verification procedures. Postage verification is normally completed by a USPS audit of business records kept by the mailer. A USPS audit is designed to detect underpayment of postage. The burden rests with the mailer to prove any overpayment of postage. [P920.1.1]

#### 3.1.2 General Qualification

An OP Mailing System is authorized and renewed in 2-year intervals when all of the following conditions are met:

- a. The mailer's plant is operating and mailing when the application is submitted.
- b. The mailer's records provide a sound audit trail that ensures proper postage is collected.
- c. Mailings qualify as permit imprint mailings under the applicable standards.
- d. The administering post office or district can provide trained, qualified employees during the mailer's hours of mailing operations. [P920.1.2]

### 3.1.3 Quality Control

The mailer must implement a documented quality control program that ensures integrity of the system, accuracy and proper maintenance of OP records, eligibility of the mailings prepared for the postage rates claimed, and ability to take corrective actions. [P920.1.3]

### 3.1.4 Service Agreement

A service agreement must be signed by the mailer, the postmaster, the district manager, and the Business Mailer Support (BMS) manager before the first OP mailing is presented. Before the service agreement is finalized the mailer must submit an OP Mailing System application and that application must be approved under the procedures in 3.2. The agreement must set forth, among other things, the mailing information described in 3.2.3 and 3.2.4. [P920.1.4]

## 3.2 Authorization

### 3.2.1 Application

The mailer must submit an OP Mailing System application to the postmaster at the office of mailing. Publication 407, *Optional Procedure (OP) Mailing System*, available through business mail entry units and [www.usps.com](http://www.usps.com), contains an application and detailed information about mailer standards, responsibilities, and qualifying criteria. The mailer must submit, as part of the application, a complete sample job with all records to be part of the audit trail identified and labeled; a detailed explanation of how each record supports the number of pieces and presort level rate of postage claimed on the postage statements; and a detailed description of current internal quality control procedures as they relate to production and presentation of mailing. [P920.2.1]

### 3.2.2 Business Mailer Support Action

The Business Mailer Support (BMS) manager, USPS Headquarters, approves or denies applications for optional procedure. [P920.2.2]

### 3.2.3 Approval

When the application is approved, a written service agreement is signed between the USPS and the mailer to specify the types of mailings that may be mailed under the OP Mailing System (e.g., the classes of mail, processing categories, permit numbers to be used, and whether the mailer is authorized to mail identical-weight and/or nonidentical-weight pieces). [P920.2.3]

### 3.2.4 Denial

If the application is denied, the denial is effective 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the BMS manager. The appeal must present additional information explaining why the OP application should be approved. If the manager still finds that the application should be denied, the file is forwarded to the Business Mail Acceptance manager, Postal Service Headquarters, who will issue a final agency decision to the mailer. [P920.2.4]

### 3.2.5 Changes

If the mailer proposes to change the method of presenting or documenting mailings from that specified in the agreement, or the mailer is no longer able to comply with the standards that apply to the authorization, the mailer must immediately notify the

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BMS manager, through the postmaster of the administering post office. The BMS manager will notify the mailer in writing if the OP agreement should be modified, continued, or canceled. [P920.2.5]

**3.2.6 Additions or Modifications to the Service Agreement**

If the mailer requests additional options or modifications to the OP agreement, the mailer must submit a written request to the BMS manager stating the requested change or modification and complete documentation supporting each change or modification. The mailer's request must be submitted before the change or modification is made. Changes to the OP service agreement cannot be made until the BMS manager has notified the mailer in writing that the changes or modifications have been approved and an addendum is added to the OP service agreement. [P920.2.6]

**3.2.7 Postal Service Suspension**

The BMS manager may suspend an OP Mailing System at any time, pending review, when there is an indication that postal revenue is not fully protected. The BMS manager will notify the mailer in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification. [P920.2.7]

**3.2.8 Mailer Cancellation**

The mailer may cancel an OP Mailing System authorization at any time by written notice to the administering post office. [P920.2.8]

**3.2.9 Postal Service Cancellation**

The USPS may cancel an OP Mailing System authorization if:

- a. The mailer provides misleading or incorrect data to avoid paying postage, makes no mailings under the OP agreement during any consecutive 12-month period, or routinely fails to comply with the OP agreement or the standards applicable to the OP Mailing System.
- b. The 2-year renewal audit reveals that the OP agreement should no longer be authorized or the mailer is not complying with the agreement. [P920.2.9]

**3.2.10 Cancellation Notice and Appeal**

The cancellation takes effect 15 days from the mailer's receipt of the notice unless, within that time, the mailer files a written appeal with the BMS manager. The appeal must present additional information explaining why the OP Mailing System authorization should not be canceled. If the BMS manager does not uphold the appeal, the appeal, the additional information, and the complete record underlying the initial decision to cancel the authorization are forwarded to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision to the mailer. [P920.2.10]

**3.3 Records****3.3.1 Mailer Responsibility**

The mailer must submit accurate postage statements and keep accurate records. The mailer must prepare a complete record for each mailing, label all component records as they are created with the mailing (and/or order) to which they relate, and

keep it at a central location for 1 year. Records used for verification of OP mailings must be records that are also routinely kept for production of other than OP mailings. [P920.3.1]

### 3.3.2 Mailer Running Summary

The mailer must maintain a running summary of mailings made to the USPS. The summary must include the permit number, date of mailing, postage statement sequence number, total pieces, weight of a single piece (or weight ranges of nonidentical-weight pieces), and the total weight and total postage for each mailing. For plant-verified drop shipment (PVDS) mailings the grand totals from the consolidated postage statement are entered on the summary. [P920.3.2]

### 3.3.3 Contents

Each mailing record must contain a sample of the mailpiece, the corresponding postage statement, and source documents required for the audit trail as specified in the mailer's OP agreement. [P920.3.3]

## 4.0 Alternate Mailing System (AMS)

### 4.1 Basic Information

#### 4.1.1 Purpose

An Alternate Mailing System (AMS) provides for other methods of accepting permit imprint mail, not established in 2.0, *Manifest Mailing System (MMS)*, or 3.0, *Optional Procedure (OP) Mailing System*, that show proper postage payment and mail preparation without verification by weight. [P930.1.1]

#### 4.1.2 Postage Adjustment

Overpayments or underpayments identified during USPS verification require a postage adjustment. Verification samples are deemed to be representative of the entire mailing and postage adjustment calculations are based on the total mailing. The mailer must pay a penalty when the sampling verification shows that the postage error exceeds 1.5% of the corrected postage. The total corrected postage for the entire mailing is deducted from the permit imprint advance deposit account. [P930.1.2]

### 4.2 Authorization

#### 4.2.1 Procedure

A mailer may request authorization to pay postage by an AMS by submitting a written request to the postmaster at the office of mailing. The request must include a complete description of the types of matter to be mailed, the proposed method of paying postage, the proposed method to determine correct mail preparation, and a statement of the reasons for requesting the alternate system. The USPS may review the mailer's operation before ruling on the application. [P930.2.1]

#### 4.2.2 Conditions

The conditions of authorization are:

- a. Authorization to use AMS must benefit the USPS.
- b. Authorization to use AMS must include a signed AMS agreement.

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- c. An AMS agreement must specify the terms and conditions of the AMS.
- d. All postage must be paid by permit imprint unless otherwise permitted in writing by the BMS manager.
- e. There must be no additional cost to the USPS for an AMS agreement beyond the costs of current mail acceptance procedures for the mail in question.
- f. The mailer must implement a quality control program that ensures proper mail preparation and accurate documentation, subject to USPS approval. The service agreement must include details of this program. Each AMS mailing must include a statement from the mailer certifying that the approved quality control verification is done.
- g. Authorization must not exceed 2 years. [P930.2.2]

**4.2.3 BMS Action**

The BMS manager approves or denies a written request for AMS. [P930.2.3]

**4.2.4 Approval**

If the application is approved, a service agreement must be signed by the USPS and the mailer. [P930.2.4]

**4.2.5 Denial**

If the application is denied, the mailer may file a written appeal, within 15 days from the receipt of the notice, containing additional evidence explaining why the AMS request should be approved, with the Business Mail Acceptance manager, USPS Headquarters, who reviews the appeal and issues the final agency decision. [P930.2.5]

**4.2.6 Revocation**

The BMS manager may revoke an AMS authorization if the mailer:

- a. Provides incorrect data for mailings and appears unable or unwilling to correct all problems.
- b. Is not conducting required quality control procedures.
- c. No longer meets the criteria established by standard or the AMS agreement.
- d. Does not present mailings under AMS for more than 6 months (except under the service agreement).
- e. Continues to present mailings improperly prepared or mailings without correct postage. [P930.2.6]

**4.2.7 Notice of Revocation**

After a revocation notice is issued, the mailer and the USPS decide on the corrective actions and set up an implementation schedule, after which the USPS reexamines the mailer's system. Failure to correct identified problems is sufficient grounds to revoke a mailer's AMS authorization. [P930.2.7]

**4.2.8 Appeal**

Revocation proceeds if the mailer is unable or unwilling to correct the discrepancies found. The mailer may file a written appeal within 15 days from the date of receipt of the notice, which includes evidence explaining why the AMS authorization should



not be revoked. The appeal must be filed with the BMS manager for transmission to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision. The mailer may continue to present mail under the AMS pending a decision on appeal. The revocation decision takes effect 15 days after receipt by the mailer. [P930.2.8]

## 5.0 First-Class or Standard Mail Mailings With Different Payment Methods

### 5.1 Basic Provisions

#### 5.1.1 General

After specific USPS authorization, a mailer may prepare separate First-Class Mail or Standard Mail letter-size automation rate mailings that each contain pieces paid with more than one of the three authorized methods of postage payment (permit imprint, meter stamp, or precanceled stamp) or that contain pieces having different rates of postage affixed or multiple ounces of First-Class permit imprint mail or nonidentical-weight permit imprint mail. For this standard, *mailer* or *presenter* is the entity preparing the combined mailing and presenting it to the USPS. All standards applying to each method of payment apply in a combined mailing, unless excepted below. [P960.1.1]

#### 5.1.2 Postage Payment

Postage due the USPS for permit imprint mail and additional postage for postage-affixed pieces is paid through a specific advance deposit account kept exclusively for combined mailings. [P960.1.2]

#### 5.1.3 Value Added

To request value added refunds of postage overpayments for the metered part of combined mailings, see [604.10.0, Refunds and Exchanges](#). [P960.1.3]

#### 5.1.4 Mailer Processing

The mailer must have an automated mailing system that can be shown to correctly produce automation rate letter-size mailings under the applicable standards and accurately compute and document the postage due. [P960.1.4]

#### 5.1.5 Authorization Process

To be authorized to prepare automation rate combined letter-size mailings, a mailer must submit a written request to the postmaster serving the mailer's production plant. This request must:

- a. Identify the postage payment methods to be combined, the rates of postage to be affixed to precanceled stamped or metered pieces, and, for First-Class Mail, the weight increments of pieces to be combined.
- b. Describe all steps in the automated mailing system to be used to prepare combined mailings. Include a flow chart showing how jobs are handled from the time received from clients or other departments through the time the combined mailing is presented to the post office for verification and acceptance.

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- c. Include samples of all reports that the mailing system can generate. Number and annotate samples to describe step-by-step how the data are obtained and how each data element is supported and can be verified. Describe at which step in the mailing operation the reports may be generated, and how the reports relate to each other and to the preparation of postage statements.
- d. Describe how rejects are handled during mail preparation.
- e. Describe in detail internal quality control procedures that ensure that mailings are properly prepared, that postage statement and supporting data are accurate, and that correct postage is paid. Submit copies of quality control instructions and checklists used. [P960.1.5]

**5.1.6 On-Site Review**

The USPS examines the mailer's operation as part of the application process. During the on-site review, the mailer must:

- a. Produce a controlled test mailing with supporting documentation.
- b. Show that internal quality control procedures are satisfactorily administered.
- c. Show that the mailing system provides acceptable documentation by which the USPS can verify postage statement data. [P960.1.6]

**5.1.7 Interim Authorization**

If the mailer meets standards, the USPS grants a 90-day interim authorization to prepare combined mailings. During this time, USPS monitors the mailer's system to ensure continued compliance with all applicable standards. [P960.1.7]

**5.1.8 Final Authorization**

After the 90-day authorization, if the mailer's program meets all applicable standards, BMS prepares a detailed authorization for the mailer to follow in preparing combined mailings. The authorization period does not exceed 2 years. The mailer must give advance written notice to BMS about plans to change the system used to prepare combined mailings. [P960.1.8]

**5.1.9 Denial**

If an application is denied, the mailer may, within 15 days from receipt of the notice, file a written appeal, including additional evidence, with the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision. [P960.1.9]

**5.1.10 USPS Review**

A USPS review of the mailer's system is conducted before the expiration date:

- a. If the review shows no need for modifications to the agreement, it is renewed for a 2-year period.
- b. If the review shows modifications to the system without prior notification to BMS, but the system still remains qualified, a new agreement must be reached that details the modifications.
- c. If the review shows that the system can be renewed only with modifications required by the USPS, the mailer must be so informed and, if the mailer agrees, a new agreement is implemented under [5.1.7](#) and [5.1.8](#).

- d. If the review shows that the mailer is not properly preparing combined mailings or does not agree to USPS modifications, steps must be taken to cancel the authorization. [P960.1.10]

#### **5.1.11 Suspension**

The BMS manager may suspend a combined mailing system agreement at any time, pending investigation, if the manager finds that postage is not being fully paid or mail is not being prepared according to standards. The decision may be appealed to the Business Mail Acceptance manager, USPS Headquarters, within 15 days of the suspension by submitting a written appeal with explanation. The suspension remains in effect during the appeal. A suspension is ended when the mailer comes into compliance. [P960.1.11]

#### **5.1.12 Cancellation by USPS**

The USPS may cancel an authorization to prepare combined mailings at any time if the mailer:

- a. Provides misleading or incorrect data to avoid payment of postage.
- b. Makes no combined mailings under the agreement during any consecutive 12-month period.
- c. Fails to comply with applicable standards or the agreement, including required quality control procedures, and does not make changes to comply after USPS notification. [P960.1.12]

#### **5.1.13 Cancellation Procedure**

If the USPS decides to cancel an authorization, cancellation becomes effective 15 days from the mailer's receipt of the notice, unless the mailer files a written appeal within that time with the BMS manager. The appeal must show additional information on why the combined mailing authorization should not be canceled. If the manager denies the appeal, both the appeal and the additional information are sent to the Business Mail Acceptance manager, USPS Headquarters, who issues the final agency decision. [P960.1.13]

#### **5.1.14 Cancellation by Mailer**

The mailer may cancel an authorization to prepare combined mailings at any time by notifying the administering post office in writing. [P960.1.14]

## **5.2 Postage**

### **5.2.1 Metered Pieces—First-Class Mail**

Metered pieces in a combined mailing must bear postage for the first ounce at the Presorted rate or at an automation rate for which the pieces are eligible and, if applicable, the full amount of postage due for additional ounces. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail rates must be paid on accompanying single-piece rate mail using one of the methods under [134.1.0](#). Additional preparation to verify postage due may be required by the USPS. [P960.2.1]

**5.2.2 Metered Pieces—Standard Mail**

Metered pieces in a combined mailing must bear postage at a Presorted or automation rate for which the pieces are eligible. Additional postage due for metered pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail rates must be paid on accompanying single-piece rate mail using one of the methods under [243.3.0](#), [243.5.0](#), and [134.1.0](#). Additional preparation to verify postage due may be required by the USPS. [P960.2.2]

**5.2.3 Precanceled Pieces—First-Class Mail**

Pieces with precanceled stamps in a combined mailing must not weigh more than 1 ounce and must bear postage in any denomination of precanceled stamps permitted in a Presorted or automation rate mailing. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at the single-piece First-Class Mail rate must be paid on accompanying single-piece rate mail using one of the methods under [134.1.0](#). Additional preparation to verify postage due may be required by the USPS. [P960.2.3]

**5.2.4 Precanceled Pieces—Standard Mail**

Pieces with precanceled stamps in a combined mailing must bear postage in any denomination of precanceled stamp permitted in an automation rate mailing. Nonprofit postage may appear only on pieces in a Nonprofit rate mailing that are eligible for and claimed at a Nonprofit rate. Additional postage due for precanceled stamp pieces in a combined mailing is deducted from the mailer's postage due advance deposit account. Full postage at single-piece First-Class Mail rates must be paid on accompanying single-piece rate mail using one of the methods under [243.3.0](#), [243.5.0](#), or [134.1.0](#). Additional preparation to verify postage due may be required by the USPS. [P960.2.4]

**5.2.5 Permit Imprint Pieces—First-Class Mail and Standard Mail**

Pieces in a combined mailing may bear the permit imprint of the mailer or the mailer's clients. Postage for the permit imprint part of a combined mailing must be paid by the permit imprint advance deposit account kept for combined mailings. Postage is deducted only from this account, regardless of the permit numbers or company permit imprints on pieces in a combined mailing. Full postage at single-piece First-Class rates must be paid on accompanying single-piece rate mail using one of the methods under [134.1.0](#) and, for Standard Mail, [243.3.0](#) and [243.5.0](#). Additional preparation to verify postage due may be required by the USPS. [P960.2.5]

**5.3 Producing the Combined Mailing****5.3.1 Mailer Quality Control**

Before merging different pieces into a combined presorted mailing, the mailer must have quality control procedures to ensure that:

- a. Meter dates are correct.
- b. Meter impressions are legible.
- c. Permits and licenses are current at office of mailing.

- d. In First-Class mailings, full postage on 2-ounce and 3-ounce metered and precanceled stamped pieces is affixed for the ounces in addition to postage for the first ounce at a rate acceptable for inclusion in the mailing.
- e. In Standard Mail mailings, full postage is affixed at a rate acceptable for inclusion in the mailing.
- f. Barcodes meet all applicable standards.
- g. Mailings are prepared under the relevant standards.
- h. Source mailing information (on client, job, or segment) is entered accurately into the automated mailing system.
- i. When markings are applied by an MLOCR, they properly show the applicable identifier/rate code described in [5.3.2](#) that specifies the product month designator, MASS/*FASTforward* system identifier, the method of postage payment, and the rate of postage affixed for metered and precanceled stamp mail or other postage information for permit imprint mail. These markings must be linked by the computer system to the rate entered by the mailer when the pieces are run through the MLOCR. [P960.3.1]

### 5.3.2 Rate and Postage Marking

The following markings must be applied to each piece in the mailing when markings are applied by an MLOCR. These seven-character markings provide the automation rate marking information and additional information including the product month designator, MASS/*FASTforward* (FF) system identifier, manufacturer code, and rate marking information. The product month designator is the first character position and represents the product month of the USPS ZIP+4 Product installed with the system's lookup engine responsible for the ZIP+4 assignment. Each product month is designated by a character "A" through "L" (with "A" meaning January, "B" meaning February, etc.). The MASS/FF System Identifier is characters 2 through 4 and represents the certified system identifier responsible for the ZIP+4 assignment. There is a one-to-one relationship between the certified system serial number and the assigned identifier. The manufacturer code is the fifth character and is assigned at the manufacturer's discretion with one exception: the character "Z" is assigned when the mailpiece contains a delivery point barcode in the address block and the MLOCR does not perform a lookup but simply reproduces the address block barcode. The rate marking is represented in the last two characters according to the chart below. The applicable marking must appear on each mailpiece in one of the locations authorized under [202](#) for letters, [302](#) for flats, or [402](#) for parcels.

## 705.5.3.2

## a. First-Class Mail:

| RATE MARKING |       |   |
|--------------|-------|---|
| Letters      | Flats | RATE AND POSTAGE CATEGORY                 |
| P1           | F1    | Barcoded 1-ounce Permit Imprint           |
| P2           | F2    | Barcoded 2-ounce Permit Imprint           |
| P3           | F3    | Barcoded 3-ounce Permit Imprint           |
| P4           | F4    | Barcoded 4-ounce Permit Imprint           |
|              | F5    | Barcoded 5-ounce Permit Imprint           |
|              | F6    | Barcoded 6-ounce Permit Imprint           |
|              | F7    | Barcoded 7-ounce Permit Imprint           |
|              | F8    | Barcoded 8-ounce Permit Imprint           |
|              | F9    | Barcoded 9-ounce Permit Imprint           |
|              | F0    | Barcoded 10-ounce Permit Imprint          |
|              | FA    | Barcoded 11-ounce Permit Imprint          |
|              | FB    | Barcoded 12-ounce Permit Imprint          |
|              | FC    | Barcoded 13-ounce Permit Imprint          |
| M5           | MF    | Barcoded 5-Digit Meter Postage Affixed    |
| M3           | MT    | Barcoded 3-Digit Meter Postage Affixed    |
| MA           | MD    | Barcoded AADC Meter Postage Affixed       |
| MM           | MX    | Barcoded Mixed AADC Meter Postage Affixed |
| MP           | MP    | Presorted Meter Postage Affixed           |
| S1           |       | Precanceled \$0.15 Stamp Affixed (card)   |
| S3           |       | Precanceled \$0.23 Stamp Affixed          |
| S2           |       | Precanceled \$0.25 Stamp Affixed          |

## b. Standard Mail (letters only):

| RATE MARKING | RATE AND POSTAGE CATEGORY                            |
|--------------|--|
| PI           | Barcoded Regular Permit Imprint                      |
| NI           | Barcoded Nonprofit Permit Imprint                    |
| M5           | Barcoded 5-Digit Meter Regular Postage Affixed*      |
| N5           | Barcoded 5-Digit Meter Nonprofit Postage Affixed*    |
| M3           | Barcoded 3-Digit Meter Regular Postage Affixed*      |
| N3           | Barcoded 3-Digit Meter Nonprofit Postage Affixed*    |
| MA           | Barcoded AADC Meter Regular Postage Affixed*         |
| NA           | Barcoded AADC Meter Nonprofit Postage Affixed*       |
| MM           | Barcoded Mixed AADC Meter Regular Postage Affixed*   |
| NM           | Barcoded Mixed AADC Meter Nonprofit Postage Affixed* |

\* The same code is used regardless of the destination entry rate, if any, for which the piece is metered.

| RATE MARKING | RATE AND POSTAGE CATEGORY                       |
|--------------|---|
| M8           | Presorted 3/5 Meter Regular Postage Affixed*    |
| N8           | Presorted 3/5 Meter Nonprofit Postage Affixed*  |
| M9           | Barcoded Basic Meter Regular Postage Affixed*   |
| N9           | Barcoded Basic Meter Nonprofit Postage Affixed* |
| SR           | Precanceled Regular Rate Stamp Affixed          |
| SN           | Precanceled Nonprofit Stamp Affixed             |

\* The same code is used regardless of the destination entry rate, if any, for which the piece is metered. [P960.3.2]

**5.3.3 Merging Methods and Documentation**

During the initial count of each source mailing (i.e., the quantity of mail originated by each of the mailer’s clients) by the mailer’s automated mailing system, pieces must be grouped by payment method (and, within each for First-Class, by ounce increment). All pieces within each postage-affixed group must have the same amount of postage affixed (for First-Class, the same amount of postage must be affixed for the first ounce). The mailer must keep records of each source that was merged in the combined mailing to allow the USPS to identify each source, the number of pieces by postage payment method, and, within each, by ounce increment (for First-Class), or by amount of postage affixed (for Standard Mail). The mailer must keep these records (in the form of computer-generated printouts or computer media approved by Business Mailer Support) in a central location for 90 days after the mailing date of the combined mailing. [P960.3.3]

**5.3.4 Rejected Pieces**

Pieces rejected for any reason by the mailer’s automated sorting system and pulled out of the combined mailing stream must be identified by the mailer, specifically accounted for in documentation, and:

- a. If postage-affixed, bear postage or have additional postage affixed to equal a rate no lower than the correct Presorted First-Class rate or 3/5 Presorted Standard Mail rate for letters, as applicable.
- b. If paid by permit imprint, separately presented to the USPS for verification of postage. [P960.3.4]

**5.4 Documentation**

**5.4.1 Submission**

Mailers are required to submit or generate the following reports:  
For each First-Class Mail or Standard Mail combined mailing, the mailer must provide these materials:

- a. For each postage payment method, a complete and accurate postage statement endorsed “Combined Mailing” at the top.
  - 1. A separate Form(s) 3553.

## 705.5.4.2

2. The USPS qualification report in standardized format detailing by ZIP Code the number of pieces qualifying for each rate by presort level. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS qualification report must be generated for each entry destination.
  3. The USPS Summary ZIP Destination report in one of two standardized formats that lists by tray destination and rate category: each mail category, postage payment type, weight, and rate affixed (report all postage affixed First-Class Mail pieces as weighing one ounce); number of pieces; dollar amount of postage affixed to those pieces; cumulative postage affixed; total postage; net postage due; cumulative postage due; and a running total of the number of pieces. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Summary ZIP Destination report must be generated for each entry destination. This report is not required if there is only one metered rate in the mailing. BMS may authorize submission of only portions of this report.
  4. The USPS Postage Summary in a standardized format. This report shows, by type of payment method, the total postage claimed for all pieces in the mailing by rate level and the total postage affixed by rate level. It also shows a grand total summary of postage affixed, postage claimed, and total postage due. If plant-verified drop shipment (PVDS) is used for Standard Mail, a separate USPS Postage Summary report must be generated for each entry destination.
  5. Other documentation that may be required by other standards for the rate claimed.
- b. The USPS Customer Mail Report must be generated for each mailing but is required to be submitted to the USPS only when requested by USPS personnel for the resolution of errors (shortpaid and potential MLOCR profiling) detected in a specific mailing. The Customer Mail Report must list each customer by name and provide the following information about their mail: rate affixed, mail category including postage payment type, weight, total postage, postage affixed, number of pieces, cumulative number of pieces, number of pieces rejected, and total pieces fed. [P960.4.1]

**5.4.2 Permit Imprint**

To prepare the postage statement for permit imprint pieces, the mailer multiplies the number of such pieces qualifying for each rate level (and, for First-Class Mail, in each weight increment) (as documented by the mailer) by the corresponding rate. The result is the net postage due for the permit imprint part of the combined mailing. If the mailing contains nonidentical-weight permit imprint pieces, the postage statement must be so annotated. [P960.4.2]

**5.4.3 Postage Affixed**

In completing the separate postage statements for postage-affixed pieces:

- a. Multiply the number of pieces at each rate level (which, for First-Class Mail, are treated as weighing 1 ounce or less, regardless of actual weight) by the corresponding rate of postage. The product is the postage due before adjustments are made for the value of postage affixed to those pieces.



- b. Multiply the amount of postage (or, for First-Class Mail only, first ounce postage) affixed by the number of pieces at each amount, to determine the total postage already paid.
- c. Set the amount paid against the amount due to find the postage to be paid by or to the mailer for the postage-affixed pieces. [P960.4.3]

#### 5.4.4 Reporting Results

Any additional postage due is paid through the mailer's advance deposit account for combined mailings. A "value added" refund of any overpayment of meter postage may be requested under [604.10.0](#). [P960.4.4]

## 6.0 Preparation for Combined Mailings of Standard Mail and Package Services Parcels

### 6.1 Combined Machinable Parcels—Rates Other than Parcel Post OBMC Presort, BMC Presort, DSCF, and DDU

#### 6.1.1 Qualification

Machinable Standard Mail and machinable Package Services parcels may be combined under the sortation and other requirements in [6.1](#) except when claiming the following Parcel Post rates or discounts: OBMC Presort, BMC Presort, DSCF, and DDU. When claiming the OBMC Presort, BMC Presort, or DSCF rates, machinable Standard Mail and machinable Package Services parcels may be combined under the sortation and other requirements in [6.2](#). Standard Mail parcels must not be combined with Package Services parcels prepared for DDU rates. [M073.1.1]

#### 6.1.2 Description

Subject to [6.1.1](#) and authorization under [6.1.5](#), a mailer who is authorized plant load or plant-verified drop shipment privileges may prepare a combined mailing of Standard Mail and Package Services machinable parcels that have been merged and sorted in sacks (under [6.1.5](#)) or on pallets (under [8.0](#)) to achieve the finest presort level. The combined mailing must meet the standards in [6.1](#) and those that apply to the rates claimed. Each parcel in a combined mailing is subject to the applicable Standard Mail or Package Services rate, based on the corresponding standards. Required volume for bulk or presort rates is based solely on the quantity of pieces eligible for each rate at the required presort level. Pieces claimed at other rates in the same sack or on the same pallet do not count. [M073.1.2]

#### 6.1.3 Postage Payment

Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under [2.0](#), *Manifest Mailing System (MMS)*, [3.0](#), *Optional Procedure (OP) Mailing System*, or [4.0](#), *Alternate Mailing System (AMS)*. The applicable agreement must include procedures for combined mailings approved by BMS. [M073.1.3]

#### 6.1.4 Documentation

Separate postage statements must be prepared for the Standard Mail and Package Services pieces. Within each group, combined forms may be prepared where standards and the forms permit. All postage statements must be provided at the time of mailing, accompanied by a computer-generated listing (in ZIP Code sequence and numbered to correspond to the sacks or pallets) that describes the content of each sack or pallet. The mailer must keep this information for 90 days after the mailing is dispatched. This listing must show the mailer's name and location, the name and owner of each product for which a separate postage statement is prepared, and the entry post office. For each product, the listing must detail the number of pieces at each rate by 5-digit ZIP Code and totals for each pallet or sack and for the entire mailing. Additional documentation must be provided for all mailings of nonidentical-weight pieces or in which basic and 3/5 rate pieces are commingled and the mailer has not separated the sacks or pallets containing the pieces at the respective rates. Such documentation must be in one of these formats:

- a. Segmented sequentially by sortation level (e.g., 5-digit scheme, 5-digit, BMC) and, within each, listing a unique number or Line 1 of each sack or pallet label. For each 5-digit scheme, 5-digit, or ASF/BMC entry, the number of pieces at each rate must be shown by 5-digit scheme, 5-digit, or 3-digit ZIP Code prefix. Destination ASF/BMC sacks or pallets must show a total number of pieces in the sack or on the pallet. The entries must be summarized for the whole mailing to show total pieces at each rate, total pieces, and total postage (and additional postage due, as applicable). The sacks or pallets do not have to be presented to the USPS in any particular order.
- b. Segmented sequentially by sortation level and by 5-digit scheme and 5-digit (for sacks) or 3-digit ZIP Code prefix (for other sacks or pallets) with the number of pieces at each rate shown on the listing. The entries must be totaled for the whole mailing to show total pieces at each rate, total pieces, and total postage (or additional postage due, as applicable). If different amounts of additional postage are due, the summary must detail the number of pieces at each postage amount or at each amount of additional postage due. The sacks or pallets must be separated by sortation level when presented. [M073.1.4]

#### 6.1.5 Authorization

The requirements for authorization are as follows:

- a. A mailer who wants to present combined mailings must submit a written request to BMS. The request must show names of mail owner and mailer (if different); address of mailer's plant and mailing office (if different); names of items in combined mailing; evidence of authorization to mail under [2.0, Manifest Mailing System \(MMS\)](#), [3.0, Optional Procedure \(OP\) Mailing System](#), or [4.0, Alternate Mailing System \(AMS\)](#); expected date of first mailing; and sample of required computer-generated listings.
- b. A separate written request must be made for each group of mailpieces to be prepared. An authorization is valid only for a specifically named group of items to be combined. If documentation for more than one mailer is derived from the same computer software program, and each mailer usually mails at regular

intervals, requests for more than one mailing group may be made as part of the same authorization request. In such cases, the name of each mailer, frequency of mailing, type of product, and combination must be listed as part of the request.

- c. An authorization to combine Standard Mail and Package Services machinable parcels expires at the same time as the applicable postage payment system authorization and may not be for more than 2 years. A mailer may terminate an authorization at any time by written notice to the postmaster of the office serving the mailer's location. The USPS may terminate an authorization, by written notice, if it finds that the mailer does not meet the applicable standards. [M073.1.5]

### 6.1.6 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. 5-digit scheme (optional, but required for Standard Mail 3/5 rate eligibility); 10-piece or 20-pound minimum; labeling:
  1. Line 1: L606.
  2. Line 2: "STD/PSVC MACH 5D SCH."
- b. 5-digit (optional, but required for Standard Mail 3/5 rate eligibility); 10-piece or 20-pound minimum; labeling:
  1. Line 1: city, state, and 5-digit ZIP Code on mail (see 8.6.4 for overseas military mail).
  2. Line 2: "STD/PSVC MACH 5D."
- c. ASF (optional; allowed only for mail deposited at an ASF to claim DBMC rate); 10-piece or 20-pound minimum; labeling:
  1. Line 1: L602, Column B. DBMC rate eligibility determined by Exhibit 6.1.6.
  2. Line 2: "STD/PSVC MACH ASF."
- d. BMC (required); 10-piece or 20-pound minimum; labeling:
  1. Line 1: L601, Column B. DBMC rate eligibility determined by Exhibit 6.1.6.
  2. Line 2: "STD/PSVC MACH BMC."
- e. Mixed BMC (required); no minimum; labeling:
  1. Line 1: "MXD" followed by L601 Column B information for BMC serving 3-digit ZIP Code prefix of entry post office.
  2. Line 2: "STD/PSVC MACH WKG." [M073.1.6]

705.6.1.6

**Exhibit 6.1.6 BMC/ASF – DBMC Rate Eligibility**

| <b>ELIGIBLE DESTINATION ZIP CODES</b>  | <b>ENTRY FACILITY</b>             |
|--|-----------------------------------|
| 005, 068-079, 085-098, 100-119, 124-127  | BMC New Jersey NJ 00102           |
| 010-067, 120-123, 128,129  | BMC Springfield MA 05500          |
| 130-136, 140-149 [Except machinable parcels]   | ASF Buffalo NY 140                |
| 130-136, 140-168, 260-266, 439-447 [Machinable parcels only or machinable parcels combined with bedloaded nonmachinable parcels] | BMC Pittsburgh PA 15195           |
| 150-168, 260-266, 439-447 [Except machinable parcels]  | BMC Pittsburgh PA 15195           |
| 080-084, 137-139, 169-199  | BMC Philadelphia PA 19205         |
| 200-212, 214-239, 244, 254, 267, 268   | BMC Washington DC 20499           |
| 240-243, 245-249, 270-297, 376   | BMC Greensboro NC 27075           |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399   | BMC Atlanta GA 31195              |
| 299, 313-316, 320-342, 344, 346, 347, 349.   | BMC Jacksonville FL 32099         |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729  | BMC Memphis TN 38999              |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474  | BMC Cincinnati OH 45900           |
| 434-436, 465-468, 480-497  | BMC Detroit MI 48399              |
| 500-516, 520-528, 612, 680, 681, 683-689   | BMC Des Moines IA 50999           |
| 498, 499, 540-551, 553-564, 566  | BMC Minneapolis/St. Paul MN 55202 |
| 570-577  | ASF Sioux Falls SD 570            |
| 565, 567, 580-588  | ASF Fargo ND 580                  |
| 590-599, 821   | ASF Billings MT 590               |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613   | BMC Chicago IL 60808              |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639  | BMC St. Louis MO 63299            |
| 640, 641, 644-658, 660-662, 664-679, 739   | BMC Kansas City KS 64399          |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749   | ASF Oklahoma City OK 730          |
| 706, 710-712, 718, 733, 747, 750-799, 885  | BMC Dallas TX 75199               |
| 690-693, 800-816, 820, 822-831, 856, 857   | BMC Denver CO 80088               |
| 832-834, 836, 837, 840-847, 898, 979   | ASF Salt Lake City UT 840         |
| 850, 852, 853, 855, 859, 860, 863, 864   | ASF Phoenix AZ 852                |
| 865, 870-875, 877-884  | ASF Albuquerque NM 870            |
| 889-891, 893, 900-908, 910-928, 930-935  | BMC Los Angeles CA 90901          |
| 894, 895, 897, 936-966   | BMC San Francisco CA 94850        |
| 835, 838, 970-978, 980-986, 988-994  | BMC Seattle WA 98000              |

[Exhibit E751.1.3]

## 6.2 Combined Parcels—Parcel Post OBMC Presort, BMC Presort, and DSCF Rates

### 6.2.1 Qualification

Combination requirements for specific discounts and rates are as follows:

- a. When claiming Parcel Post OBMC Presort and BMC Presort discounts and DSCF rates, machinable Standard Mail parcels may be combined with machinable Package Services parcels under [6.2](#).
- b. When claiming the Parcel Post DSCF rate, machinable and nonmachinable Standard Mail may be combined with machinable and nonmachinable Package Services parcels under [6.2](#).
- c. Standard Mail parcels may not be combined with Package Services parcels prepared for DDU rates. [\[M073.2.1\]](#)

### 6.2.2 Authorization

Mailers must be authorized under [6.1.5](#) to prepare mailings that combine Standard Mail and Package Services parcels. [\[M073.2.2\]](#)

### 6.2.3 Postage Payment

Postage for all pieces must be paid with permit imprint at the post office serving the mailer's plant under an approved manifest mailing system under [2.0](#). The applicable agreement must include procedures for combined mailings approved by BMS.

[\[M073.2.3\]](#)

### 6.2.4 Preparation and Rates

Combined parcels must be prepared as follows:

- a. Minimum Mailing Volume. Separate minimum mailing volume requirements must be met for Standard Mail parcels and for Package Services parcels.
- b. Parcel Post Qualifying for DSCF Rates. The combined mailings must be prepared under the applicable 5-digit scheme and 5-digit sack requirements in [455.4.0](#) or the applicable 5-digit scheme and 5-digit pallet requirements in [8.0](#) for the Parcel Post DSCF rates. All other requirements for the Parcel Post DSCF rates and the Presorted Standard Mail rates, as applicable, must be met. The following additional requirements apply:
  1. If sacked under [455.4.0](#), the minimum requirement of seven pieces per sack must be met with only Package Services parcels. After the minimum sack volume has been met, Standard Mail parcels may be included in the sack or in overflow sacks.
  2. If palletized under the option to prepare 5-digit scheme or 5-digit pallets when there are at least 50 pieces and 250 pounds per pallet, this pallet minimum must be met with only Package Services parcels. After the minimum pallet volume has been met, Standard Mail parcels may be included on the pallet or in overflow sacks.
  3. If palletized under the alternate pallet preparation where no pallet may contain fewer than 35 pieces and 200 pounds provided the average number of pieces on pallets qualifying for the DSCF rate is at least 50, Standard Mail parcels may not be combined with Package Services parcels.

## 705.6.2.5

4. If palletized under the option to prepare 5-digit scheme or 5-digit pallets under the 36-inch-high (mail only) pallet minimum, any combination of Standard Mail or Package Services parcels may be used to meet the minimum pallet height requirement.
  5. Line 2 of 5-digit scheme pallet and sack labels must read: "STD/PSVC MACH 5D SCH." Line 2 of 5-digit pallet and sack labels must read: "STD/PSVC MACH 5D."
  6. Standard Mail parcels are eligible for the Presorted 3/5 rate.
- c. Parcel Post Qualifying for OBMC Presort or BMC Presort Rates. The combined mailings must be prepared under the 8.0 BMC pallet requirements for machinable parcels at Parcel Post OBMC Presort or BMC Presort rates. All other requirements for the Parcel Post OBMC Presort or BMC Presort rates and the Presorted Standard Mail rates must be met. The following additional requirements apply:
1. The minimum height requirement for each pallet or pallet box on a pallet may be met using any combination of Standard Mail and Package Services parcels.
  2. Line 2 of BMC pallet box labels must read: "STD/PSVC MACH BMC."
  3. Standard Mail parcels are eligible for the Presorted 3/5 rate only if it can be shown by documentation that there was insufficient volume of Standard Mail parcels in the mailing to prepare separate 5-digit scheme and 5-digit pallets required for Standard Mail machinable parcels under 8.0. Otherwise, Presorted basic rates apply to the Standard Mail parcels.  
[M073.2.4]

**6.2.5 Documentation**

Presort documentation is required as applicable for each rate claimed if the manifest does not list pieces in presort order. Separate postage statements must be prepared for the Standard Mail and Package Services pieces. Within each group, combined forms may be prepared where the standards and the forms permit. All postage statements must be provided at the time of mailing. [M073.2.5]

## 7.0 Combining Package Service Parcels for Destination Entry

### 7.1 Combining Parcels

#### 7.1.1 General

Package Services parcels may be combined, at the mailer's option and when authorized by the USPS, in 5-digit scheme and 5-digit sacks or on 5-digit scheme and 5-digit pallets for entry either at a destination sectional center facility (DSCF) or a destination delivery unit (DDU). All applicable fees for presort and drop shipment must be paid and applicable minimum volume requirements for Presort rates and Parcel Select rates must be met. Combined Package Services mailings must meet the standards in 456.2.0 and 466.2.0 through 466.5.0, except as provided by this section. Parcels may not be combined for entry at a destination bulk mail center (DBMC). Carrier Route Bound Printed Matter may not be combined with other

parcels under these standards. Presorted Media Mail and Presorted Library Mail claimed at basic rates may not be combined with other parcels under these standards. Parcels combined under these standards are not eligible for the barcoded discount. [E753.1.1]

### 7.1.2 Basic Standards

Package Services parcels that qualify as machinable, nonmachinable, and irregular under 401 and meet the following conditions may be combined in 5-digit scheme and 5-digit sacks or 5-digit scheme and 5-digit pallets under these conditions:

- a. Minimum volume requirements for Parcel Select, Presorted Bound Printed Matter, Presorted Library Mail, and Presorted Media Mail must be met separately before combining.
- b. Postage must be paid via permit imprint under an approved manifest mailing system as provided in 2.0.
- c. All parcels must be prepared in sacks under 7.2 or on pallets under 7.3. For mail entered at the DSCF rates, pallet preparation is not permitted for 5-digit ZIP Codes that are unable to handle pallets. Refer to the Drop Ship Product maintained by the National Customer Support Center (NCSC) (see 608.8.0 for address) to determine which 5-digit delivery facilities can handle pallets. If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver will have to unload the pallets into a container specified by the delivery unit.
- d. Pieces may be claimed at single-piece rates, Presorted rates, and destination entry rates under 7.2.1 or 7.3.1.
- e. Separate postage statements must be prepared for each subclass and destination entry rate as appropriate.
- f. The deposit of combined Package Services at a DSCF or DDU must be in accordance with applicable drop shipment standards. [E753.1.2]

### 7.1.3 Authorization

Mailers apply for Business Mailer Support (BMS) authorization to combine parcels as part of a manifest mailing agreement (2.0). Current manifest mailers can apply for additional authorization to combine parcels. This authorization may not exceed 2 years. [E753.1.3]

## 7.2 Combined Parcels Prepared in Sacks

### 7.2.1 Rate Eligibility

In addition to the applicable standards in 456.2.0 and 466.2.0 through 466.5.0 for destination entry Package Services, the following standards apply for combined Package Services mail prepared in sacks:

- a. Parcel Select DSCF rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 7.2.2, provided all other requirements for the DSCF rate in 456.2.0 are met. Parcel Select DDU rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks,

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each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 7.2.2, provided all other requirements for the DDU rate in 456.2.0 are met.

- b. Presorted Bound Printed Matter DSCF rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 7.2.2, provided all other requirements for the DSCF rate in 466.2.0 through 466.5.0 are met. Presorted Bound Printed Matter DDU rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 7.2.2, provided all other requirements for the DDU rate in 466.2.0 through 466.5.0 are met.
- c. Presorted Library Mail 5-digit rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 7.2.2.
- d. Presorted Media Mail 5-digit rates apply to parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 7.2.2.
- e. Single-piece rate parcels that are contained in 5-digit scheme and 5-digit sacks, each containing at least 10 pieces of any combination of Package Services, or contained in overflow sacks under 7.2.2, qualify for their applicable single-piece rates. [E753.2.1]

**7.2.2 Sack Preparation**

Only 5-digit scheme and 5-digit sacks may be prepared. Each sack of combined Package Services mail must contain at least 10 pieces. One overflow sack containing fewer than 10 pieces is permitted per 5-digit scheme and 5-digit destination. [E753.2.2]

**7.2.3 Sack Labeling**

Sack labels must be prepared as follows:

- a. 5-digit scheme (optional):
  1. Line 1: use L606, Column B.
  2. Line 2: "PSVC PARCELS 5D SCH."
- b. 5-digit:
  1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
  2. Line 2: "PSVC PARCELS 5D." [E753.2.3]

**7.3 Combined Parcels Prepared on Pallets****7.3.1 Rate Eligibility**

In addition to the applicable standards in 456.2.0, *Parcel Select*, and 466.2.0 through 466.5.0 in *Enter and Deposit* for destination entry Package Services, the following standards apply for combined Package Services prepared on pallets:



- a. Parcel Select DSCF rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under [7.3.3](#), and deposited at a DSCF under [456.2.0](#). Parcel Select DDU rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under [7.3.3](#), and deposited at a DDU under [456.2.0](#).
- b. Presorted Bound Printed Matter DSCF rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Package Services mail, or contained in overflow sacks under [7.3.3](#), and deposited at a DSCF under [466.2.0](#) through [466.5.0](#). Presorted Bound Printed Matter DDU rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or at least 36 inches of Package Services mail, or contained in overflow sacks under [7.3.3](#), and deposited at a DDU under [466.2.0](#) through [466.5.0](#).
- c. Presorted Library Mail 5-digit rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under [7.3.3](#).
- d. Presorted Media Mail 5-digit rates apply to pieces that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under [7.3.3](#).
- e. Single-piece rate parcels that are prepared on 5-digit scheme and 5-digit pallets, each containing at least 50 pieces and 250 pounds or 36 inches of Package Services mail, or contained in overflow sacks under [7.3.3](#), qualify for their applicable single-piece rates. [E753.3.1]

### 7.3.2 Pallet Preparation

Only 5-digit scheme and 5-digit pallets may be prepared. Each 5-digit scheme and 5-digit pallet of combined Package Services must contain at least: (1) 50 parcels and 250 pounds of mail, or (2) 36 inches of mail (excluding the height of the pallet). Pallets prepared using either minimum requirement may be combined in the same mailing. [E753.3.2]

### 7.3.3 Overflow Sacks

After filling pallets to a 5-digit scheme or 5-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in 5-digit scheme or 5-digit overflow sacks. Overflow sacks must be labeled as provided in [7.2.3](#). [E753.3.3]

### 7.3.4 Pallet Labeling

Pallet labels must be prepared as follows:

- a. 5-digit scheme (optional):
  1. Line 1: use [L606](#), Column B.

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2. Line 2: "PSVC PARCELS 5D SCH."
- b. 5-digit:
  1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
  2. Line 2: "PSVC PARCELS 5D." [E753.3.4]

**7.4 Documentation**

Separate postage statements are required for each of the separate mailings contained within the combined mailing. All postage statements must be provided at the time of mailing and must be accompanied by a BMS-approved manifest prepared in accordance with 2.0 and this section. [E753.4.0]

**8.0 Preparation for Pallets****8.1 Physical Characteristics****8.1.1 Standards**

All pallets presented to the USPS, whether USPS-provided or mailer-provided, must meet the standards in 8.1.2 through 8.1.4. Mail on such pallets must meet the standards for the class and rate claimed. [M041.1.1]

**8.1.2 Construction**

Pallets must be made of high-quality material that can hold loads equal to a gross weight of 2,200 pounds. Pallets must measure 48 by 40 inches and must allow four-way entry by forklift trucks and two-way entry by pallet jacks. [M041.1.2]

**8.1.3 Securing Pallets**

Except for stacked pallets under 8.3.1 and pallet boxes under 8.4.3, each loaded pallet of mail must be prepared to maintain the integrity of the mail and the entire pallet load during transport and handling using one of the following methods:

- a. Securing with at least two straps or bands of appropriate material. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used.
- b. Wrapping with stretchable or shrinkable plastic.
- c. Securing with at least two straps or bands of appropriate material and wrapping with stretchable or shrinkable plastic. Wire and metal bands and straps, metal buckles, metal seals, and similar metal fastening devices cannot be used. [M041.1.3]

**8.1.4 Nonconforming Mailer**

The USPS informs any mailer or mailer's agent who presents palletized mailings, including plant-verified drop shipment (PVDS), when the mailer's pallets fail to meet basic pallet integrity and safety standards. After a mailer is notified and allowed to make changes to improve load integrity, if the mailer's methods, or those of the mailer's agent, do not work, the mailer is considered nonconforming. A nonconforming mailer must meet the specifications for nonconforming mailers for top-cap use, stacking of pallets, pallet box construction, and maximum height/tiers

of trays in 8.2 through 8.5, respectively. A mailer is suspended from the pallet program if the mailer's pallets continue to fail to meet the minimum load integrity levels after being notified and allowed to make changes. [M041.1.4]

## 8.2 Top Caps

### 8.2.1 Use

Top caps are used as follows:

- a. Except as provided below, all pallets of sacks, trays, parcels, bundles of mail, or pallet boxes must be top-capped if the pallets are stacked two, three, or four tiers high when presented to the USPS for acceptance.
- b. The top pallet need not be top-capped if the strapping or banding securing the stacked pallets together neither damages the mail on the top pallet nor allows the stack to shift.
- c. Lower pallet(s) containing either parcels or bundles of mail need not be top-capped if the top surface of each pallet load provides a sturdy, flat surface, parallel to the pallet base, that allows safe and efficient stacking of pallets placed on top and prevents sliding of the top pallet(s), damage to the loaded mail, or crushing of the load. [M041.2.1]

### 8.2.2 Construction

Any material may be used as a top cap if it provides a flat, level surface horizontal to the base pallet, protects the integrity of the mail below it while supporting a loaded pallet above, and allows easy entry of a forklift to remove the upper pallet(s). Flimsy paper or fiberboard (e.g., the ends of paper rolls) or similar material is inadequate and may not be used as a top cap. [M041.2.2]

### 8.2.3 Securing

A top cap must be secured to the pallet horizontal to the plane of the base pallet, with either stretchwrap or at least two crossed straps or bands, so that the cap stays in place to protect the mail and maintain the integrity of the pallet load.

[M041.2.3]

### 8.2.4 Use by Nonconforming Mailer

A nonconforming mailer (see 8.1.4) must use top caps on all pallets of sacks, letter mail trays, parcels, or bundles of mail, regardless of weight, or on pallets containing pallet boxes no more than 60 inches high. Top caps must be approximately 48 by 40 inches and meet one of these construction standards:

- a. Five-wood boards, with uniform edges and nine-leg pallet contact for stacking.
- b. Fiberboard box-end style, with a minimum 3-inch side and wall material of at least double-wall corrugated fiberboard C-flute and/or B-flute.
- c. Fiberboard honeycomb covered on both sides, with heavy linerboard at least 1/2 inch thick.
- d. Corrugated fiberboard C-flute sheet covering the entire top of the load, with standard pallet solid fiberboard corner edge protectors. [M041.2.4]

## 8.3 Stacking Pallets

### 8.3.1 Physical Characteristics

Pallets may be stacked two, three, or four tiers high if:

- a. The combined gross weight of the stacked pallets (pallets, top caps, and mail) does not exceed 2,200 pounds.
- b. The heaviest pallet is on the bottom and the lightest is on the top.
- c. Individual pallets are secured with straps or stretchable or shrinkable plastic as specified in [8.1.3](#).
- d. The stack of pallets is secured with at least two straps or bands of appropriate material to maintain the integrity of the stacked pallets during transport and handling. Wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used. The stack of pallets cannot be secured together with stretchable or shrinkable plastic.
- e. Each pallet is top-capped as specified in [8.2](#).
- f. The combined height of the stacked pallets and their loads does not exceed 84 inches. *Exception:* Pallets prepared for entry at Anchorage or Fairbanks, Alaska, cannot exceed 72 inches (pallets, top caps, and mail). [M041.3.1]

### 8.3.2 Pallet Height Restriction for Nonconforming Mailer

A nonconforming mailer (see [8.1.4](#)) who stacks pallets is subject to the requirements of [8.3.1](#) with the additional restrictions that the combined height of any stacked pallets may not exceed 77 inches and that stacking pallets four tiers high is permitted only for pallets of parcels. [M041.3.2]

## 8.4 Pallet Boxes

### 8.4.1 Use

A mailer may use pallet boxes constructed of single-, double-, or triple-wall corrugated fiberboard placed on pallets to hold sacks or parcels. Pallet boxes must protect the mail and maintain the integrity of the pallet loads throughout transportation, handling, and processing. Single-wall corrugated fiberboard may be used only for light loads (such as lightweight parcels) that do not require transportation by the USPS beyond the entry office, or for Parcel Post DSCF rate mail. Mailers must supply their own pallet boxes. The base of the boxes must measure approximately 40 by 48 inches. Pallet standards require the use of pallet boxes meeting the size requirements in [8.4.2](#) for machinable Parcel Post claiming OBMC Presort and BMC Presort discounts. Pallet standards prohibit use of pallet boxes for nonmachinable Parcel Post claiming OBMC Presort and BMC Presort discounts. Pallet boxes meeting the size dimensions in [8.4.2](#) also may be used at the mailer's option for Parcel Post DSCF and Parcel Post DDU rate mail. [M041.4.1]

### 8.4.2 Height

The combined height of a single pallet, pallet box, and mail may not exceed 77 inches. The contents of the box may not extend above the top rim of the box. For all Package Services mailings entered at a DSCF or DDU, the height of the pallet

box may not exceed 60 inches (excluding the pallet). For Parcel Post OBMC Presort and BMC Presort rate mailings of machinable pieces, the height of the pallet box must not exceed 69 inches (excluding the pallet). [M041.4.2]

#### **8.4.3 Securing**

Pallet boxes must be secured to the pallet with strapping, banding, stretchable plastic, shrinkwrap, or other material (wire or metal bands, straps, buckles, seals, and similar metal fastening devices cannot be used) that ensures that the pallet can be safely unloaded from vehicles, transported, and processed as a single unit to the point where the contents are distributed with the load intact if:

- a. The pallet and its contents are transported by the USPS from the office where the mail is accepted to another postal facility where the contents are distributed; and
- b. The weight of the mail in the box is not sufficient to hold the box in place on the pallet during transportation and processing. [M041.4.3]

#### **8.4.4 Use by Nonconforming Mailer**

Except when mailing Parcel Post claiming a DSCF or DDU rate, a nonconforming mailer (see 8.1.4) may use pallet boxes only if the boxes are constructed of triple-wall corrugated fiberboard (C-flute and/or B-flute material) with a maximum height (pallet and box) of 77 inches. [M041.4.4]

### **8.5 General Preparation**

#### **8.5.1 Presort**

Pallet sortation is generally intended to presort the palletized portion of a mailing to at least the finest extent required for the corresponding class of mail and method of preparation. Pallet sortation is sequential from the lowest (finest) level to the highest and must be completed at each required level before the next optional or required level is prepared. Standard preparation terms are defined in the Mail Preparation section for each class of mail, standard presort levels are defined in 8.0, and advanced presort levels are defined in 10.0, 12.0, and 13.0. For sacks, trays, or machinable parcels on pallets, the mailer must prepare all required pallet levels before any mixed ADC or mixed BMC pallets are prepared for a mailing or job. Bundles must not be placed on mixed ADC or mixed BMC pallets. Bundles that cannot be placed on pallets must be prepared in sacks under the standards for the rate claimed. The standards for bundle reallocation to protect the SCF or BMC pallet (8.11 and 8.12) are optional methods of pallet preparation designed to retain as much mail as possible at the SCF or BMC level. These standards may result in some bundles of Periodicals flats and irregular parcels and Standard Mail flats that are part of a mailing job prepared in part as palletized flats at automation rates not being placed on the finest level of pallet possible. Mailers must use PAVE-certified presort software to prepare mailings using bundle reallocation (bundle reallocation is optional, but if performed, it must be done for the complete mailing job). [M041.5.1]

### 8.5.2 Required Preparation

These standards apply to:

- a. Periodicals, Standard Mail, and Package Services (except for Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates). A pallet must be prepared to a required sortation level when there are 500 pounds of bundles, sacks, or parcels or 72 linear feet or six layers of letter trays. For bundles of Periodicals flats and irregular parcels and bundles of Standard Mail flats on pallets that are prepared under the standards for bundle reallocation to protect the SCF pallet (8.11), not all mail for a 5-digit scheme carrier routes, 5-digit scheme, 5-digit carrier routes, or 5-digit pallet or for a merged 5-digit scheme, merged 5-digit, or 3-digit pallet is required to be on that corresponding pallet level. For bundles of Standard Mail flats on pallets prepared under the standards for bundle reallocation to protect the BMC pallet (8.12), not all mail for a required ASF pallet must be on an ASF pallet. Mixed ADC or mixed BMC pallets of sacks, trays, or machinable parcels, as appropriate, must be labeled to the BMC or ADC (as appropriate) serving the post office where mailings are entered into the mailstream. The processing and distribution manager of that facility may issue a written authorization to the mailer to label mixed BMC or mixed ADC pallets to the post office or processing and distribution center serving the post office where mailings are entered. These pallets contain all mail remaining after required and optional pallets are prepared to finer sortation levels.
- b. Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates. Pallets must meet the requirements specifically prescribed for these rates.  
[M041.5.2]

### 8.5.3 Minimum Load

These standards apply to:

- a. Periodicals, Standard Mail, and Package Services (except for Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates). In a single mailing, the minimum load per pallet is 250 pounds of bundles, parcels, or sacks; or 36 linear feet or three layers of letter trays. In a mailing or mailing job presented for acceptance at a single postal facility, one overflow pallet with less than the required minimum may be prepared for mail destinating in the service area of the entry facility; that pallet must be properly labeled. Exceptions: There is no minimum load for pallets entered at a destination delivery unit if the mail on those pallets is for that unit's service area. For mail entered at an SCF, the SCF manager must authorize in writing preparation of any 5-digit, 3-digit, or SCF pallet containing less than the minimum required load if the mail on those pallets is for that SCF's service area.
- b. Parcel Post mailed at BMC Presort, OBMC Presort, DSCF, and DDU rates. A minimum load for the rate claimed may be stated in terms of weight, combined piece minimum and weight, or minimum height. There are separate minimum mail heights for machinable parcels and for nonmachinable parcels claimed at OBMC Presort and BMC Presort rates. Mail entered at the Parcel Post DSCF rates and prepared directly on pallets or in pallet boxes on pallets must be prepared under either a minimum height requirement or under one of two

options requiring a minimum number of pieces and pounds per pallet. There is no minimum weight requirement for an SCF pallet containing 5-digit scheme and 5-digit sacks prepared for the DSCF rate. There are no minimums for the Parcel Post DDU rate. [M041.5.3]

#### 8.5.4 Minimum Height of Mail

The definitions of the minimum height of mail used to qualify for OBMC Presort, BMC Presort, and DSCF Parcel Post rates are as follows:

- a. Machinable parcels. The minimum height of mail in a pallet box is the shortest vertical distance measured from the bottom of a pallet box to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.
- b. Nonmachinable parcels. The minimum height of mail on a pallet is the shortest vertical distance measured from the top of the pallet to the top of the lowest mailpiece. The height of the pallet is not included in this measurement.

[M041.5.4]

#### 8.5.5 Maximum Load

The maximum weight (mail and pallet) is 2,200 pounds. The maximum height of a single pallet (mail and pallet) is 77 inches for bundles, parcels, sacks, or pallet boxes, or 77 inches or 12 layers of trays (whichever occurs first) for letter trays.

*Exception:* A single pallet that is prepared for entry at Anchorage or Fairbanks, Alaska, has a maximum height of 72 inches (pallet, top cap, and mail). [M041.5.5]

#### 8.5.6 Mail on Pallets

These standards apply to mail on pallets:

- a. Pieces in trays, bundles, and sacks must be prepared under the standards for the class of mail and rate claimed.
- b. When two or more Periodicals mailings, two or more Standard Mail mailings, or two or more Bound Printed Matter mailings are placed together on pallets, the mailer must keep records for each mailing as required by the standards for the class of mail.
- c. For letter-size Standard Mail and Periodicals prepared in trays on pallets, carrier route rate mail (including automation carrier route) must be prepared on separate 5-digit pallets (5-digit carrier routes pallets) from non-carrier route automation rate or Presorted rate mail (5-digit pallets).
- d. For determining minimum pallet volume, mail in letter trays is measured in full layers of trays or in linear feet. A 2-foot tray equals 2 linear feet; a 1-foot tray equals 1 linear foot.
- e. Heavier, fuller trays must be placed at the bottom of the load.
- f. For Bound Printed Matter irregular parcels, Presorted and Carrier Route rate mail may be combined on all levels of pallet. For Bound Printed Matter flats, Presorted and Carrier Route rate mail may be combined on all levels of pallet except as provided in 8.5.6g.
- g. For sacks of Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels, carrier route rate mail must be prepared on separate 5-digit pallets from automation rate and/or presorted rate mail.

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- h. Periodicals, Standard Mail, and Bound Printed Matter flats or irregular parcels prepared in carrier route and noncarrier route 5-digit bundles may be placed on the same merged 5-digit scheme, merged 5-digit, and 5-digit metro pallet, as appropriate. [M041.5.6]

**8.5.7 Arranging Pieces in a Bundle (“Facing”)**

Except as noted in 8.5.8, all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

**8.5.8 Counter-Stacking—Sacked and Palletized Mail**

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

**8.5.9 Labeling Bundles**

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

- a. Firm (Periodicals use only), blue Label F.
- b. Five-digit presort level, red Label 5.
- c. Three-digit presort level, green Label 3.
- d. ADC presort level, pink Label A.
- e. Mixed ADC presort level, tan Label X. [M020.1.3]



### 8.5.10 Securing Bundles

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under 8.5.11, bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.
- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### 8.5.11 Bundles on Pallets

In addition to 8.5.7 through 8.5.10, bundles on pallets must meet the following standards:

- a. Except as noted below, bundles up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth, or with shrinkwrap. Bundles over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, twine/string, or similar material), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
- b. Bundles may be secured with heavy-gauge shrinkwrap plus plastic banding, only shrinkwrap, or only banding material if they can stay together during normal processing. Except for bundles of individually polywrapped pieces, bundle on BMC pallets must be shrinkwrapped and machinable on BMC parcel sorters. Bundles of individually polywrapped pieces may be secured with banding material only. Machinability is determined by the USPS. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited. [M020.1.5]

### 8.5.12 Sacked Mail

Mail that is not palletized (e.g., the mailer chooses not to prepare BMC pallets, or the bundles do not meet the machinability standards in 8.5.7 through 8.5.11) must be prepared under the standards for the rate claimed. For Periodicals, the mailer must separately sack bundles of each publication that are not palletized or that are excluded from palletization. Trays that are not palletized must be bedloaded. Sacks (including sacks of bundles not placed on pallets) containing bundles remaining after

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all pallets are prepared may be presented with the palletized mail (and reported on the same postage statement) if separated from the palletized portion of the mailing.

[M041.5.7]

### **8.5.13 Nonconforming**

For a nonconforming mailer (see 8.1.4) of letter-size mail in trays, the combined height of a pallet and its load cannot exceed six layers of MM or EMM letter trays.

[M041.5.8]

## **8.6 Pallet Labels**

### **8.6.1 Placement**

At least two clearly visible labels must be affixed on two adjacent sides of each pallet. [M031.4.1]

### **8.6.2 Specifications**

Pallet labels must be pink for Periodicals mail or white for Standard Mail and Package Services mail. Pallet labels must measure at least 8 inches by 11 inches.

[M031.4.2]

### **8.6.3 Lettering**

Lettering for required information on pallet labels must be at least 1/2 inch high.

[M031.4.3]

### **8.6.4 Line 1 (Destination Line)**

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed on the pallet. If the pallet label does not provide enough space for all required Line 1 information, the destination ZIP Code may be placed right-justified on the line immediately below the rest of Line 1 and above Line 2 (content line). A standard abbreviation for the destination city name may be used.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., "ADC"). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit pallets for overseas military destinations, Line 1 shows, from left to right, "APO" or "FPO," followed by "AE" (for ZIP Codes within the ZIP Code prefix range 090-098), "AA" (for ZIP Codes within the 3-digit ZIP Code prefix 340), or "AP" (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail on the pallet. [M031.4.5]

### **8.6.5 Line 2 (Content Line)**

Line 2 (content line) must meet these standards:

- a. *Content Line Information:* Pallet labels must indicate whether the mail on the pallet is barcoded, or not barcoded, or both. The content line (line 2 of required information) must be the second visible line on the label. This line must show the class and processing category of the mail on the pallet and other information as specified by standard. If the content line of a pallet label does not

provide enough space for all required information, the content information may be continued right-justified on the line immediately below the content line and above the office of mailing or mailer information line. [M031.4.6]

- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

| <b>CONTENT TYPE</b>  | <b>CODE</b>  |
|--|--|
| Barcoded   | BC   |
| Barcoded and Nonbarcoded   | BC/NBC   |
| Carrier Route  | C (type of route)  |
| Carrier Routes   | CR-RT or CR-RTS  |
| Digit  | D  |
| Flats  | FLTS   |
| General Delivery Unit  | G  |
| Highway Contract Route   | H  |
| Irregular Parcels  | IRREG (Periodicals, Standard Mail, and Package Services only)            |
| Letters  | LTR or LTRS  |
| Machinable   | MACH   |
| Manual (cannot be processed on automated equipment or mailer requests manual processing) | MAN or MANUAL  |
| Mixed  | MXD  |
| Mixed Machinable and Irregular Parcels   | MACH & IRREG (Standard Mail only)  |
| Nonmachinable  | NON MACH   |
| Nonbarcoded  | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0) |
| Nonmachinable Parcels  | NON MACH   |
| Package Services   | PSVC   |
| Parcels  | PARCELS (First-Class Mail and Package Services only)                     |
| Periodicals  | PER (see 707.21.1.3) NEWS (see 707.21.1.3)                               |
| Post Office Box Section  | B  |
| Rural Route  | R  |
| Scheme   | SCH  |
| Standard Mail  | STD  |
| Working  | WKG  |

[M031.5.0]

**8.6.6 Line 3 (Origin Line)**

The office of mailing or mailer information line (line 3 of required information) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office. [M031.4.7]

**8.6.7 5-Digit, 5-Digit Carrier Routes, and 5-Digit Scheme Carrier Routes Pallets**

All 5-digit carrier routes or 5-digit scheme carrier routes pallets must show the words "CARRIER ROUTES" (or "CR-RTS") after the processing category description on the content line under 8.0, 10.0, 12.0, and 13.0. 5-digit pallets of Bound Printed Matter that contain only carrier route rate mail also must show the words "CARRIER ROUTES" (or "CR-RTS") after the "5D" pallet level description on the contents line. [M031.4.8]

**8.6.8 Extraneous Information**

Extraneous information is permitted on pallet labels if:

- a. The print size is smaller than a 1/2 inch.
- b. It does not consist of a numbered series resembling a ZIP Code or 3-digit ZIP Code prefix.
- c. It does not appear on or between the lines reserved for USPS required information (blank lines are permitted). Exception: For combined mailings of Standard Mail and Package Services machinable parcels, mailer codes and extraneous information may appear between the content line and the office of mailing or mailer information line.
- d. It is below the office of mailing or mailer information line.
- e. A 1-inch clear space is maintained around the lines reserved for USPS required information.
- f. On the office of mailing or mailer information line, the mailer's name or abbreviation, "Mailer," "From" (or "FR"), "Entered at," or a similar notation precedes the required information, or mailer codes or other extraneous information appear to the right of the required information. [M031.4.10]

**8.6.9 Periodicals Publications**

Except as provided in 8.15 for copalletized mailings, Periodicals publications must use one of the following for Line 2 class information:

- a. "PER."
- b. "NEWS" if published weekly or more often or if authorized newspaper treatment as of March 1, 1984. [M031.4.11]

**8.6.10 Pallet Bundle Information**

It is recommended that mailers preparing bundles on pallets add to the pallet label, below the office of mailing or mailer information line and according to the provisions of 8.6.8, additional information listing the number of bundles for each bundle

sortation and rate level on the pallet (i.e., the number of carrier route bundles, the number of 5-digit, 3-digit, and ADC automation rate bundles, and the number of 5-digit, 3-digit, and ADC Presorted rate bundles on each pallet). [M031.4.12]

## **8.7 Copalletized, Combined, or Mixed-Rate Level Mailings of Flat-Size Pieces**

### **8.7.1 General**

Palletized mailings (including combined, copalletized, and mixed rate level mailings) must be prepared under the standards for the class of mail, subject to specific authorization by Business Mailer Support when required. [M041.6.1]

### **8.7.2 Application**

The mailer (or publisher or agent) must submit a written request to Business Mailer Support to present the types of pallets described in this section. A separate request is required for each type of pallet at each location, but multiple, concurrent applications are acceptable. A mailer who cannot meet the minimum palletization standards without copalletizing, combining, or commingling mixed rate mailings might still qualify if the total copalletized, combined, or commingled mailing meets minimum pallet standards. The request must be received at least 30 days before the first mailing and include the names, addresses, and telephone numbers of the mail owner and of the firm or person preparing the mail; a description of the mailing (e.g., size, weight, class, rate, volume, mailing frequency, and postage payment method); the type of authorization requested; and a sample of the applicable documentation under 8.0, or 10.0, 12.0, and 13.0. [M041.6.2]

### **8.7.3 Periodicals Publications**

To combine more than one Periodicals publication on pallets, the mailer must merge and presort copies of all the publications into common bundles to achieve the finest presort level for the combined mailing. To copalletize different Periodicals flat-size publications, the mailer must consolidate on pallets all independently sorted bundles for each publication to achieve the finest presort level for the mailing. A combined or copalletized mailing prepared under 8.11, *Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets*, using bundle reallocation, may not always result in all bundles being placed on the finest pallet level possible. Both combined and copalletized publications must be supported by the documentation required in 8.0, or 10.0, 12.0, and 13.0. Preferred Periodicals may be combined with Regular Periodicals only as permitted by standard. [M041.6.3]

### **8.7.4 Standard Mail**

To copalletize different Standard Mail flat-size mailings, the mailer must consolidate on pallets all independently sorted bundles from each mailing to achieve the finest presort level for the mailing, except that a copalletized mailing prepared under 8.11 or 8.13 using the bundle reallocation option may not always result in all bundles being placed on the finest pallet level possible. At the time of mailing, the mailer must present computer-generated listings required in 8.0, or 10.0, 12.0, and 13.0 that include a summary list consolidating the copalletized multiple mailings and a list of the contents of each pallet by ZIP Code and presort level. [M041.6.4]

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**8.7.5 Cancellation**

An authorization may be canceled by Business Mailer Support if the mailer does not meet the standards for pallets or the rates claimed or the mailer does not submit information on future mailings as requested by Business Mailer Support. A mailer may appeal canceled authorizations through Business Mailer Support to the Business Mail Acceptance manager, USPS Headquarters. [M041.6.5]

**8.8 Basic Uses**

These types of mail may be palletized:

- a. Letter-size mail in trays.
- b. Bundles of nonletter-size mail not prepared in sacks.
- c. Bundles or parcels in sacks.
- d. Machinable or irregular parcels.
- e. Copalletized multiple flat-size mailings, subject to [8.0, Preparation for Pallets](#).
- f. Combined mailings of machinable parcels (Standard Mail and Package Services), subject to [6.0](#).
- g. Two or more Periodicals publications combined or copalletized, subject to [8.0](#).
- h. Combined mailings of Nonprofit Standard Mail mixed rate levels, subject to [8.0](#).
- i. Commingled zoned rate Package Services, subject to [455.4.1.4](#). [M045.1.0]

**8.9 Bundles on Pallets****8.9.1 Applicability**

Presort destination bundles of Periodicals, Standard Mail, and Package Services flats and irregular parcels may be placed directly on pallets under [8.9.2](#) through [8.9.5](#), [8.10](#). Mail that cannot be placed on pallets must be prepared in sacks under the applicable standards in [707.22.0](#) through [707.26.0](#) for Periodicals, [245.5.0](#) and [245.6.0](#) for Standard Mail letters, [345.5.0](#) and [345.6.0](#) for Standard Mail flats, [365.5.0](#) and [365.6.0](#) for Bound Printed Matter flats, [375.5.0](#) for Media Mail flats, [385.5.0](#) for Library Mail flats, [445.5.0](#) and [445.6.0](#) for Standard Mail Parcels, [455.4.0](#) Parcel Post parcels, [465.5.0](#) and [465.6.0](#) for Bound Printed Matter parcels, [475.5.0](#) for Media Mail parcels, and [485.5.0](#) for Library Mail parcels. Sacks containing any remaining bundles after all pallets are prepared may be presented with the palletized portion of the mailing job (and, subject to [8.15.5](#), reported on the same postage statement) if the sacked portion is presented separately from the palletized portion. [M045.2.1]

**8.9.2 Basic Bundling Standards**

Bundle preparation for Periodicals, Standard Mail, and Package Services mailpieces must meet the applicable standards in [707.18.0](#), [707.19.0](#) and [707.22.0](#) through [707.26.0](#) for Periodicals, [245.1.0](#), [245.2.0](#) and [245.5.0](#) through [245.7.0](#) for Standard Mail letters, [345.1.0](#), [345.2.0](#), [345.5.0](#) and [345.6.0](#) for Standard Mail flats, [365.1.0](#), [365.2.0](#), [365.5.0](#) and [365.6.0](#) for Bound Printed Matter flats, [445.1.0](#), [445.2.0](#), [445.5.0](#) and [445.6.0](#) for Standard Mail parcels, and [465.1.0](#) and [465.2.0](#)

for Bound Printed Matter parcels, except as noted in 8.9.3 through 8.9.5 in *Bundles on Pallets*. Bundles may be sorted onto pallets under 8.10, as well as 10.0, 12.0, and 13.0. [M045.2.2]

### 8.9.3 Periodicals

Bundle size: Six-piece minimum (lower volume bundles permitted under 707.22.0, *Preparation of Presorted Periodicals*, and 707.23.0, *Preparation of Carrier Route Periodicals*), 20-pound maximum, except that:

- a. Firm bundles may contain as few as two copies of a publication and do not have to be further consolidated with other bundles to the same 5-digit destination. A firm bundle may be counted as one piece for presort standards (see 707.22.0 and 707.23.0).
- b. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- c. The last bundle to a presort destination may contain less than 10 pounds. [M045.2.3]

### 8.9.4 Standard Mail

Bundle size: 10-piece or 15-piece minimum as applicable; 20-pound maximum, except that:

- a. All pieces for the same presort destination must be in one bundle if they weigh less than 10 pounds. Otherwise, bundles must weigh from 10 to 20 pounds each.
- b. The last bundle to a presort destination may contain less than 10 pounds. [M045.2.4]

### 8.9.5 Bound Printed Matter

Bound Printed Matter on pallets must be bundled as follows:

- a. Minimum Bundle Size. Bundle mail under the minimum bundle size of “10 pieces or 10 pounds, whichever comes first” according to these standards:
  1. For identical-weight pieces, a single-piece weight of 1 pound results in 10 pieces weighing 10 pounds. Identical-weight pieces weighing 1 pound or less must be prepared using the 10-piece minimum; those that weigh more must be prepared using the 10-pound minimum.
  2. For nonidentical-weight pieces, mailers must either use the minimum that applies to the average piece weight for the entire mailing (divide the net weight of the mailing by the number of pieces; the resulting average single-piece weight determines whether the 10-piece or 10-pound minimum applies). Alternatively, bundle by the actual piece count or mail weight for each bundle destination, provided documentation can be presented with the mailing that shows (specifically for each bundle) the number of pieces and their total weight.
  3. Mailers must note on the accompanying postage statement whether they applied the 10-piece or 10-pound threshold, or both.
- b. Presorted and Carrier Route Bound Printed Matter:

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1. Only individual pieces of flats or irregular parcels that weigh less than 10 pounds each may be prepared as bundles on pallets. Presorted rate pieces that weigh 10 or more pounds each must be prepared and palletized as machinable parcels under [8.10.3, Package Services Flats—Bundles and Sacks](#), or prepared in sacks under [365.5.0](#) for flats and [465.5.0](#) for parcels. Carrier route pieces that individually weigh 10 or more pounds each must either be prepared and palletized as machinable parcels under [8.10.3, Package Services Flats—Bundles and Sacks](#), and qualify for Presorted rates or be prepared in sacks under [365.6.0](#) for flats and [465.6.0](#) for parcels and qualify for carrier route rates.
2. Bundles must be prepared under [365.5.0](#) for presorted flats, [365.6.0](#) for carrier route flats, [465.5.0](#) for presorted parcels, and [465.6.0](#) for carrier route parcels, or [11.0](#) as appropriate. The minimum bundle size is 10 addressed pieces or 10 pounds, whichever occurs first, except that the last bundle to a presort destination may contain fewer than 10 pieces or weigh less than 10 pounds. When there are at least 10 pieces but less than 10 pounds for a presort destination, the pieces must be prepared in a single physical bundle. The maximum physical bundle size for pallets prepared under [8.10.3a](#) through [8.10.3g](#), and [8.10.4a](#) through [8.10.4g](#) is 40 pounds. The maximum physical bundle size for pallets prepared under [8.10.3h](#) through [8.10.3l](#), and [8.10.4h](#) through [8.10.4l](#) is 20 pounds. The total number of bundles for a single presort destination must not exceed the number of 10-pound increments to that destination. Each physical bundle must contain at least two addressed pieces. [M045.2.5]

## 8.10 Pallet Presort and Labeling

### 8.10.1 Periodicals—Bundles, Sacks, or Trays

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See [707.28.0](#) for additional requirements for destination entry rates eligibility. For mailings of sacks or trays on pallets, pallet preparation begins with [8.10.1e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). All pallets prepared under [8.10.1](#) may contain firm bundles, and pallets prepared under [8.10.1a](#) through [8.10.1i](#) may contain low-volume bundles. Bundles of Periodicals nonletters (flats and irregular parcels) may also be palletized under [10.0](#), [12.0](#), or [13.0](#).

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.1d](#). Pallet labeling:
  1. Line 1: [L001](#).
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D”; followed by “SCHEME” (or “SCH”).



- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.1e](#). Pallet labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats and irregular parcels. Pallet must contain only 5-digit bundles of automation rate and/or Presorted rate mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [8.10.1f](#). Pallet labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "5D"; followed by "BARCODED" (or "BC") if pallet contains automation rate mail; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS" or "IRREG," as applicable; followed by "CR/5D."
- e. *5-Digit Carrier Routes (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: "PER" or "NEWS," as applicable; followed by "FLTS," "IRREG," or "LTRS," as applicable; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code or the same 5-digit scheme under [L007](#) (for AFSM 100-compatible flats only under [301.3.3](#)). Five-digit scheme ([L007](#)) bundles are assigned to pallets according to the OEL "label to" 5-digit ZIP Code. Pallet labeling:

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1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted rate mail.
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route, automation rate, and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
1. Line 1: [L006](#).
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS” or “IRREG,” as applicable; followed by “METRO” (or “MET”); followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for AFSM 100-compatible flats only under [301.3.0](#)). Three-digit scheme ([L008](#)) bundles are assigned to pallets according to the OEL “label to” 3-digit ZIP Code. Pallet labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- i. *SCF (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
1. Line 1: [L002](#), Column C.
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- j. *ADC (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L004](#). Pallet labeling:
1. Line 1: [L004](#).

2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “ADC”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- k. *Mixed ADC (optional)*. Permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
1. Line 1: “MXD” followed by city, state, and ZIP Code information for ADC serving 3-digit ZIP Code prefix of entry post office as shown in [L004](#), Column A (label to plant serving entry post office if authorized by processing and distribution manager).
  2. Line 2: “PER” or “NEWS,” as applicable; followed by “FLTS,” “IRREG,” or “LTRS,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail; followed by “WKG.” [\[M045.3.1\]](#)

### 8.10.2 Standard Mail—Bundles, Sacks, or Trays

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. See [707.28.0](#) for additional requirements for destination entry rates eligibility. Irregular parcels prepared in bundles directly onto pallets are limited to those mailpieces that are of uniform thickness and more than 15 inches long or more than 12 inches high. For mailings of sacks or trays on pallets, pallet preparation begins with [8.10.1e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#). Bundles of Standard Mail flats may also be palletized under [10.0](#), [12.0](#), or [13.0](#).

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.1d](#). Pallet labeling:
1. Line 1: [L001](#).
  2. Line 2: “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D”; followed by “SCHEME” (or “SCH”).
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.1e](#). Pallet labeling:
1. Line 1: [L001](#).
  2. Line 2: “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “SCHEME” (or “SCH”).

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- c. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats or irregular parcels. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “CR/5D.”
- d. *5-Digit Carrier Routes (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “CARRIER ROUTES” (or “CR-RTS”). For letters, “STD LTRS”; followed by “CARRIER ROUTES” (or “CR-RTS”); followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- e. *5-Digit (required except for trays)*. Permitted for bundles, sacks, and trays. Pallet must contain only automation rate and/or Presorted rate mail for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for AFSM 100-compatible flats only under [301.3.3](#)). Five-digit scheme ([L007](#)) bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code. Pallet labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “5D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains Presorted rate mail. For letters, “STD LTRS 5D”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- f. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route, automation rate, and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
  - 1. Line 1: [L006](#).

2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “METRO” (or “MET”); followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail.
- g. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). Permitted for bundles, sacks, and trays. Pallet may contain carrier route, and/or Presorted rate mail for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for AFMS 100-compatible flats only under [301.3.0](#)). Three-digit scheme ([L008](#)) bundles are assigned to pallets according to the OEL “label to” 3-digit ZIP Code. Pallet labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “3D”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS 3D”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- h. *SCF (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
1. Line 1: [L002](#), Column C.
  2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “SCF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS SCF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- i. [\[03-17-05\]](#) [\[02-03-05\]](#) *ASF (required, unless bundle reallocation used under [8.12](#))*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) or [L603](#), as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC and mixed AADC trays of letters, may be sorted to ASF pallets according to the “label to” ZIP Code in [L010](#). Mixed ADC sacks of irregular parcels may be sorted to ASF pallets according to the “label to” ZIP Code in [L604](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the ASF in [Exhibit 6.1.6](#). Pallet labeling:
1. Line 1: [L602](#).

2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “ASF”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS ASF”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- j. [\[03-17-05\]](#) [\[02-03-05\]](#) *BMC (required)*. Permitted for bundles, sacks, and trays. Pallet may contain carrier route, automation rate, and/or Presorted rate mail for the 3-digit ZIP Code groups in [L601](#). ADC bundles, sacks, or trays are assigned to pallets according to the “label to” ZIP Code in [L004](#) or [L603](#), as appropriate. AADC trays are assigned to pallets according to the “label to” ZIP Code in [L801](#). At the mailer’s option, appropriate mixed ADC bundles and sacks of flats; and mixed ADC trays and mixed AADC trays of letters, may be sorted to BMC pallets according to the “label to” ZIP Code in [L010](#). Mixed ADC sacks of irregular parcels may be sorted to ASF pallets according to the “label to” ZIP Code in [L604](#). All mixed ADC bundles, sacks, and trays and mixed AADC trays must contain only pieces destinating within the BMC in [Exhibit 6.1.6](#). Pallet labeling:
1. Line 1: [L601](#).
  2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BMC”; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail. For letters, “STD LTRS BMC”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters.
- k. *Mixed BMC (optional)*. Permitted for sacks and trays only. Pallet may contain carrier route, automation rate, and/or Presorted rate mail. Pallet labeling:
1. Line 1: “MXD” followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
  2. Line 2: For flats and irregular parcels, “STD” followed by “FLTS” or “IRREG,” as applicable; followed by “BARCODED” (or “BC”) if pallet contains automation rate mail; followed by “NONBARCODED” (or “NBC”) if pallet contains carrier route and/or Presorted rate mail; followed by “WKG.” For letters, “STD LTRS”; followed by “BC” if pallet contains barcoded letters; followed by “MACH” if pallet contains machinable letters; followed by “MAN” if pallet contains nonmachinable letters; followed by “WKG.” [\[M045.3.2\]](#)

**8.10.3 Package Services Flats—Bundles and Sacks**

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route mail and Presorted rate mail with a barcode apply only to Bound Printed Matter mailings. Destination entry rate eligibility also applies only to Bound Printed Matter (see [366](#) for flats). At the mailer's option, all Package Services flats may be prepared for destination entry. For mailings of sacks on pallets, pallet preparation begins with [8.10.3e](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), merged 5-digit pallet preparation begins with [8.10.3d](#). Pallet labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PSVC FLTS CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit carrier routes pallet preparation begins with [8.10.3e](#). Pallet labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Not permitted for bundles containing AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats. Pallet must contain only 5-digit bundles of Presorted rate mail for the same 5-digit scheme under [L001](#). For 5-digit destinations not part of [L001](#), 5-digit pallet preparation begins with [8.10.3f](#). Pallet labeling:
  1. Line 1: [L001](#).
  2. Line 2: "PSVC FLTS 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Not permitted for bundles containing noncarrier route AFSM 100-compatible flats under [301.3.3](#). Required for bundles containing all other flats. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  2. Line 2: "PSVC FLTS CR/5D."

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- e. *5-Digit Carrier Routes (required)*. Permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: "PSVC FLTS"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required)*. Permitted for bundles and sacks. Pallet must contain only Presorted rate mail with or without a barcode for the same 5-digit ZIP Code or same 5-digit scheme under [L007](#) (for AFSM 100-compatible flats only under [301.3.3](#)). Five-digit scheme ([L007](#)) bundles are assigned to pallets according to the OEL "label to" 5-digit ZIP Code. Pallet labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for overseas military mail).
  - 2. Line 2: "PSVC FLTS 5D"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains Presorted rate mail without a barcode.
- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 5-digit ZIP Codes in [L006](#), Column A, and for the 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
  - 1. Line 1: [L006](#).
  - 2. Line 2: "PSVC FLTS"; followed by "METRO" (or "MET"); followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the same 3-digit ZIP Code or the same 3-digit scheme under [L008](#) (for AFSM 100-compatible flats only under [301.3.0](#)). Three-digit scheme ([L008](#)) bundles are assigned to pallets according to the OEL "label to" 3-digit ZIP Code. Pallet labeling:
  - 1. Line 1: [L002](#), Column A.
  - 2. Line 2: "PSVC FLTS 3D"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- i. *SCF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
  - 1. Line 1: [L002](#), Column C.



2. Line 2: "PSVC FLTS SCF"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- j. **[02-03-05] ASF (required)**. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in [Exhibit 6.1.6](#). Pallet labeling:
  1. Line 1: [L602](#).
  2. Line 2: "PSVC FLTS ASF"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- k. **[02-03-05] BMC (required)**. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode for the 3-digit ZIP Code groups in [L601](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [Exhibit 6.1.6](#). Pallet labeling:
  1. Line 1: [L601](#).
  2. Line 2: "PSVC FLTS BMC"; followed by "BARCODED" (or "BC") if pallet contains Presorted rate mail with a barcode; followed by "NONBARCODED" (or "NBC") if pallet contains carrier route and/or Presorted rate mail without a barcode.
- l. **Mixed BMC (optional)**. Permitted for sacks only. Pallet may contain carrier route and/or Presorted rate mail with or without a barcode. Pallet labeling:
  1. Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (label to plant serving entry post office if authorized by processing and distribution manager).
  2. Line 2: "PSVC FLTS WKG." [[M045.3.3](#)]

#### **8.10.4 Package Services Irregular Parcels—Bundles and Sacks**

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. Carrier route ([8.10.4a](#), [8.10.4b](#), [8.10.4d](#), and [8.10.4e](#)) applies to Bound Printed Matter mailings only. Destination entry rate eligibility applies only to Parcel Select (see [456](#)) and Bound Printed Matter (see [466](#) for parcels). At the mailer's option, all Package

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Services irregular parcels also may be prepared for destination entry (see 7.0). For mailings of sacks on pallets, pallet preparation begins with 8.10.4e. Pallets must be labeled according to the Line 1 and Line 2 information listed below and under 8.6.

- a. *Merged 5-Digit Scheme (required)*. Permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, merged 5-digit pallet preparation begins with 8.10.4d. Pallet labeling:
  1. Line 1: L001.
  2. Line 2: "PSVC IRREG CR/5D"; followed by "SCHEME" (or "SCH").
- b. *5-Digit Scheme Carrier Routes (required)*. Permitted for bundles only. Pallet must contain only carrier route bundles for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit carrier routes pallet preparation begins with 8.10.4e. Pallet labeling:
  1. Line 1: L001.
  2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS"); followed by "SCHEME" (or "SCH").
- c. *5-Digit Scheme (required)*. Permitted for bundles only. Pallet must contain only 5-digit bundles of Presorted rate mail for the same 5-digit scheme under L001. For 5-digit destinations not part of L001, 5-digit pallet preparation begins with 8.10.4d. Pallet labeling:
  1. Line 1: L001.
  2. Line 2: "PSVC IRREG 5D"; followed by "SCHEME" (or "SCH").
- d. *Merged 5-Digit (required)*. Permitted for bundles only. Pallet must contain carrier route bundles and noncarrier route 5-digit bundles (Presorted rate bundles) for the same 5-digit ZIP Code. Pallet labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
  2. Line 2: "PSVC IRREG CR/5D."
- e. *5-Digit Carrier Routes (required)*. Permitted for bundles and sacks. Pallet must contain only carrier route mail for the same 5-digit ZIP Code. Pallet labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
  2. Line 2: "PSVC IRREG"; followed by "CARRIER ROUTES" (or "CR-RTS").
- f. *5-Digit (required)*. Permitted for bundles and sacks. Pallet must contain only Presorted rate mail for the same 5-digit ZIP Code. Pallet labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see 8.6.4c for overseas military mail).
  2. Line 2: "PSVC IRREG 5D."

- g. *5-Digit Metro (optional)*. Permitted for bundles only. Pallet must contain carrier route and/or Presorted rate bundles for the 5-digit ZIP Codes in [L006](#), Column A, and for the 3-digit ZIP Code groups in [L006](#), Column B. Pallet labeling:
1. Line 1: [L006](#).
  2. Line 2: "PSVC IRREG"; followed by "METRO" (or "MET").
- h. *3-Digit (optional)*. Option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail. Pallet labeling:
1. Line 1: [L002](#), Column A.
  2. Line 2: "PSVC IRREG 3D."
- i. *SCF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L005](#). Pallet labeling:
1. Line 1: [L002](#), Column C.
  2. Line 2: "PSVC IRREG SCF."
- j. [\[02-03-05\]](#) *ASF (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L602](#). ADC bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to ASF pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the ASF in [Exhibit 6.1.6](#). Pallet labeling:
1. Line 1: [L602](#).
  2. Line 2: "PSVC IRREG ASF."
- k. [\[02-03-05\]](#) *BMC (required)*. Permitted for bundles and sacks. Pallet may contain carrier route and/or Presorted rate mail for the 3-digit ZIP Code groups in [L601](#). ADC ([L004](#)) bundles or sacks are assigned to pallets according to the "label to" ZIP Code in [L004](#). At the mailer's option, appropriate mixed ADC bundles or sacks may be sorted to BMC pallets according to the "label to" ZIP Code in [L010](#). All mixed ADC bundles and sacks must contain only pieces destinating within the BMC in [Exhibit 6.1.6](#). Pallet labeling:
1. Line 1: [L601](#).
  2. Line 2: "PSVC IRREG BMC."
- l. *Mixed BMC (optional)*. Permitted for sacks only. Pallet may contain carrier route and/or Presorted rate mail. Pallet labeling:
1. Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
  2. Line 2: "PSVC IRREG WKG." [[M045.3.4](#)]

**8.10.5 Machinable Parcels—Standard Mail and Package Services**

Pallets must be prepared under [8.0](#) in the sequence listed below and completed at each required level before the next optional or required level is prepared. Unless indicated as optional, all sort levels are required under the conditions shown. At the mailer's option, Inter-BMC/ASF and Intra-BMC/ASF Parcel Post mailings may be prepared on pallets under this section. Destination entry rates eligibility applies only to Standard Mail (see [446](#) for parcels), Parcel Select (see [456](#)), and Bound Printed Matter (see [466](#) for parcels). At the mailer's option, all Package Services machinable parcels also may be prepared for destination entry (see [7.0](#)). Combined mailings of Standard Mail and Package Services machinable parcels must also meet the standards in [6.0](#). Pallets must be labeled according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *5-Digit Scheme (optional)*. Pallet may contain parcels for the same 5-digit scheme under [L606](#). Pallets need not be prepared for all 5-digit scheme destinations. For 5-digit destinations not part of [L606](#), or for which scheme sorts are not performed, 5-digit pallets are prepared under [8.10.5b](#). Pallet labeling:
  1. Line 1: [L606](#).
  2. Line 2: "STD MACH 5D" or "PSVC MACH 5D," as applicable; followed by "SCHEME" (or "SCH").
- b. *5-Digit (required)*. Optional for Standard Mail if 3/5 rates are not claimed. Pallet must contain parcels only for the same 5-digit ZIP Code. Pallet labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see [8.6.4c](#) for military mail).
  2. Line 2: "STD MACH 5D" or "PSVC MACH 5D," as applicable.
- c. *ASF (required if claiming DBMC rates, otherwise optional)*. Not available for the Buffalo, NY ASF in [L602](#). Pallets must contain only parcels for the 3-digit ZIP Code groups in [L602](#).
  1. Line 1: [L602](#).
  2. Line 2: "STD MACH ASF" or "PSVC MACH ASF," as applicable.
- d. *BMC (required)*. Pallets must contain only parcels for the 3-digit ZIP Code groups in [L601](#). Pallet labeling:
  1. Line 1: [L601](#).
  2. Line 2: "STD MACH BMC" or "PSVC MACH BMC," as applicable.
- e. *Mixed BMC (optional)*. Pallet labeling:
  1. Line 1: "MXD" followed by information in [L601](#), Column B, for BMC serving 3-digit ZIP Code prefix of entry post office (or labeled to plant serving entry post office if authorized by processing and distribution manager).
  2. Line 2: "STD MACH WKG" or "PSVC MACH WKG," as applicable.  
[\[M045.3.5\]](#)

## 8.11 Bundle Reallocation to Protect SCF Pallet for Periodicals Flats and Irregular Parcels and Standard Mail Flats on Pallets

### 8.11.1 Basic Standards

Bundle reallocation to protect the SCF pallet is an optional preparation method (if performed, bundle reallocation must be done for the entire mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 8.11.2 through 8.11.4. Presort software determines if mail for an SCF service area would fall beyond the SCF level if all finer level pallets are prepared. Reallocation is performed only when there is mail for the SCF service area that would fall beyond the SCF pallet level (e.g., to an ADC or BMC pallet). The amount of mail required to bring the mail that would fall beyond the SCF level back to an SCF level is the minimum volume that will be reallocated. For the purposes of reallocation, 5-digit metro pallets are considered to be 3-digit pallets (because they contain subsets of mail for a 3-digit ZIP Code area). [M045.4.1]

### 8.11.2 General Rules

Reallocation rules are as follows:

- a. Bundle preparation is not affected by the reallocation process. Reallocate only complete bundles and only the minimum number of bundles necessary to create an SCF pallet meeting the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create an SCF pallet.
- b. Reallocate bundles from the highest (least fine) pallet level possible. If it is not possible to reallocate some mail from a 3-digit pallet first, then attempt to eliminate a 3-digit pallet and reallocate all mail from that pallet to create an SCF pallet; if mail cannot be reallocated from a 3-digit pallet, then attempt to reallocate some mail from any 5-digit level pallet.
- c. The reallocation process may result in the elimination of a 3-digit pallet to create an SCF pallet, but a 5-digit level pallet may not be eliminated to create an SCF pallet.
- d. When reallocating mail to create an SCF pallet, reallocate mail from only one more finely sorted pallet. This may be accomplished by reallocating a portion of a 3-digit pallet, reallocating all mail from a 3-digit pallet, or reallocating a portion of one of the following pallets: 5-digit, 5-digit carrier routes, merged 5-digit, 5-digit scheme, 5-digit scheme carrier routes, or merged 5-digit scheme.
- e. Mailers may use any minimum pallet weight(s) permitted by standards and may use different minimum weights for different pallet levels in conjunction with bundle reallocation. [M045.4.2]

### 8.11.3 Reallocation of Bundles If Optional 3-Digit Pallets Are Prepared

Reallocation rules are as follows:

- a. Attempt to identify a 3-digit pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the SCF level back to the SCF level without eliminating the pallet. A sufficient volume of mail must remain on the 3-digit pallet after reallocation to meet the

3-digit pallet weight minimum established by the mailer in compliance with applicable standards. If a 3-digit pallet of adequate weight is available, create an SCF pallet by combining the reallocated mail from the 3-digit pallet with the mail that would fall beyond the SCF pallet level.

- b. If no single 3-digit pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in the previous step, then eliminate one 3-digit pallet and reallocate all of the mail to create an SCF pallet by combining it with the mail that would fall beyond the SCF pallet level. As a result, the software will not prepare one 3-digit pallet for the SCF service area if it is detrimental to the SCF pallet.
- c. If preparation is under 8.0 and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. If preparation is under 10.0, 12.0, or 13.0 and there are no 3-digit pallets, attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the applicable pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.
- d. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 8.11.3c, then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack. [M045.4.3]

#### **8.11.4 Reallocation of Bundles If Optional 3-Digit Pallets Are Not Prepared**

Reallocation rules are as follows:

- a. Attempt to identify a 5-digit level pallet of adequate weight to support reallocation of one or more bundles to bring the mail that would fall beyond the SCF pallet level back to the SCF level. A sufficient volume of mail must remain on the 5-digit level pallet after reallocation to meet the pallet weight minimum established by the mailer in compliance with applicable standards. If a 5-digit level pallet of adequate weight is available, create an SCF pallet by combining the reallocated bundles with the mail that would fall beyond the SCF pallet level.
- b. If no single 5-digit level pallet within the SCF service area contains an adequate volume of mail to allow reallocation of a portion of the mail on a pallet as described in 8.11.4a, then no bundles will be reallocated and an SCF pallet will not be prepared; the mail that falls beyond the SCF pallet level must be placed on the next appropriate pallet (ADC, ASF, or BMC) or in the next appropriate sack. [M045.4.4]

#### **8.11.5 Documentation**

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in 708.1.0. [M045.4.5]

**8.12 Bundle Reallocation to Protect BMC Pallet for Standard Mail Flats on Pallets**

**8.12.1 Basic Standards**

Bundle reallocation to protect the BMC pallet level is an optional preparation method (if performed, bundle reallocation must be done for the complete mailing job); only PAVE-certified presort software may be used to create pallets under the standards in 8.12.2 through 8.12.4. The software will determine if mail for a BMC service area would fall beyond the BMC level when ASF pallets are prepared. Reallocation is performed only when there is mail for the BMC service area that would fall beyond the BMC pallet level as a result of an ASF pallet being prepared. The amount required to bring the mail back to the BMC level is the minimum volume that would be reallocated from an ASF pallet, when possible. The following “parent” BMCs can be protected with bundle reallocation by using mail from the ASF “child” pallets indicated in Exhibit 8.12.1. [M045.5.1]

**Exhibit 8.12.1 “Parent” BMC/“Child” ASF**

| “PARENT” BMC SERVICE AREAS | “CHILD” ASF ZIP CODE AREAS SERVED   |
|----------------------------|---|
| Pittsburgh BMC             | Buffalo ASF: 130-136; 140-149   |
| Denver BMC                 | Albuquerque ASF: 865, 870-875, 877-884<br>Phoenix ASF: 850, 852, 853, 855, 859, 860, 863, 864<br>Salt Lake City ASF: 832-834, 836, 837, 840-847, 898, 979<br>Billings ASF: 590-599, 821 |
| Dallas BMC                 | Oklahoma City ASF: 730, 731, 734-738, 740, 741, 743-746, 748, 749   |
| Des Moines BMC             | Sioux Falls ASF: 570-577  |
| Minneapolis BMC            | Fargo ASF: 565, 567, 580-588  |

[Exhibit M045.5.1]

**8.12.2 General Rules**

In general, when reallocating:

- a. The reallocation process does not affect bundle preparation. Reallocate only complete bundles and only the minimum number of bundles necessary to create a BMC pallet that meets the minimum pallet weight. Based on the weight of individual pieces within a bundle and bundling parameters, the weight of mail that is reallocated may be slightly more than the minimum volume required to create a BMC pallet.
- b. Use Exhibit 8.12.1 to reallocate bundles from the ASF pallet to create a BMC pallet. The ASF pallet may be eliminated to protect the BMC pallet.
- c. Reallocate mail only from one ASF pallet. Bundle reallocation is to be used only between the “parent” BMC and the “child” ASF. Mail from finer levels of pallets (e.g., SCF pallets) may not be reallocated.
- d. Mailers may use any minimum pallet weight(s) permitted by standard and may use different minimum weights for different pallet levels in conjunction with bundle reallocation. [M045.5.2]

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**8.12.3 Reallocation of Bundles From ASF Pallets**

When reallocating bundles from ASF pallets:

- a. Use [Exhibit 8.12.1](#) to identify an ASF pallet of adequate weight that can support reallocation of one or more bundles to bring the mail that has fallen through the BMC level back to the BMC level without eliminating the ASF pallet. A sufficient amount of mail must remain on the ASF pallet after reallocation to meet the minimum ASF pallet weight. If an ASF pallet of adequate weight is available, then create a BMC pallet by combining the reallocated mail from the ASF pallet with the mail that would fall beyond the BMC pallet level.
- b. If no single ASF pallet within the BMC service area contains an adequate volume of mail to allow reallocation of the portion of the mail on a pallet as described in [8.12.3a](#), then eliminate one ASF pallet and reallocate all of the mail to create a BMC pallet. [M045.5.3]

**8.12.4 Documentation**

Mailings must be supported by documentation produced by PAVE-certified software meeting the standards in [708.1.0](#). [M045.5.4]

**8.13 Pallets of Bundles, Sacks, and Trays****8.13.1 Periodicals**

Additional pallet preparation:

- a. Combined Mailings. When two or more publications are part of a combined mailing, the mailer must keep records for each mailing (publication) as required by standard.
- b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.
- c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route sorted pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When nonletter-size Periodicals are prepared as bundles on pallets under [10.0](#), [12.0](#), or [13.0](#), then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under [10.0](#), or 2) the 5-digit bundles are within the 5% threshold requirement under [12.0](#), or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under [13.0](#). [M045.6.1]

**8.13.2 Standard Mail**

Additional pallet preparation:

- a. Combined Mailings. Nonprofit Standard Mail may be included in the same mailing or palletized on the same pallet as regular Standard Mail only as permitted by standard.



- b. Destination Delivery Unit Rates. Pieces claimed at destination delivery unit rates do not require separation from pieces claimed at other rates on the same pallet.
- c. Carrier Route Mail on Separate 5-Digit Level Pallets. Carrier route rate pieces must be prepared on separate 5-digit pallets (5-digit carrier routes or 5-digit scheme carrier routes pallets) from automation rate and/or Presorted rate pieces (prepared on 5-digit pallets or 5-digit scheme pallets). *Exception:* When flat-size pieces are prepared as bundles on pallets under 10.0, 12.0, or 13.0, then carrier route sorted mail, 5-digit sorted automation rate mail, and 5-digit sorted Presorted rate mail may be placed on the same merged 5-digit pallet or on the same merged 5-digit scheme pallet for those 5-digit ZIP Codes for which 1) there are “A” or “C” indicators in the City State Product under 10.0, or 2) the 5-digit bundles are within the 5% threshold requirement under 12.0, or 3) the 5-digit bundles are either all for 5-digit ZIP Codes that have an “A” or “C” indicator in the City State Product, or are for 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product and the pieces in such 5-digit bundles meet the 5% threshold under 13.0. [M045.6.2]

### 8.13.3 BMC and Mixed BMC Pallets

Bundles placed on BMC pallets must be machinable on BMC parcel sorting equipment. Line 2 on pallet labels must reflect the processing category of the pieces. A BMC or mixed BMC (trays and sacks only) pallet may include pieces that are eligible for the DBMC rate and others that are ineligible. [M045.6.3]

### 8.13.4 Commingled Zones

Pieces of Package Services for different zones may be commingled only under 455.4.1.4 for Parcel Post parcels or 365.5.3.3 or 365.6.3.3 for Bound Printed Matter flats or 465.5.1.3 or 465.6.1.3 for Bound Printed Matter parcels. [M045.6.4]

### 8.13.5 Securing Trays

Trays must be sleeved and strapped under 235.3.0 for First-Class Mail letters, 245.3.0 for Standard Mail letters, 335.3.0 for First-Class Mail flats, 345.3.0 for Standard Mail flats, 365.3.0 for Bound Printed Matter flats, 375.3.0 for Media Mail flats, 385.3.0 for Library Mail flats, *except that* strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area. [M045.6.5]

## 8.14 Sacks

All sacks remaining after all pallets are prepared may be presented with the palletized mailing (on the same postage statement) if the sacks are set apart from the palletized portion of the mailing. [M045.7.0]

## 8.15 Copalletized Flat-size Pieces—Periodicals or Standard Mail

### 8.15.1 Basic Standards

Copalletized flat-size mailings must meet the applicable standards in 8.0. In addition, if copalletized under 10.0, 12.0, or 13.0, the provisions of one of those preparation options must also be met. Any combination of automation rate mailings

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and nonautomation rate mailings is subject to the restrictions in [8.13](#). Bundles in a copalletized mailing qualify for the appropriate presort level rate, regardless of the pallet level on which they are placed. [M045.8.1]

### **8.15.2 Periodicals**

Additional standards are as follows:

- a. Periodicals eligible for preferred rates (In-County, Nonprofit, Classroom, and Science-of-Agriculture) may be combined with Periodicals eligible for Outside-County rates.
- b. All pallets in a copalletized mailing are identified on the content line (Line 2) of the label with only “NEWS” (see [8.6](#)) or “PER” as the class designation under these conditions:
  1. If at least 51% of the total number of copies in the copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”
  2. If less than 51% of the total number of copies in a copalletized mailing can qualify for “NEWS” treatment, then all pallets in such a mailing are labeled “PER.”
- c. Documentation meeting the basic standard in [708.1.0](#) must be provided with each mailing. Before copalletizing, the mailer must obtain the written approval of the Business Mailer Support manager. Approval is based on the mailer’s demonstrated ability to provide documentation meeting these standards:
  1. Documentation by bundle and by publication and edition showing the number of addressed pieces and copies in each bundle and the per piece presort rate claimed, or a listing by pallet showing (by presort level and destination) the number of copies and pieces for each publication and edition. For large volume mailing jobs reported on a single listing, the mailer may provide the abbreviated documentation in [708.b.](#)
  2. Documentation showing the number of copies and pieces claimed at the SCF rate.
  3. Documentation showing that bundles are sorted to the appropriate finest pallet level in the mailing.
  4. Documentation showing that 5-digit, 3-digit, SCF, and ADC pallets are prepared when the applicable minimum volume is developed in the copalletized mailing for these destinations.
  5. A listing showing the destination of pallets in the copalletized mailing.
  6. If the sacked portion of the mailing is presented with the copalletized portion, a report by sack showing the number of pieces (and copies) at each presort level. [M045.8.2]

### **8.15.3 Standard Mail**

Additional standards are as follows:

- a. Nonprofit Standard mailings may be copalletized with one another but not with mailings at other rates unless permitted by standard.

- b. Nonidentical-weight pieces may be copalletized only if the correct postage is affixed to each piece or if otherwise authorized by Business Mailer Support.
- c. All pieces in mailings to be copalletized must be subject to the minimum per piece rate, or all subject to the per pound rate, unless otherwise authorized by Business Mailer Support.
- d. All pieces must have postage paid with permit imprint, or all pieces must have postage affixed.
- e. When requested, the mailer must present pallets selected by USPS employees for verification. [M045.8.3]

#### **8.15.4 Pallet Labels**

Pallet labels for copalletized mailings must meet the provisions of 8.6 and 8.10, or if applicable, 8.6 and 10.0, 12.0, or 13.0. [M045.8.4]

#### **8.15.5 Postage Statement**

Separate postage statements are required:

- a. For Periodicals, a separate postage statement is required for each publication and/or edition that is part of the copalletized mailing. The mailer must note on or in an attachment to the postage statement the name and issue date of the publications with which each publication and/or edition was copalletized.
- b. For Standard Mail, a separate postage statement must be prepared for each mailing that is part of a single copalletized shipment, *except that* copalletized Regular and Enhanced Carrier Route mailings (or Nonprofit and Nonprofit Enhanced Carrier Route mailings) produced as part of the same job may be reported on the same postage statement. [M045.8.5]

### **8.16 Pallets of Machinable Parcels**

#### **8.16.1 Standard Mail**

Pieces may be eligible for the 3/5 rate when prepared under 8.10.5a. through 8.10.5d.. This eligibility includes pieces sorted under 8.10.5c. and 8.10.5d. to the service area of the *entry* ASF/BMC. [M045.9.1]

#### **8.16.2 DBMC Rate**

A BMC pallet may include pieces that are eligible for the DBMC rate and pieces that are ineligible. [M045.9.2]

#### **8.16.3 Top Caps**

When top caps are used, the mailer must write the tare weight of the top cap on the pallet label or in another prominent location. [M045.9.3]

### **8.17 Parcel Post—Bulk Mail Center (BMC) Presort Discount**

#### **8.17.1 Machinable Parcels**

To qualify for the BMC Presort discount:

- a. Machinable pieces must be sorted to BMCs under L601 in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC. Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.

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- b. Pallet box preparation and Line 1 labeling: destination BMC (required); for Line 1 use [L601](#).
- c. Pallet box Line 2 labeling: "PSVC MACH BMC." [M045.10.1]

**8.17.2 Nonmachinable Parcels**

To qualify for the BMC Presort discount:

- a. Nonmachinable pieces must be sorted to BMCs and ASFs under [L605](#) directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet). Overflow pallets are not permitted. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for Line 1, use [L605](#).
- c. Pallet Line 2 labeling: "PSVC NON MACH BMC" or "PSVC NON MACH ASF" as applicable. [M045.10.2]

**8.18 Parcel Post—Origin Bulk Mail Center (OBMC) Presort Discount****8.18.1 Machinable Parcels**

To qualify for the OBMC Presort discount:

- a. Machinable pieces must be sorted to BMCs under [L601](#) in 69-inch pallet boxes. Each pallet box must contain at least 52 inches of mail (not including pallet) for a BMC. Overflow pallet boxes are not permitted. Preparation in sacks, directly on pallets, or in other containers is not permitted.
- b. Pallet box preparation and Line 1 labeling: destination BMC (required); for Line 1, use [L601](#).
- c. Pallet box Line 2 labeling: "PSVC MACH BMC." [M045.11.1]

**8.18.2 Nonmachinable Parcels**

To qualify for the OBMC Presort discount:

- a. Nonmachinable pieces must be sorted to BMCs and ASFs under [L605](#) directly on pallets. Each pallet for a BMC or ASF destination must have a minimum height of 42 inches of mail (not including the height of the pallet). Overflow pallets are not allowed. Preparation in sacks, pallet boxes, or in other containers is not permitted.
- b. Pallet preparation and Line 1 labeling: destination BMC or destination ASF (required); for Line 1, use [L605](#).
- c. Pallet Line 2 labeling: "PSVC NON MACH BMC" or "PSVC NON MACH ASF" as applicable. [M045.11.2]

**8.19 Parcel Post DSCF Rates—Parcels on Pallets****8.19.1 Basic Preparation, Parcels on Pallets**

Unless prepared under [8.19.2](#), or in sacks, mail must be prepared for the DSCF rate as follows:

- a. General. Parcels for each SCF area must be sorted to 5-digit scheme, 5-digit, or 3-digit (nonmachinable) destinations on pallets. For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and in pallet boxes on pallets. Except when prepared under [8.19.2](#), each 5-digit scheme, 5-digit, and 3-digit pallet must meet a minimum volume requirement under one of the criteria in [8.19.1b](#). Machinable and nonmachinable pieces may be combined on the same pallet or in the same overflow sack when sorted to 5-digit scheme or 5-digit destinations. In a single mailing mailers may prepare some pallets under the minimum volume requirement in [8.19.1b1](#) and some pallets under the minimum volume requirement in [8.19.1b2](#). A mailing entered at a destination SCF facility containing pallets prepared under [8.19.1](#) also may include mail that is sacked for the DSCF rate. Double-stacking is permitted if the requirements of [8.3](#) are met.
- b. Minimum volume. The minimum volume per 5-digit scheme, 5-digit, and 3-digit pallet can be met in one of the following ways:
  1. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each containing at least 50 pieces and 250 pounds.
  2. Pieces may be placed on 5-digit scheme, 5-digit, and 3-digit pallets, each having a minimum height of 36 inches of mail (excluding the height of the pallet) (see [8.5.4](#)).
- c. Overflow. After filling a pallet(s) to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
  1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the 5-digit scheme, 5-digit, or 3-digit sacking requirements for the DSCF rate in [455.4.5](#). Overflow pieces sacked in this manner are eligible for the DSCF rates.
  2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [8.19.1d](#) that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are not eligible for the DSCF rates but are eligible for the DBMC rates.
- d. 5-digit scheme pallet labeling:
  1. Line 1: use [L606](#), Column B.
  2. Line 2: “PSVC PARCELS 5D SCH.”
- e. 5-digit pallet labeling:
  1. Line 1: use city, state, and 5-digit ZIP Code destination of contents.
  2. Line 2: “PSVC PARCELS 5D.”
- f. 3-digit pallet labeling:
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PSVC PARCELS 3D.”

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- g. Separation. If sacks prepared under [455.4.0, Preparation for Parcel Post](#), are included in the same mailing as pallets prepared under this section, at the time of acceptance the mailer must separate sacks that are overflow from palletized mail from those sacks that were prepared under the provisions of [455.4.0](#).

[M045.12.1]

**8.19.2 Alternate Preparation, Parcels on Pallets**DSCF rate mailings not prepared under [8.19.1](#) may be prepared as follows:

- a. General. All DSCF rate mail in the mailing must be sorted to 5-digit scheme, 5-digit, or 3-digit destinations under [8.19.2](#) (i.e., mail prepared under [8.19.1](#) and mail sacked under [455.4.0](#) must not be included in a mailing prepared under [8.19.2](#)). For purposes of this section, the term “pallets” includes preparation of parcels directly on pallets and in pallet boxes on pallets. Machinable and nonmachinable pieces may be combined on the same pallet. Double-stacking is permitted if the requirements of [8.3](#) are met.
- b. Minimum volume. To qualify for the DSCF rate, no pallet may contain fewer than 35 pieces and 200 pounds, and for the entire mailing the average number of DSCF rate pieces per 5-digit scheme, 5-digit, or 3-digit destination must be at least 50.
- c. Overflow. After filling pallets to a 5-digit scheme, 5-digit, or 3-digit destination, any remaining pieces that do not meet the minimum pallet requirements may be prepared in one or both of the following ways:
  - 1. Placed in 5-digit scheme, 5-digit, or 3-digit overflow sacks (no minimum number of pieces per sack) that are labeled in accordance with the DSCF sacking requirements in [455.4.0](#). Overflow pieces sacked in this manner are eligible for the DSCF rates.
  - 2. Placed on a 5-digit scheme, 5-digit, or 3-digit pallet labeled under [8.19.2d](#) that does not meet the minimums for the DSCF rate. Overflow pieces palletized in this manner are not eligible for the DSCF rates but are eligible for the DBMC rates.
- d. 5-digit scheme pallet labeling:
  - 1. Line 1: use [L606](#), Column B.
  - 2. Line 2: “PSVC PARCELS 5D SCH.”
  - 3. In the mailer area below Line 3: use the pallet ID number.
- e. 5-digit pallet labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code destination of contents.
  - 2. Line 2: “PSVC PARCELS 5D.”
  - 3. In mailer area below line 3: use the pallet ID number.
- f. 3-digit pallet labeling:
  - 1. Line 1: use [L002](#), Column C.
  - 2. Line 2: “PSVC PARCELS 3D.”
  - 3. In the mailer area below Line 3: use the pallet ID number.

- g. Documentation. A list of each 5-digit scheme, 5-digit, and 3-digit pallet in the mailing that qualifies for the DSCF rate must be submitted. The pallets in the mailing that qualify for the DSCF rate must be renumbered sequentially, and this pallet identification number must be printed below Line 3 on the pallet label. The documentation must list each pallet in sequential order by pallet identification number. For each pallet, the listing must show: the pallet identification number, the applicable 5-digit scheme, 5-digit, or 3-digit destination of the pallet, the total weight of pieces on the pallet, the total number of pieces on the pallet, and the running total of pieces (i.e., the number equal to the number of pieces for that pallet plus the sum of the pieces on all pallets listed before it). This documentation must not include: pieces prepared in overflow sacks at the DSCF rates, pieces prepared on overflow pallets at the DBMC rates, or pieces claimed at any other rate in the mailing. [M045.12.2]

### 8.19.3 5-Digit ZIP Codes for Which Pallets May Not Be Prepared

Refer to the Drop Shipment Product available from the National Customer Support Center (NCSC) (see 608.8.0) and to Exhibit 456.2.7 and Exhibit 456.2.8 to determine if the facility serving the 5-digit ZIP Code destination can handle pallets. There is a charge for the Drop Shipment Product. If a facility cannot handle pallets, the DSCF rate is not applicable unless the mail can be prepared under the sacking requirement in 455.4.0. [M045.12.3]

### 8.19.4 5-Digit ZIP Codes Requiring BMC Entry

Refer to Exhibit 456.2.6 for 5-digit ZIP Code destinations where palletized mail must be entered at the BMC that serves the SCF to obtain the DSCF rate. [M045.12.4]

## 8.20 Parcel Post DSCF Rates—Sacks on Pallets

Mailers who prepared DSCF rate mail in 5-digit scheme or 5-digit sacks under 455.4.0 may place 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). Mailers who prepare overflow from pallets under 8.19.1 or 8.19.2 may place 5-digit scheme or 5-digit sacks for the same SCF area on an SCF pallet (including a pallet box on a pallet). See 8.19.1g for requirements concerning separation of sacks prepared under 455.4.0 from sacks prepared under 8.19.1. There are no pallet minimums for such pallets. Mailers may prepare such SCF pallets without preparing all possible 5-digit scheme and 5-digit pallets. The pallets must be labeled in the following manner:

- a. 5-digit scheme pallets (optional):
  1. Line 1: use L606, Column B.
  2. Line 2: “PSVC PP 5D SCHEME” or “PSVC PP 5D SCH.”
- b. 5-digit pallets:
  1. Line 1: use L002, Column C.
  2. Line 2: “PSVC PP 5D.” [M045.13.0]

## 8.21 Parcel Post DDU Rates

Parcels may be bedloaded, sacked, or palletized. For purposes of this section the term “pallets” includes preparation of parcels directly on pallets and preparation of parcels in pallet boxes on pallets. There are no preparation or presort requirements for DDU rate mailings other than separation by 5-digit scheme and 5-digit

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destination. Machinable and nonmachinable pieces may be combined. Refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.0](#)) and the information in [456.2.0](#), *Parcel Select*, including [Exhibit 456.2.7](#) and [Exhibit 456.2.8](#) to determine the location of the 5-digit delivery facility and whether that facility can handle pallets (including pallet boxes on pallets). If a DDU facility cannot handle pallets, and a mailer transports mail to the DDU facility on pallets, the driver must unload the pallets into a container specified by the delivery unit. If pieces are sacked or palletized, they must be prepared to 5-digit scheme (optional) and 5-digit destinations, and labeled as follows:

- a. 5-digit scheme sacks or pallets (optional):
  1. Line 1: use [L606](#), Column B.
  2. Line 2: "PSVC PARCELS 5D SCH."
- b. 5-digit sacks or pallets:
  1. Line 1: use city, state, and 5-digit ZIP Code destination of pieces.
  2. Line 2: "PSVC PARCELS 5D." [[M045.14.0](#)]

## 9.0 Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats

### 9.1 First-Class Mail

#### 9.1.1 Basic Standards

Bundles of flats in an automation rate mailing prepared under [335.6.5](#) must be cotrayed with bundles of flats in a Presorted rate mailing under the following conditions:

- a. The automation rate pieces and Presorted rate pieces are part of the same mailing job and reported on the same postage statement.
- b. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing must meet the criteria for a flat under [301.1.1](#).
- c. The automation rate mailing must meet the eligibility criteria in [333.5.0](#), except that the traying criteria in [9.1.4](#) must be met rather than the traying criteria in [335.6.0](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [333.3.0](#), except that the traying and documentation criteria in [9.1.1](#) and [9.1.4](#) must be met rather than the traying and documentation criteria in [335.6.0](#).
- e. The rates for pieces in the automation rate mailing are applied based on the level of bundle to which they are sorted under [333.5.3](#), *Rate Application—Bundle-Based Flats*, and [333.5.4](#), *Rate Application—Tray-Based Flats*.
- f. The pieces must be marked according to [302](#).



- g. The bundles prepared from the automation rate mailing and the bundles prepared from the Presorted rate mailing must be sorted into the same trays as described in [9.1.4](#).
- h. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#) must be submitted with each cotrayed mailing job that describes for each tray sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for the Presorted rate.
- i. Barcoded tray labels under [708.6.0](#) must be used to label the trays. [M910.1.1]

### 9.1.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.1.3](#), the automation rate mailing must be bundled and labeled under [335.6.5](#). The Presorted rate mailing must be bundled and labeled under [335.5.0](#). [M910.1.2]

### 9.1.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in [9.1.2](#), a mailer may choose to cobundle automation rate and Presorted rate flat-size pieces, subject to the conditions in [11.0](#). [M910.1.3]

### 9.1.4 Tray Preparation and Labeling

Presorted rate and automation rate bundles prepared under [9.1.2](#) or [9.1.3](#) must be presorted together into trays (cotrayed) in the sequence listed below. Trays must be labeled using the following information for Lines 1 and 2 and [335.4.0](#) for other sack label criteria.

- a. *5-Digit*. Required, full trays only (no overflow trays).
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [335.4.3](#) for military mail).
  - 2. Line 2: "FCM FLTS 5D BC/NBC."
- b. *3-Digit*. Required, full trays only (no overflow trays).
  - 1. Line 1: Use [L002](#), Column A.
  - 2. Line 2: "FCM FLTS 3D BC/NBC."
- c. *Origin/entry 3-Digit*. Required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
  - 1. Line 1: Use [L002](#), Column A.
  - 2. Line 2: "FCM FLTS 3D BC/NBC."
- d. *ADC*. Required, full trays only (no overflow trays), use [L004](#) to determine ZIP Codes served by each ADC.
  - 1. Line 1: Use [L004](#), Column B.
  - 2. Line 2: "FCM FLTS ADC BC/NBC."
- e. *Mixed ADC*. Required, no minimum.

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1. Line 1: Use “MXD” followed by the city, state, and ZIP Code of the facility serving the 3-digit ZIP Code of the entry post office, as shown in [L002](#), Column C.
2. Line 2: “FCM FLTS BC/NBC WKG.” [M910.1.4]

## 9.2 Periodicals

### 9.2.1 Basic Standards

Bundles of nonletter-size pieces in an automation rate mailing must be cosacked with bundles of nonletter-size pieces in a Presorted rate mailing under the following conditions:

- a. The pieces in the automation rate mailing and in the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement(s).
- b. The pieces in the mailing job must all be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. The automation rate mailing must meet the eligibility criteria in [707.14.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.4](#), and [9.2.5](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [707.12.0](#), except that the sacking and documentation criteria in [9.2.1](#), [9.2.4](#), and [9.2.5](#) must be met rather than the sacking and documentation criteria in [707.25.0](#).
- e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under [707.14.0](#), *Automation Rate Eligibility*. The rates for pieces in the Presorted rate mailing are based on the number of pieces in the bundle and the level of sack in which they are placed under [707.12.0](#), *Presorted Rate Eligibility*.
- f. The bundles prepared from the automation rate mailing and the bundles prepared from the Presorted rate mailing must be sorted into the same sacks as described in [9.2.4](#) and [9.2.5](#).
- g. A complete, signed, appropriate postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for each applicable Presorted rate.
- h. Barcoded sack labels under [708.6.0](#) must be used to label sacks. [M910.2.1]

### 9.2.2 Bundle Preparation

Except for mail prepared under the cobundling option in [9.2.3](#), the automation rate mailing must be bundled and labeled under [707.25.0](#) (all bundle levels) and the Presorted rate mailing must be bundled and labeled under [707.22.0](#) (excluding carrier route bundles). [M910.2.2]

### 9.2.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in 9.2.2, a mailer may choose to cobundle automation rate and Presorted rate flat-size pieces, subject to the conditions in 11.0. [M910.2.3]

### 9.2.4 Low-Volume Bundles in Sacks or on Pallets

5-digit and 3-digit bundles prepared under 707.22.0 and 707.25.0 or under 9.2.3 may contain fewer than six pieces when the publisher determines that such preparation improves service. These low-volume bundles may be placed in 5-digit, 3-digit, and SCF sacks or on 5-digit, 3-digit, or SCF pallets. Pieces in low-volume bundles must claim the applicable basic Presorted or automation rate, except for firm bundles at Presorted rates as applicable under 707.22.3. [M910.2.4]

### 9.2.5 Sack Preparation and Labeling

Presorted rate and automation rate bundles prepared under 9.2.2, 9.2.3, and 9.2.4 must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2 and 707.21.0 for other sack label criteria. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under 301.3.0 and the Presorted rate pieces are considered irregular parcels under 401.1.6, the processing category shown on the sack label must show "FLTS."

- a. *5-Digit*. Required at 24 pieces to the same 5-digit, optional with one six-piece bundle, or under 9.2.4 with at least one bundle of fewer pieces.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see 707.21.1.2 for military mail).
  2. Line 2: "PER" or "NEWS" as applicable and "FLTS 5D BC/NBC."
- b. *3-Digit*. Required at 24 pieces to the same 3-digit, optional with one six-piece bundle, or under 9.2.4 with at least one bundle of fewer pieces.
  1. Line 1: use L002, Column A.
  2. Line 2: "PER" or "NEWS" as applicable and "FLTS 3D BC/NBC."
- c. *SCF*. Required at 24 pieces, optional with one six-piece bundle, or under 9.2.3 with at least one bundle of fewer pieces.
  1. Line 1: use L002, Column C.
  2. Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."
- d. *Origin/entry SCF*. Required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, no minimum.
  1. Line 1: use L002, Column C.
  2. Line 2: "PER" or "NEWS" as applicable and "FLTS SCF BC/NBC."
- e. *ADC*. Required at 24 pieces, optional with one six-piece bundle (bundles of fewer than six pieces are not permitted).
  1. Line 1: use L004, Column B.
  2. Line 2: "PER" or "NEWS" as applicable and "FLTS ADC BC/NBC."

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- f. *Mixed ADC*. Required, no minimum, except that bundles of fewer than six pieces at 5-digit, 3-digit, and ADC bundle levels are not permitted.
  1. [02-03-05] Line 1: Use L009, Column B, effective May 15, 2005. Until then, use either L009, Column B or L011, Column B.
  2. Line 2: "PER" or "NEWS" as applicable and "FLTS BC/NBC WKG."  
[M910.2.5]

### 9.3 Standard Mail

#### 9.3.1 Basic Standards

Bundles of flats in an automation rate mailing must be cosacked with bundles of flats in a Presorted rate mailing under the following conditions:

- a. The automation rate pieces and the Presorted rate pieces are part of the same mailing job and are reported on the same postage statement.
- b. Pieces in the automation rate mailing must meet the criteria for a flat under 301.3.0. Pieces in the Presorted rate mailing must meet the criteria for a flat under 301.1.1.
- c. The automation rate mailing must meet the eligibility criteria in 343.7.0, except that the sacking and documentation criteria in 9.3.1, 9.3.4, and 9.3.5 must be met rather than the sacking and documentation criteria in 345.7.0.
- d. The Presorted rate mailing must meet the eligibility criteria in 343.2.0 and 343.3.0, except that the sacking and documentation criteria in 9.3.1, 9.3.4, and 9.3.5 must be met rather than the sacking and documentation criteria in 345.5.0.
- e. The rates for pieces in the automation rate mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under 343.7.0. The rates for pieces in the Presorted rate mailing are based on the number of pieces in the bundle and the level of sack in which they are placed under 343.3.4 and 343.3.5.
- f. The pieces must be marked according to 302.
- g. The bundles prepared from the automation rate mailing and the bundles prepared from the Presorted rate mailing must be sorted into the same sacks as described in 9.3.4 and 9.3.5.
- h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, documentation produced by PAVE-certified software or standardized documentation under 708.1.0 must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for each applicable automation rate and the number of pieces qualifying for each applicable Presorted rate.
- i. Barcoded sack labels under 708.6.0 must be used to label the sacks.  
[M910.3.1]

### 9.3.2 Bundle Preparation

Except for mail prepared under the cobundling option in 9.3.3, the automation rate mailing must be bundled and labeled under 345.7.0 and the Presorted rate mailing must be bundled and labeled under 345.5.0. Loose packing under 345.5.0 is not permitted. [M910.3.2]

### 9.3.3 Optional Cobundling Preparation

As an option to the basic bundling requirements in 9.3.2, a mailer may choose to cobundle automation rate and Presorted rate flat-size pieces, subject to the conditions in 11.0. [M910.3.3]

### 9.3.4 Sacking Under 125-Piece or 15-Pound Rules

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in 9.3.5, the provisions of 345.7.5.3 apply. [M910.3.4]

### 9.3.5 Sack Preparation and Labeling

Presorted rate and automation rate bundles prepared under 9.3.2 and 9.3.3 must be presorted together into sacks (cosacked) in the sequence listed below. Sacks must be labeled using the following information for Lines 1 and 2, and 345.4.0 for other sack label criteria.

- a. *5-Digit*. Required, 125-piece/15-pound minimum.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see 345.4.2 for military mail).
  2. Line 2: "STD FLTS 5D BC/NBC."
- b. *3-Digit*. Required, 125-piece/15-pound minimum.
  1. Line 1: use L002, Column A.
  2. Line 2: "STD FLTS 3D BC/NBC."
- c. *Origin/entry 3-digit*. Required for each 3-digit ZIP Code served by the SCF of the origin (verification) office, optional for each 3-digit ZIP Code served by the SCF of an entry office other than the origin office, no minimum.
  1. Line 1: use L002, Column A.
  2. Line 2: "STD FLTS 3D BC/NBC."
- d. *ADC*. Required, 125-piece/15-pound minimum, use L004 to determine ZIP Codes served by each ADC.
  1. Line 1: use L004, Column B.
  2. Line 2: "STD FLTS ADC BC/NBC."
- e. *Mixed ADC*. Required, no minimum.
  1. [02-03-05] Line 1: Use L009, Column B, effective May 15, 2005. Until then, use either L009, Column B, or L011, Column B or L010, Column B, as applicable.
  2. Line 2: "STD FLTS BC/NBC WKG." [M910.3.5]

### 9.3.6 Tray Preparation and Labeling

Presorted rate and automation rate bundles meeting the standards in [345.3.0](#) for letter trays and prepared under [9.3.2](#) must be presorted together into trays (cotrayed) in the sequence in [9.3.5](#). Trays must be labeled using the information for Lines 1 and 2 and [345.4.0](#) for other tray label criteria. Cobundling under this option is not permitted. [M910.3.6]

## 9.4 Bound Printed Matter

### 9.4.1 Basic Standards

Bundles of flat-size pieces in a Presorted rate mailing qualifying for and claiming the barcoded discount under [363.2.0](#), [363.3.0](#), and [363.4.0](#) must be cosacked with bundles of flat-size pieces from a Presorted rate mailing (not claiming the barcoded discount) under the following conditions:

- a. The Presorted rate pieces qualifying for and claiming the barcoded discount and the Presorted rate pieces must be part of the same mailing job and be reported on the same postage statement.
- b. The Presorted rate pieces qualifying for and claiming the barcoded discount must meet the criteria for flat-size mail under [301.3.0](#). Pieces in the Presorted rate mailing must meet the criteria for flat-size mail under [301.2.0](#).
- c. The Presorted rate mailing qualifying for and claiming the barcoded discount must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.4.0](#), the mail preparation standards in [365.7.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- d. The Presorted rate mailing must meet the eligibility criteria in [363.2.0](#), [363.3.0](#), and [363.4.0](#), the mail preparation standards in [365.5.0](#), the sacking requirements in [9.4.4](#), and the documentation criteria in [9.4.1h](#).
- e. The rates for pieces in the Presorted rate mailing qualifying for and claiming the barcoded discount are applied based on meeting the sortation requirements in [365.7.0](#), and when applicable, the zone. The rates for pieces in the Presorted rate mailing are based on meeting the sortation requirements in [365.5.0](#), and when applicable, the zone.
- f. The pieces must be marked according to [302](#).
- g. The bundles prepared from the Presorted rate mailing qualifying for the barcoded discount and the bundles prepared from the Presorted rate mailing must be sorted into the same sacks as described in [9.4.4](#).
- h. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures. In addition to the applicable postage statement, standardized documentation under [708.1.0](#) must be submitted with each cosacked mailing job that describes for each sack sortation level the number of pieces qualifying for the barcoded discount and the number of pieces qualifying for each applicable Presorted rate.
- i. Barcoded sack labels under [708.6.0](#) must be used to label the sacks.  
[M910.4.1]

### 9.4.2 Bundle Preparation

Except for mail prepared under the cobundling option in 9.4.3, the Presorted rate mailing qualifying for and claiming the barcoded discount must be bundled and labeled under 365.7.0, and the Presorted rate mailing must be bundled and labeled under 365.5.0. [M910.4.2]

### 9.4.3 Optional Cobundling Preparation

As an alternative to the basic bundling requirements in 9.4.2, flat-size Presorted rate pieces qualifying for and claiming the barcoded discount may be cobundled with flat-size Presorted rate pieces, subject to 11.0. [M910.4.3]

### 9.4.4 Sack Preparation and Labeling

Bundles of Presorted rate pieces qualifying for and claiming the barcoded discount and Presorted rate pieces prepared under 9.4.2 or 9.4.3 must be presorted together into sacks (cosacked) using the following preparation sequence, sack size, and labeling:

- a. 5-digit (required); minimum 20 addressed pieces; labeling:
  1. Line 1: city, state, and 5-digit ZIP Code destination (see 345.4.2 for overseas military mail).
  2. Line 2: "PSVC FLTS 5D BC/NBC."
- b. 3-digit (required, except for optional bundles with 3-digit ZIP Code prefixes indicated by an "N" in L002, when optional SCF sacks are prepared); minimum 20 addressed pieces; labeling:
  1. Line 1: L002, Column A.
  2. Line 2: "PSVC FLTS 3D BC/NBC."
- c. SCF (optional); minimum 20 addressed pieces; labeling:
  1. Line 1: L005, Column B.
  2. Line 2: "PSVC FLTS SCF BC/NBC."
- d. ADC (required); minimum 20 addressed pieces (use L004 to determine ZIP Codes served by each ADC); labeling:
  1. Line 1: L004, Column B.
  2. Line 2: "PSVC FLTS ADC BC/NBC."
- e. Mixed ADC (required); no minimum; labeling:
  1. [02-03-05] Line 1: Use L009, Column B, effective May 15, 2005. Until then, use either L009, Column B, or L011, Column B or L010, Column B, as applicable.
  2. Line 2: "PSVC FLTS BC/NBC WKG." [M910.4.4]

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## 10.0 Preparation for Merged Containerization of Bundles of Flats Using City State Product

### 10.1 Periodicals

#### 10.1.1 Basic Standards

Carrier route bundles in a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under [11.0](#)) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under [11.0](#) utilizing 5-digit scheme ([L007](#)) or 3-digit scheme ([L008](#)) bundle preparation, and sacked under [10.1.4](#).
- b. The pieces in the carrier route mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job.
- c. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must be nonletter-size.
- d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. Carrier route bundles may be cosacked or copalletized with automation rate 5-digit bundles, Presorted rate 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme ([L001](#)) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme ([L007](#)) bundles may not be placed in merged 5-digit containers.
- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare such a sack under [10.1.4](#) or such a pallet under [10.1.5](#). In addition, all possible merged 5-digit scheme sacks must be prepared under [10.1.4](#), or all possible merged 5-digit scheme and 5-digit scheme pallets must be prepared under [10.1.5](#).
- g. The carrier route mailing must meet the eligibility criteria in [707.13.0](#), the automation rate mailing must meet the eligibility criteria in [707.14.0](#), and the Presorted rate mailing must meet the eligibility criteria in [707.12.0](#).
- h. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in [707.13.0](#), the rates for pieces in the automation rate mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under [707.14.0](#), and the rates for pieces in the Presorted rate mailing are based on the number of pieces in the bundle and the level of sack to which they are sorted under [707.12.0](#).



- i. For palletized mailings, the rates are based on the level of bundle and the number of pieces in the bundle under [707.12.0](#), [707.13.0](#), and [707.14.0](#).
- j. For mailings prepared in sacks, firm bundles and 5-digit scheme bundles may not be combined within a 5-digit scheme (L007) bundle or within a 5-digit scheme (L007) sack. A firm bundle can contribute toward the six-piece minimum for rate eligibility and must be placed in a separate individual 5-digit sack under [10.1.4g](#) to maintain 5-digit rate eligibility. Firm bundles may be placed with 5-digit scheme, 3-digit scheme, and other presort destination bundles in 3-digit, SCF, ADC, and mixed ADC sacks, as appropriate.
- k. The bundles from each separate mailing must be sorted together into sacks (cosacked) under [10.1.4](#) or on pallets (copalletized) under [10.1.5](#) using presort software that is PAVE-certified.
- l. A complete, signed postage statement(s), using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- m. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under [708.1.0](#).
- n. Barcoded sack labels under [708.6.0](#) must be used to label sacks. [M920.1.1]

### 10.1.2 Bundle Preparation

Bundles must be prepared as follows:

- a. *Sacked Mailings*. The carrier route mailing must be bundled and labeled under [707.23.0](#). Except when prepared under the cobundling option in [11.0](#), the automation rate mailing must be bundled and labeled under [707.25.0](#) and the Presorted rate mailing must be bundled and labeled under [707.22.0](#).
- b. *Palletized Mailings*. Bundles placed on pallets must be prepared under the standards in [8.9](#). [M920.1.2]

### 10.1.3 Low-Volume Bundles in Sacks or on Pallets

Carrier route, 5-digit scheme (L007), 5-digit, 3-digit scheme (L008), and 3-digit bundles prepared under [707.22.0](#), [707.23.0](#), and [707.25.0](#) or [11.0](#) that contain fewer than six pieces may be placed in sacks under [10.1.4](#), or placed on pallets under [10.1.5](#) as follows:

- a. Low-volume carrier route, 5-digit, 3-digit scheme, and 3-digit bundles may be placed in carrier routes, merged 5-digit scheme (L001), 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit, 3-digit, and SCF sacks, as appropriate, or on merged 5-digit scheme (L001), 5-digit scheme carrier routes, 5-digit scheme, merged 5-digit, 5-digit carrier routes, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the applicable basic rate.

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- b. Low-volume 5-digit scheme bundles may be placed in 5-digit scheme (L007), 3-digit, and SCF sacks, or on 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the applicable basic rate.  
[M920.1.3]

**10.1.4 Sack Preparation and Labeling**

Mailers must prepare sacks containing the individual carrier route and 5-digit bundles from the carrier route, automation rate, and Presorted rate mailings in the mailing job in the following manner and sequence. All carrier route bundles must be placed in sacks under 10.1.4a through 10.1.4e as described below. When sortation under this section is performed, merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks must be prepared for all possible 5-digit schemes or 5-digit ZIP Codes as applicable, using L001 (merged 5-digit scheme and 5-digit scheme carrier routes sort only) and the Carrier Route Indicators field in the City State Product when there is enough volume for the 5-digit scheme or 5-digit ZIP Code to prepare such sacks under 10.1.4, *Sack Preparation and Labeling*. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under 707.20.1, *Basic Standards*. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under 301.3.0, *Physical Standards for Automation Flats*, and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under 401.1.6, *Irregular Parcel*, “FLTS” must be shown as the processing category shown on the sack label. If a mailing job does not contain an automation rate mailing and the carrier route mailing and the Presorted rate mailing are irregular parcel shaped, use “IRREG” for the processing category on the contents line of the label.

- a. *Carrier Route*. Required. May contain only carrier route bundles. Must be prepared when there are 24 or more pieces for the same carrier route. Smaller volume not permitted.
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see 707.21.1.2 for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR” for basic rate, “WSH” for high-density rate, or “WSS” for saturation rate; followed by the route type and number.
- b. *Merged 5-Digit Scheme*. Required. Permitted only when there is at least one 5-digit ZIP Code in the scheme with an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in L001 as well as automation rate 5-digit bundles and Presorted rate 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. When preparation of this sack level is permitted, a sack must be prepared if there are any carrier route bundle(s) for the scheme. If there is not at least one carrier route bundle for any 5-digit destination in the scheme, preparation of this sack is required at 24 pieces in 5-digit bundles, and optional with one six-piece bundle or at least one 5-digit bundle of fewer pieces for the scheme in L001 under 10.1.3, for any of the 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For a 5-digit ZIP Code(s) in a scheme that has a “B” or “D”

indicator in the City State Product, prepare sack(s) for the automation rate and Presorted rate bundles under [10.1.4g](#) and [10.1.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.1.4d](#) through [10.1.4h](#).

1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D SCH.”
- c. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in [L001](#) when all the 5-digits in the scheme have a “B” or “D” indicator in the City State Product. Must be prepared if there are any carrier route bundle(s) for such a scheme.
1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCH.”
- d. *Merged 5-Digit*. Required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles. Must be prepared if there are any carrier route bundles for the 5-digit. If there is not at least one carrier route bundle for the 5-digit destination, preparation of this sack is required at 24 pieces in 5-digit bundles for the same 5-digit destination, and is optional with one six piece bundle or at least one bundle of fewer pieces under [10.1.3](#).
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D.”
- e. *5-Digit Carrier Routes*. Required. Sack only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.1.4a](#) through [10.1.4d](#) to this level. May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in [L001](#) and that has a “B” or “D” indicator in the City State Product. No sack minimum.
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS.”
- f. *5-Digit Scheme*. Required. May contain only automation rate and cobundled automation and Presorted rate 5-digit scheme bundles for the same 5-digit scheme destination. Must be prepared at 24 or more pieces, optional with one six-piece bundle or at least one bundle of fewer pieces under [10.1.3](#).
1. Line 1: [L007](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS 5D SCH BC.”

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- g. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code for any 5-digit ZIP Code that has a “B” or “D” indicator in the City State Product. Must be prepared at 24 or more pieces, optional with one six-piece bundle or at least one bundle of fewer pieces under [10.1.3](#).
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [707.21.1.2](#) for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS 5D BC/NBC,” except if there are no automation rate bundles in the mailing job, label under [707.22.6e](#).
- h. *3-Digit through Mixed ADC Sacks*. Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under [10.1.4a](#) through [10.1.4g](#), and all 3-digit, ADC, and Mixed ADC bundles, must be sacked and labeled according to the applicable requirements under [9.2](#) for cosacking of automation rate and Presorted rate bundles, except if there are no automation rate bundles in the mailing job, sack and label under [707.22.6](#), or, if there are no Presorted rate bundles in the mailing job, sack and label under [707.25.3](#). [M920.1.4]

**10.1.5 Pallet Preparation and Labeling**

Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0, Preparation for Pallets](#). When sortation under this option is performed, mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6, Pallet Labels](#). If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under [301.3.0, Physical Standards for Automation Flats](#), and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under [401.1.6, Irregular Parcel](#), “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use “IRREG” for the processing category on the contents line of the label.

- a. *Merged 5-Digit Scheme*. Required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation rate 5-digit bundles and Presorted rate 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a “B” or “D” indicator in the City State Product, begin preparing pallets under [10.1.5d](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [10.1.5d](#) (merged 5-digit pallet).
  - 1. Line 1: use [L001](#), Column B.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D SCHEME.”

- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for carrier routes in an [L001](#) scheme for which all of the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product.
  - 1. Line 1: use [L001](#), Column B.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCHEME.”
- c. *5-Digit Scheme*. Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in [301.3.3](#), including copalletized or combined AFSM 100-compatible flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of automation rate and Presorted rate mail for the same 5-digit scheme under [L001](#) for ZIP Codes in the scheme that have a “B” or “D” indicator in the City State Product.
  - 1. Line 1: use [L001](#), Column B.
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail; followed by “SCHEME” or “SCH.”
- d. *Merged 5-Digit*. Required. May contain carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product.
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D.”
- e. *5-Digit Carrier Routes*. Required. May contain only carrier route rate bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product.
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CARRIER ROUTES” or “CR-RTS.”
- f. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).

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2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.
- g. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B.
  1. Line 1: use [L006](#), Column C.
  2. Line 2: “PER” or “NEWS”; followed by “FLTS” or “IRREG”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.
- h. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code.
  1. Line 1: use [L002](#), Column A.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D,” followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.
- i. *SCF*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.
- j. *ADC*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
  1. Line 1: use [L004](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.

[M920.1.5]

## 10.2 Standard Mail

### 10.2.1 Basic Standards

Carrier route bundles from a carrier route rate mailing may be placed in the same sack or on the same pallet as 5-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under 11.0) under the following conditions:

- a. A carrier route mailing must be part of the mailing job, unless cobundled under 11.0 utilizing 5-digit scheme (L007) or 3-digit scheme (L008) bundle preparation and sacked under 10.1.4.
- b. The pieces in the carrier route rate mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation rate mailing must meet the criteria for a flat under 301.3.0. Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under 301.1.1.
- d. Mailers must use the Carrier Route Indicators field in the City State Product to prepare the mailing and enter the mailing no later than 90 days after the release date of the City State Product used.
- e. Carrier route bundles may be cosacked or copalletized with automation rate 5-digit bundles, Presorted rate 5-digit bundles, and cobundled 5-digit bundles only for those 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product indicating eligibility for such cosacking or copalletization. Containers of mail sorted in this manner are called “merged 5-digit” sacks or pallets. Containers of mail sorted in this manner for which scheme (L001) sortation is also performed are called “merged 5-digit scheme” sacks or pallets. Pieces in 5-digit scheme (L007) bundles may not be placed in merged 5-digit containers.
- f. If sortation under this section is performed, merged 5-digit sacks or pallets must be prepared for all 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product that permits such preparation when there is enough volume for the 5-digit ZIP Code to prepare that sack or pallet.
- g. The carrier route mailing must meet the eligibility criteria in 343.6.0, the automation rate mailing must meet the eligibility criteria in 343.7.0, and the Presorted rate mailing must meet the eligibility criteria in 343.5.0.
- h. For sacked mailings, the rates for pieces in the carrier route mailing are based on the criteria in 343.6.0, the rates for pieces in the automation rate mailing are applied based on the number of pieces in the bundle and the level of bundle to which they are sorted under 343.7.0, and the rates for pieces in the Presorted rate mailing are based on the number of pieces in the bundle and the level of sack to which they are sorted under 343.5.0.
- i. The pieces in each separate mailing must bear the applicable markings required under 345.5.0, 345.6.0, or 345.7.0 and under 302.
- j. For palletized mailings, the rates are based on the level of bundle that the pieces are contained in under 343.6.0 and 343.7.0.

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- k. The bundles from each separate mailing must be sorted together into sacks (cosacked) under [10.2.3](#) and [10.2.4](#) or on pallets (copalletized) under [10.2.5](#) using presort software that is PAVE-certified.
- l. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- m. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each cosacked or copalletized mailing job that describes for each sack sortation level and sack, or each pallet sortation level and pallet, the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate.
- n. Barcoded sack labels under [708.6.0](#) must be used to label sacks. [M920.2.1]

**10.2.2 Bundle Preparation**

Bundles must be prepared as follows:

- a. *Sacked Mailings*. The carrier route mailing must be bundled and labeled under [345.6.0](#). Except when prepared under the cobundling option in [11.0](#), the automation rate mailing must be bundled and labeled under [345.7.0](#) and the Presorted rate mailing must be bundled and labeled under [345.5.0](#).
- b. *Palletized Mailings*. Bundles placed on pallets must be prepared under the standards in [8.0, Preparation for Pallets](#). [M920.2.2]

**10.2.3 Sacking Under 125-Piece or 15-Pound Rules**

When the minimum quantity of 125 pieces or 15 pounds of mail is specified for a sack sortation level in [10.2.4](#), the provisions of [345.7.5.3](#) apply. [M920.2.3]

**10.2.4 Sack Preparation and Labeling**

Mailers must prepare sacks in the following manner and sequence. All carrier route bundles must be placed in sacks under [10.2.4a](#) through [10.2.4e](#) as described below. Mailers must prepare all merged 5-digit scheme sacks, 5-digit scheme carrier routes sacks, and merged 5-digit sacks that are possible in the mailing based on the volume of mail to the destination using [L001](#) and the Carrier Route Indicators field in the City State Product. Mailers must label sacks according to the Line 1 and Line 2 information listed below and under [345.4.0, Sack and Tray Labels](#).

- a. *Carrier Route*. Required. May contain only carrier route bundles. Must be prepared when there are 125 pieces or 15 pounds of pieces for the same carrier route. Smaller volume not permitted.
  - 1. Line 1 labeling: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  - 2. Line 2 labeling: "STD FLTS"; followed by "ECRLOT," "ECRWSH," or "ECRWSS" as applicable for basic, high-density, and saturation rate mail; followed by the route type and number.
- b. *Merged 5-Digit Scheme*. Required and permitted only when there is at least one 5-digit ZIP Code in the scheme with an "A" or "C" indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a



single scheme listed in [L001](#) as well as automation rate 5-digit bundles and Presorted rate 5-digit bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product. When preparation of this sack level is permitted, a sack must be prepared if there are any carrier route bundle(s) for the scheme. If there is not at least one carrier route bundle for any 5-digit destination in the scheme, preparation of this sack is required when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for any of the 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product (smaller volume not permitted). For a 5-digit ZIP Code(s) in a scheme with a “B” or “D” indicator in the City State Product, prepare sack(s) for the automation rate and Presorted rate bundles under [10.2.4g](#) and [10.2.4h](#). For 5-digit ZIP Codes not included in a scheme, prepare sacks under [10.2.4d](#) through [10.2.4h](#).

1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR/5D SCH.”
- c. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for 5-digit ZIP Code(s) in a single scheme listed in [L001](#) when all the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product. Must be prepared if there are any carrier route bundle(s) for such a scheme.
1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR-RTS SCH.”
- d. *Merged 5-Digit*. Required. Must be prepared only for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product. May contain carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles. Must be prepared if there are any carrier route bundles for the 5-digit destination. If there is not at least one carrier route bundle for the 5-digit destination, must be prepared when there are at least 125 pieces or 15 pounds of pieces in 5-digit bundles for the same 5-digit destination (smaller volume not permitted).
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  2. Line 2: “STD FLTS CR/5D.”
- e. *5-Digit Carrier Routes*. Required. Sack only carrier route bundles for a 5-digit ZIP Code remaining after preparing sacks under [10.2.4a](#) through [10.2.4d](#) to this level. May contain only carrier route bundles for any 5-digit ZIP Code that is not part of a scheme listed in [L001](#) and that has a “B” or “D” indicator in the City State Product. No sack minimum.
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  2. Line 2: “STD FLTS CR-RTS.”

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- f. *5-Digit Scheme*. Required. May contain only automation rate, and cobundled automation and Presorted rate 5-digit scheme bundles for the same 5-digit scheme destination. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit scheme destination. Smaller volume not permitted.
  - 1. (1) Line 1: [L007](#), Column B.
  - 2. (2) Line 2: “STD FLTS 5D SCH BC.”
- g. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for a 5-digit ZIP Code that has a “B” or “D” indicator in the City State Product. Must be prepared when there are at least 125 pieces or 15 pounds of pieces for the 5-digit ZIP Code. Smaller volume not permitted.
  - 1. Line 1: use city, state, and 5-digit ZIP Code destination (see [345.4.2](#) for military mail).
  - 2. Line 2: “STD FLTS 5D BC/NBC,” except if there are no automation rate bundles in the mailing job, use “STD FLTS 5D NON BC.”
- h. *3-Digit through Mixed ADC Sacks*. Any 5-digit scheme and 5-digit bundles remaining after preparing sacks under [10.2.4a](#) through [10.2.4g](#), and all 3-digit, ADC, and Mixed ADC bundles, must be sacked and labeled according to the applicable requirements under [9.3](#) for cosacking of automation rate and Presorted rate bundles, except if there are no automation rate bundles in the mailing job, sack and label under [345.5.7](#), or, if there are no Presorted rate bundles in the mailing job, sack and label under [345.7.5.4](#). [M920.2.4]

**10.2.5 Pallet Preparation and Labeling**

Mailers must prepare pallets in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and/or the City State Product. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#).

- a. *Merged 5-Digit Scheme*. Required and permitted only when there is at least one 5-digit ZIP Code in the scheme that has an “A” or “C” indicator in the City State Product. May contain carrier route bundles for any 5-digit ZIP Code(s) in a single scheme listed in [L001](#) as well as automation rate 5-digit bundles and Presorted rate 5-digit bundles for those 5-digit ZIP Codes in the scheme that have an “A” or “C” indicator in the City State Product. For schemes in which all of the 5-digit ZIP Codes have a “B” or “D” indicator in the City State Product, begin preparing pallets under [10.2.5b](#) (5-digit scheme carrier routes pallet). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [10.2.5c](#) (merged 5-digit pallet).
  - 1. Line 1: use [L001](#), Column B.
  - 2. Line 2: “STD FLTS CR/5D SCHEME.”

- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for carrier routes in an [L001](#) scheme for which all of the 5-digit ZIP Codes in the scheme have a “B” or “D” indicator in the City State Product.
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR-RTS SCHEME.”
- c. *Merged 5-Digit*. Required. May contain carrier route rate bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme and that have an “A” or “C” indicator in the City State Product.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS CR/5D.”
- d. *5-Digit Carrier Routes*. Required. May contain only carrier route rate bundles for the same 5-digit ZIP Code for those 5-digit ZIP Codes that are not part of a scheme and that have a “B” or “D” indicator in the City State Product.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code with a “B” or “D” indicator in the City State Product, or 5-digit scheme ([L007](#)) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.
- f. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B.
  1. Line 1: use [L006](#), Column C.
  2. Line 2: “STD FLTS” followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.
- g. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code.

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1. Line 1: use [L002](#), Column A.
  2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- h. *SCF* Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
1. Line 1: use [L002](#), Column C.
  2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- i. [\[02-03-05\]](#) *ASF*. Required, except that an ASF sort may not be required if using bundle reallocation under [8.12.3](#). May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [Exhibit 6.1.6](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility.
1. Line 1: use [L602](#), Column B.
  2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- j. [\[02-03-05\]](#) *BMC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [Exhibit 6.1.6](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility.
1. Line 1: Use [L601](#), Column B.
  2. Line 2: “STD FLTS BMC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.

[\[M920.2.5\]](#)

## 11.0 Preparation of Cobundled Automation Rate and Presorted Rate Flats

### 11.1 First-Class Mail

#### 11.1.1 Basic Standards

Mailers may choose to cobundle (see [335.1.4m.](#)) automation rate and Presorted rate pieces as an option to the basic bundling requirements in [9.0, \*Preparation for Cotraying and Cosacking Bundles of Automation and Presorted Flats\*](#), subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. The basic standards in [9.0](#) must be met.
- d. A minimum of 500 automation rate pieces and 500 Presorted rate pieces are required. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for bundles and containers to a presort destination.
- e. Presorted rate pieces must contain a 5-digit barcode and be cobundled with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be cobundled.
- f. Within a bundle, all pieces must meet the AFSM 100 requirements or all pieces must meet the UFSM 1000 requirements described in [301.3.0](#).
- g. Mailers must sort automation rate pieces and Presorted rate pieces for each presort destination so that only one physical bundle for each logical presort destination (see [335.1.4l.](#)) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode). [M950.1.1]

#### 11.1.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

- a. 5-digit (required); 10-piece minimum; red Label 5 or optional endorsement line (OEL).
- b. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- c. ADC (required); 10-piece minimum; pink Label A or OEL.
- d. Mixed ADC (required); no minimum; tan Label X or OEL. [M950.1.2]

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## 11.2 Periodicals

### 11.2.1 Basic Standards

Mailers may choose to cobundle (see [707.18.4z.](#)) automation rate and Presorted rate flat-size pieces as an option to the basic bundling requirements in [707.22.0](#) and [707.25.0](#). Mailing jobs consisting entirely of AFSM 100-compatible pieces meeting the criteria in [301.3.3](#) may be prepared in 5-digit scheme bundles using [L007](#) and 3-digit scheme bundles using [L008](#). 5-digit scheme and 3-digit scheme bundles must also meet the additional standards in [707.18.4g.](#). Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle option must be sacked under [10.0](#) or palletized under [10.0](#), [12.0](#), or [13.0](#). All bundles are subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be nonletter-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. Mailings prepared in sacks must meet the basic standards in [9.0](#) or [10.0](#).
- d. Mailings prepared on pallets must meet the basic standards in [8.0](#), [10.0](#), [12.0](#), or [13.0](#).
- e. The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for bundles and containers.
- f. Presorted rate pieces must contain a 5-digit barcode and be cobundled with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be cobundled.
- g. Within a bundle, all pieces must meet the AFSM 100 requirements or all pieces must meet the UFSM 1000 requirements described in [301.3.0](#).
- h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical bundle for each logical presort destination (see [707.18.4y.](#)) includes both automation rate pieces (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode). [M950.2.1]

### 11.2.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

- a. Firm (optional for Presorted rate pieces only under [707.22.3](#)); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. 5-digit scheme (optional under [10.0](#), *Preparation for Merged Containerization of Bundles of Flats Using City State Product*; required under [12.0](#), *Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold*, and [13.0](#),

*Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold*); six-piece minimum (fewer permitted under 11.2.3); OEL required.

- c. 5-digit (required); six-piece minimum (fewer permitted under 11.2.3); red Label 5 or OEL.
- d. 3-digit scheme (optional under 10.0; required effective April 18, 2005, under 12.0 and 13.0); six-piece minimum (fewer permitted under 11.2.3); OEL required.
- e. 3-digit (required); six-piece minimum (fewer permitted under 11.2.3); green Label 3 or OEL.
- f. ADC (required); six-piece minimum; pink Label A or OEL.
- g. Mixed ADC (required); no minimum; tan Label X or OEL. [M950.2.2]

### 11.2.3 Low-Volume Bundles in Sacks or on Pallets

As a general exception to 11.2.2, 5-digit scheme (L007), 5-digit, 3-digit scheme (L008), and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Low-volume 5-digit and 3-digit bundles may be placed in 5-digit scheme (L007), 5-digit, 3-digit, and SCF sacks, as appropriate, or on merged 5-digit scheme (L001), 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate. Low-volume 5-digit scheme and 3-digit scheme bundles may be placed in 5-digit scheme, 3-digit, and SCF sacks, as appropriate, or on 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the applicable basic rate. [M950.2.3]

## 11.3 Standard Mail

### 11.3.1 Basic Standards

Mailers may choose to cobundle (see 345.1.4u.) automation rate and Presorted rate flat-size pieces as an option to the basic bundling requirements in 345.5.0 and 345.7.0. Mailing jobs consisting entirely of AFSM 100-compatible pieces meeting the criteria in 301.3.3 may be prepared in 5-digit scheme bundles using L007 and 3-digit scheme bundles using L008. Five-digit scheme and 3-digit scheme bundles must also meet the additional standards in 345.1.4f.. Mailing jobs prepared using the 5-digit scheme and/or 3-digit scheme bundle option must be sacked under 10.0 or palletized under 10.0, 12.0, or 13.0. All bundles are subject to the following conditions:

- a. The pieces in the automation rate mailing and the Presorted rate mailing must be part of the same mailing job and must be reported on the appropriate postage statement.
- b. The pieces in the mailing job must be flat-size and meet any other size and mailpiece design requirements applicable to the rate category for which they are prepared.
- c. Mailings prepared in sacks must meet the basic standards in 9.0 or 10.0.
- d. Mailings prepared on pallets must meet the basic standards in 8.0, 10.0, 12.0, or 13.0.

## 705.11.3.2

- e. A minimum of 200 pieces or 50 pounds of automation rate pieces are required; the Presorted rate mailing may meet the residual volume requirements in [343.3.4](#). The total number of automation rate and Presorted rate pieces must be used to meet the minimum volume requirements for bundles and containers.
- f. Presorted rate pieces must contain a 5-digit barcode and be cobundled with automation rate pieces for the same presort destination. If this optional preparation method is used, all automation rate and Presorted rate pieces in the same mailing job and reported on the same postage statement must be cobundled.
- g. Within a bundle, all pieces must meet the AFSM 100 requirements or all pieces must meet the UFSM 1000 requirements described in [301.3.0](#).
- h. Mailers must sort Presorted rate pieces and automation rate pieces for each presort destination so that only one physical bundle for each logical presort destination (see [345.1.4t.](#)) includes both Presorted rate pieces (containing a 5-digit barcode) and automation rate pieces (containing a ZIP+4 or delivery point barcode). [M950.3.1]

**11.3.2 Bundle Preparation**

Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional):
  - 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less: 15-piece minimum; optional endorsement line (OEL) required.
  - 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound): 10-piece minimum; OEL required.
- b. 5-digit (required):
  - 1. For mailings containing only pieces weighing 5 ounces (0.3125 pound) or less and measuring 3/4 inch thick or less: 15-piece minimum; red Label 5 or OEL.
  - 2. For mailings containing any pieces weighing more than 5 ounces (0.3125 pound) or measuring more than 3/4 inch thick: 10-piece minimum; red Label 5 or OEL.
- c. 3-digit scheme (optional); 10-piece minimum; OEL required.
- d. 3-digit (required); 10-piece minimum; green Label 3 or OEL.
- e. ADC (required); 10-piece minimum; pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL. [M950.3.2]

**11.4 Bound Printed Matter****11.4.1 Basic Standards**

Mailers may choose to cobundle (see [365.1.4l.](#)) Presorted rate flat-size with and without a barcode, as an option to the basic bundling requirements in [365.5.0](#) and [365.7.0](#), subject to the following conditions:



- a. The pieces in the Presorted rate mailing qualifying for and claiming the barcoded discount and the pieces in the Presorted rate mailing must be part of the same mailing job and reported on the same postage statement.
- b. The mailing job must consist entirely of AFSM 100-compatible pieces meeting the criteria in [301.3.3](#), and may be prepared in 5-digit scheme bundles using [L007](#) and 3-digit scheme bundles using [L008](#).
- c. Cobundled pieces must be cosacked under [9.0](#) or palletized under [8.0](#).
- d. A separate minimum of 300 Presorted rate pieces qualifying for and claiming the barcoded discount and a separate minimum of 300 Presorted rate pieces are required. The combined total number of pieces qualifying for and claiming the barcoded discount and the Presorted rate must be used to meet the minimum volume requirements for bundles and sacks.
- e. Presorted rate pieces must contain a 5-digit barcode and be cobundled with Presorted rate pieces qualifying for and claiming the barcoded discount for the same presort destination.
- f. Unless presented using an approved manifest mailing system under [2.0](#), Presorted rate pieces qualifying for and claiming the barcoded discount and Presorted rate pieces for each presort destination must be sorted so that only one physical bundle for each logical presort destination includes both Presorted rate pieces qualifying for the barcoded discount (containing a ZIP+4 or delivery point barcode) and Presorted rate pieces (containing a 5-digit barcode).  
[M950.4.1]

#### 11.4.2 Bundle Preparation

Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional); minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; optional endorsement line (OEL) required.
- b. 5-digit (required); minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; red Label 5 or optional endorsement line (OEL).
- c. 3-digit scheme (optional); minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; OEL required.
- d. 3-digit (required); minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; green Label 3 or OEL.
- e. ADC (required); minimum 10 addressed pieces or 10 pounds, maximum bundle weight 20 pounds; pink Label A or OEL.
- f. Mixed ADC (required); no minimum, maximum bundle weight 20 pounds; tan Label X or OEL. [M950.4.2]

705.12.1

## 12.0 Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold

### 12.1 Periodicals

#### 12.1.1 Basic Standards

[02-03-05] Five-digit scheme bundles (under [L007](#)) must be prepared, and effective April 17, 2005, 3-digit scheme bundles (under [L008](#)) also must be prepared, according to standards in [12.1.5](#). However, neither 5-digit scheme bundles nor 3-digit scheme bundles may be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the same mailing job as the automation rate mailing and/or the Presorted rate mailing.
- b. Each portion of the mailing job must meet the eligibility criteria (including rate eligibility) under the relevant DMM standards: [707.13.0](#) for the carrier route mailing, [707.14.0](#) for the automation rate mailing, and [707.12.0](#) for the Presorted rate mailing.
- c. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must be nonletter-size.
- d. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet, pieces in 5-digit bundles (other than firm bundles) must not exceed the 5% limit described in [12.1.4](#).
- e. All possible merged 5-digit scheme and 5-digit scheme pallets must be prepared according to standards in [12.1.5](#).
- f. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [12.1.5](#) using presort software that is PAVE-certified.
- g. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation prepared by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each "logical" pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route rate, each Presorted rate, and each automation rate. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination. *Note:* The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the "logical" pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:
  1. The total number of all addressed pieces.

2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
  3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
  4. Of the total number of all addressed pieces in [12.1.1g1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
- h. Portions of the mailing job that cannot be palletized must be prepared in sacks. [\[M930.1.1\]](#)

### 12.1.2 Bundle Preparation

[\[02-03-05\]](#) Bundles must be prepared under the standards in [8.0](#). [\[M930.1.2\]](#)

### 12.1.3 Low-Volume Bundles

[\[02-03-05\]](#) Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in such low-volume bundles must be claimed at the basic rate. [\[M930.1.3\]](#)

### 12.1.4 5% Threshold

[\[02-03-05\]](#) Firm bundles may be eligible for carrier route, 5-digit, or basic rates, as applicable. Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under [12.1.5](#) if all of the following conditions in items [12.1.4a](#) through [12.1.4e](#) below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the rate claimed) are added together with the number of addressed pieces in carrier route bundles.
- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code on a “logical” merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for that presort destination.
- c. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- d. When firm bundles, other than those claimed at carrier route rates, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: presorted rate bundles, followed by cobundles (if using [11.0](#)), followed by automation rate bundles. Each 5-digit physical bundle placed on a merged 5-digit scheme or a merged 5-digit pallet must contain at least six

addressed pieces, and any remaining 5-digit physical bundles placed on other pallets also must contain at least six addressed pieces, unless prepared under standards allowing lower volumes as specified in [12.1.3](#).

- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the basic rate is paid for all such pieces. [M930.1.4]

### 12.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under [8.0](#). Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using [L001](#) and the 5% threshold, as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under [8.6](#). If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under [301.3.0](#) and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under [401.1.6](#), “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use “IRREG” for the processing category on the contents line of the pallet label.

- a. *Merged 5-Digit Scheme*. Required. Permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in [12.1.4](#). May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in [L001](#). May also contain automation rate 5-digit bundles and Presorted rate 5-digit bundles up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under [12.1.4](#). For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under [12.1.5d](#) (merged 5-digit pallet).
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D SCHEME.”
- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for all carrier routes in an [L001](#) scheme when a merged 5-digit scheme pallet could not be prepared under [12.1.5a](#).
  1. Line 1 use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCHEME.”
- c. *5-Digit Scheme*. Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in [301.3.3](#), including copalletized or combined AFSM 100 flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of automation rate and Presorted rate mail for the same 5-digit scheme under [L001](#) that could not be placed on a merged 5-digit scheme pallet.
  1. Line 1: use [L001](#), Column B.

2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail; followed by “SCHEME” or “SCH.”
- d. *Merged 5-Digit*. Required. Permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in 12.1.4 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under 12.1.4.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR/5D.”
- e. *5-Digit Carrier Routes*. Required. May contain only carrier route rate bundles for the same 5-digit ZIP Code that is not part of a scheme for which a merged 5-digit pallet could not be prepared under 12.1.5d.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CARRIER ROUTES” or “CR-RTS.”
- f. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.
- g. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
  1. Line 1: use L006, Column C.
  2. Line 2: “PER” or “NEWS”; followed by “FLTS” or “IRREG”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.

- h. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code.
    - 1. Line 1: use [L002](#), Column A.
    - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.
  - i. *SCF*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
    - 1. Line 1: use [L002](#), Column C.
    - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.
  - j. *ADC*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
    - 1. Line 1: use [L004](#), Column B.
    - 2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.
- [M930.1.5]

## 12.2 Standard Mail

### 12.2.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) must be prepared, and effective April 18, 2005, 3-digit scheme bundles (under [L008](#)) must also be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the mailing job.
- b. The pieces in the carrier route rate mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under [301.1.1](#).

- d. Automation rate 5-digit bundles, Presorted rate 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles only when the pieces in the 5-digit bundles do not exceed the 5% limit described in [12.2.3](#). Pallets of mail sorted in this manner are called “merged 5-digit” pallets. Pallets of mail sorted in this manner for which scheme sortation is also performed are called “merged 5-digit scheme” pallets. Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- e. If sortation under this section is performed, merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under [8.0](#) and [12.2.3](#) to prepare such pallets.
- f. The carrier route mailing must meet the eligibility criteria in [343.6.0](#), the automation rate mailing must meet the eligibility criteria in [343.7.0](#), and the Presorted rate mailing must meet the eligibility criteria in [343.5.0](#).
- g. The rates are based on the level of bundle that the pieces are contained in under [343.5.0](#) and [343.7.0](#).
- h. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.
- i. The pieces in each separate mailing must bear the applicable markings required under [345.5.0, Preparation for Presorted Flats](#), [345.6.0, Preparation for Enhanced Carrier Route Flats](#), or [345.7.0, Preparation for Automation Rate Flats](#), and under [302, Elements on the Face of a Mailpiece](#).
- j. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- k. In addition to the postage statement(s), documentation prepared by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate under [708.1.0](#). A separate 5% threshold summary also must be provided under [708.1.0](#) for each “logical” merged 5-digit scheme or “logical” merged 5-digit pallet presort destination. This 5% threshold summary must show for each 5-digit ZIP Code on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet rate listing for the last physical pallet for the logical pallet presort destination. Note: If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one “logical pallet.” The separate pallet summary must be for the mail on all of the physical pallets (the “logical pallet”) for that presort destination.

- I. Portions of the mailing job that cannot be palletized must be prepared in sacks.  
[M930.2.1]

### 12.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in [8.0, Preparation for Pallets](#). [M930.2.2]

### 12.2.3 5%-Threshold Standard

Five-digit bundles and carrier route bundles may be placed on the same merged 5-digit scheme and merged 5-digit pallet if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the pallet(s) for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95.
- b. The 5% threshold is calculated separately for each 5-digit ZIP Code. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code for the scheme on a merged 5-digit scheme pallet. Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- c. Except when bundles are prepared under the cobundling option in [11.0](#), all the mail in a logical 5-digit bundle must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit bundle is all pieces for a mailing (rate level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation rate mail and a logical 5-digit bundle of Presorted rate mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation rate 5-digit bundle and a Presorted rate 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit bundle for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single rate category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.
- d. Except for bundles prepared under the cobundling option in [11.0](#), if the total number of pieces in both the logical 5-digit automation rate bundle and the logical 5-digit Presorted rate bundle each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.



- e. For mailing jobs prepared using the cobundling option in 11.0, if the total number of pieces prepared in a logical 5-digit bundle (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 12.2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
1. Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
  2. Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
  3. Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet. [M930.2.3]

#### 12.2.4 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001 and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

- a. *Merged 5-Digit Scheme*. Required. Permitted only when 5-digit bundles for at least one 5-digit ZIP Code in the scheme may be merged with carrier route bundles under the 5% threshold standard in 12.2.3. May contain carrier route bundles for any 5-digit ZIP Code in a single scheme listed in L001. May also contain automation rate 5-digit bundles and Presorted rate 5-digit bundles up to a maximum of 5% of the total number of pieces for each 5-digit ZIP Code in the scheme under 12.2.3. For 5-digit ZIP Codes not included in a scheme, begin preparing pallets under 12.2.4c (merged 5-digit pallet).
  1. Line 1: use L001, Column B.
  2. Line 2: "STD FLTS CR/5D SCHEME."
- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for all carrier routes in an L001 scheme when a merged 5-digit scheme pallet could not be prepared under 12.2.4a.
  1. Line 1: use L001, Column B.
  2. Line 2: "STD FLTS CR-RTS SCHEME."
- c. *Merged 5-Digit*. Required. Permitted only when 5-digit bundles may be merged with carrier route bundles under the 5% threshold standard in 12.2.3 for a 5-digit ZIP Code that is not part of an L001 scheme. May contain carrier route

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rate bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles. The number of pieces in 5-digit bundles is limited to 5% of the total number of pieces placed on the pallet under [12.2.3](#).

1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: "STD FLTS CR/5D."
- d. *5-Digit Carrier Routes*. Required. May contain only carrier route rate bundles for the same 5-digit ZIP Code that is not part of a scheme and for which a merged 5-digit pallet could not be prepared under [12.2.4c](#).
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: "STD FLTS"; followed by "CARRIER ROUTES" or "CR-RTS."
- e. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL "label to" 5-digit ZIP Code.
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: "STD FLTS 5D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail.
- f. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B.
1. Line 1: use [L006](#), Column C.
  2. Line 2: "STD FLTS" followed by "METRO" or "MET"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate and/or carrier route mail.
- g. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked "N" in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL "label to" 3-digit ZIP Code.
1. Line 1: use [L002](#), Column A.
  2. Line 2: "STD FLTS 3D"; followed by "BARCODED" or "BC" if the pallet contains automation rate mail; followed by "NONBARCODED" or "NBC" if the pallet contains Presorted rate mail and/or carrier route rate mail.
- h. *SCF*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.

1. Line 1: use [L002](#), Column C.
  2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- i. [\[02-03-05\]](#) *ASF*. Required, except that an ASF sort may not be required if using bundle reallocation under [8.12.3](#). May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [Exhibit 6.1.6](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility.
1. Line 1: use [L602](#), Column B.
  2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- j. [\[02-03-05\]](#) *BMC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [Exhibit 6.1.6](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility.
1. Line 1: Use [L601](#), Column B.
  2. Line 2: “STD FLTS BMC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- [\[M930.2.4\]](#)

## 13.0 Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold

### 13.1 Periodicals

#### 13.1.1 Basic Standards

[\[02-03-05\]](#) Five-digit scheme bundles (using [L007](#)) must be prepared, and effective April 17, 2005, 3-digit scheme bundles (using [L008](#)) also must be prepared, according to standards in [13.1.4](#). Five-digit scheme bundles and 3-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a presorted rate mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

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- a. A carrier route mailing must be part of the same mailing job as the automation rate mailing and/or the Presorted rate mailing.
- b. Each portion of the mailing job must meet the eligibility criteria (including rate eligibility) under the relevant DMM standards: [12.0](#) for the Presorted rate mailing, [13.0](#) for the carrier route mailing, and [14.0](#) for the automation rate mailing.
- c. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must be nonletter-size.
- d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.1.4](#) to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.
- e. When firm bundles, carrier route bundles, and 5-digit bundles are placed together on the same merged 5-digit scheme or merged 5-digit pallet according to standards in [13.1.4](#) and [13.1.5](#), the following conditions also apply:
  1. For 5-digit ZIP Codes identified with an "A" or "C" indicator in the City State Product, merged 5-digit scheme and merged 5-digit pallets may be prepared with no limit to the number of addressed pieces placed in 5-digit bundles.
  2. For 5-digit ZIP Codes identified with a "B" or "D" indicator in the City State Product, the number of addressed pieces placed in 5-digit bundles (other than firm bundles) must not exceed 5% of the total number of addressed pieces placed on the merged 5-digit scheme or merged 5-digit pallet, for each corresponding 5-digit ZIP Code. For merged 5-digit scheme pallets, the 5% threshold is calculated separately for each individual 5-digit ZIP Code.
- f. All possible merged 5-digit scheme, 5-digit scheme carrier routes, and 5-digit scheme pallets must be prepared according to standards in [13.1.5](#).
- g. The bundles from each separate mailing must be sorted together on pallets (copalletized) under [13.1.5](#) using presort software that is PAVE-certified.
- h. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job. In addition, documentation produced by PAVE-certified software must be submitted with each mailing job. Documentation, under [708.1.0](#), must describe for each "logical" pallet sortation level and each physical pallet the number of addressed pieces qualifying for each carrier route rate, each Presorted rate, and each automation rate. Within the body of the documentation beneath the listing for the last physical pallet for each logical pallet presort destination, a separate 5% threshold summary also must be provided for each merged 5-digit scheme and each merged 5-digit logical pallet destination that contains mail for one or more 5-digit ZIP Codes with a "B" or "D" indicator in the City State Product. *Note:*

The separate 5% threshold summary must be for the mail on all of the physical pallets (i.e., the "logical" pallet) for that presort destination. This summary must describe for each 5-digit ZIP Code:

1. The total number of all addressed pieces.
  2. The total number of addressed pieces sorted in carrier route bundles and firm bundles (each firm bundle is claimed as one addressed piece).
  3. The total number of addressed pieces sorted in 5-digit bundles (other than firm bundles).
  4. Of the total number of all addressed pieces in [13.1.1h1](#), the percentage of addressed pieces sorted in 5-digit bundles (other than firm bundles).
- i. Portions of the mailing job that cannot be palletized must be prepared in sacks. [M940.1.1]

### **13.1.2 Bundle Preparation**

[02-03-05] Bundles must be prepared under the standards in [8.0](#). [M940.1.2]

### **13.1.3 Low-Volume Bundles**

[02-03-05] Carrier route and 5-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Pieces in such low-volume bundles must be claimed at the basic rate. [M940.1.3]

### **13.1.4 5% Threshold—5-Digit ZIP Codes Identified with a “B” or “D” Indicator**

[02-03-05] Firm bundles may be eligible for carrier route, 5-digit, or basic rates, as applicable. Firm bundles (claimed as one addressed piece), carrier route bundles, and 5-digit bundles may be placed together on the same merged 5-digit scheme or merged 5-digit logical pallet under [13.1.5](#) if all of the following conditions in items [13.1.4a](#) through [13.1.4e](#) below are met:

- a. For the purpose of calculating the 5% threshold, firm bundles (regardless of the rate claimed) are added together with the number of addressed pieces in carrier route bundles.
- b. The number of pieces prepared in 5-digit bundles (other than firm bundles) for any single 5-digit ZIP Code with a “B” or “D” indicator (in the City State Product) on a logical merged 5-digit scheme or merged 5-digit pallet must not exceed 5% of the total number of addressed pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. Five-digit ZIP Codes with an “A” or “C” indicator (in the City State Product) are not subject to the 5% limit.
- c. The 5% threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.) Since 5-digit scheme bundles may not be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

- d. When firm bundles, other than those claimed at carrier route rates, are placed on a merged 5-digit scheme or a merged 5-digit pallet, addressed pieces in all corresponding 5-digit bundles up to 5% also must be merged. If the number of addressed pieces placed in 5-digit bundles (for an individual 5-digit ZIP Code) exceeds the 5% threshold, the mailer may place a portion of the addressed pieces (up to 5%) on a merged 5-digit scheme or a merged 5-digit pallet. Mailers are encouraged, but not required, to include such pieces on a merged pallet in this sequence: presorted rate bundles, followed by cobundles (if using 11.0), followed by automation rate bundles. Each 5-digit physical bundle placed on a merged 5-digit scheme or a merged 5-digit pallet must contain at least six addressed pieces, and any remaining 5-digit physical bundles placed on other pallets also must contain at least six addressed pieces, unless prepared under standards allowing lower volumes as specified in 13.1.3.
- e. For the purpose of determining the 5% threshold, addressed pieces in low-volume carrier route bundles count as carrier route sorted pieces, and addressed pieces in low-volume 5-digit bundles count as 5-digit sorted pieces, even though the basic rate is paid for all such pieces. [M940.1.4]

### 13.1.5 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination (8.0) using L001, the City State Product, and the 5% threshold (13.1.4), as applicable. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6. If, due to the physical size of the mailpieces, the automation rate pieces are considered flat-size under 301.3.0 and the carrier route sorted pieces and Presorted rate pieces are considered irregular parcels under 401.1.6, “FLTS” must be shown as the processing category on the pallet label. If a mailing contains no automation rate pieces and the carrier route mailing and the Presorted rate mailing are irregular parcels, use “IRREG” for the processing category on the contents line of the pallet label.

- a. *Merged 5-Digit Scheme*. Required. For schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains 1) carrier route bundles for all 5-digit ZIP Codes in the scheme, 2) 5-digit automation rate and 5-digit Presorted rate bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product, and 3) 5-digit automation rate and/or 5-digit Presorted rate bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under 13.1.4. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5% limit in 13.1.4, place all carrier route bundles plus the 5-digit bundles within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes for which 5-digit

bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under [13.1.5b](#) through [13.1.5j](#)).

1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR/5D SCHEME.”
- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for all carrier routes in an [L001](#) scheme for which all 5-digit ZIP Codes in the scheme have a “B” or “D” indicator and for which no 5-digit bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold.
1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CR-RTS SCHEME.”
- c. *5-Digit Scheme*. Not permitted for flats that meet the dimension, weight, and flexibility criteria of the AFSM 100 in [301.3.3](#), including copalletized or combined AFSM 100 flats and other flats, and not permitted for sacks or trays. Required for all other flats and irregular parcels. May contain only 5-digit bundles of automation rate and Presorted rate mail for the same 5-digit scheme under [L001](#) for which one or more 5-digit ZIP Codes in the scheme had a “B” or “D” indicator in the City State Product, and the 5-digit bundles could not be placed on a merged 5-digit scheme pallet (the pieces exceeded the 5% threshold).
1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail; and followed by “SCHEME” or “SCH.”
- d. *Merged 5-Digit*. Required. May contain carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under [13.1.4](#). However, if no 5-digit bundles for ZIP Codes with “B” or “D” indicators can be placed on this level pallet under the 5% limit, do not prepare this a merged 5-digit pallet (sort bundles under [13.1.5e](#) through [13.1.5j](#)).
1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).

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2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or IRREG” as applicable; and followed by “CR/5D.”
- e. *5-Digit Carrier Routes*. Required. May contain only carrier route rate bundles for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; and followed by “CARRIER ROUTES” or “CR-RTS.”
- f. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme (L007) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see 8.6.4 for military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.
- g. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in L006, Column A, and for the 3-digit ZIP Code areas listed in L006, Column B.
  1. Line 1: use L006, Column C.
  2. Line 2: “PER” or “NEWS”; followed by “FLTS” or “IRREG”; followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.
- h. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked “N” in L002. May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme (L008) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code.
  1. Line 1: use L002, Column A.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or IRREG” as applicable; followed by “3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.
- i. *SCF*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
  1. Line 1: use L002, Column C.



2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.
- j. *ADC*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
  1. Line 1: use [L004](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route mail.  
[M940.1.5]

## 13.2 Standard Mail

### 13.2.1 Basic Standards

Five-digit scheme bundles (under [L007](#)) must be prepared, and effective April 18, 2005, 3-digit scheme bundles (under [L008](#)) must also be prepared. Five-digit scheme bundles may not be copalletized on any merged pallets. Five-digit bundles from an automation rate mailing and 5-digit bundles from a Presorted rate mailing (including pieces cobundled under [11.0](#)) may be placed on the same pallet as carrier route bundles under the following conditions:

- a. A carrier route mailing must be part of the mailing job.
- b. The pieces in the carrier route rate mailing, the automation rate mailing, and the Presorted rate mailing must be part of the same mailing job, and all three mailings must be reported on the same postage statement.
- c. Pieces in the automation rate mailing must meet the criteria for a flat under [301.3.0](#). Pieces in the Presorted rate mailing and the carrier route mailing must meet the criteria for a flat under [301.1.1](#).
- d. Mailers must use the Carrier Route Indicators field in the City State Product and the 5% limit criteria in [13.2.3](#) to prepare the mailing. The mailing must be entered no later than 90 days after the release date of the City State Product used.
- e. Automation rate 5-digit bundles, Presorted rate 5-digit bundles, and cobundled 5-digit bundles may be copalletized with carrier route bundles and firm bundles on merged 5-digit or merged 5-digit scheme pallets as follows:
  1. For 5-digit ZIP Codes with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product, carrier route and 5-digit bundles may be merged with no limit on the number of pieces in 5-digit bundles placed on the pallet. 5-digit scheme bundles may not be used.
  2. For 5-digit ZIP Codes with a “B” or “D” indicator in the Carrier Route Indicators field in the City State Product, the pieces in the 5-digit bundles must not exceed 5% of the total number of pieces for each individual 5-digit ZIP Code on the pallet as described in [13.2.3](#). Since 5-digit scheme

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bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.

- f. If sortation under this section is performed, then merged 5-digit scheme pallets must be prepared whenever there is enough volume of carrier route and 5-digit bundles under 8.0 to prepare such pallets using the criteria in 13.2.1e and the sortation criteria in 13.2.4.
- g. The carrier route mailing must meet the eligibility criteria in 343.6.0, the automation rate mailing must meet the eligibility criteria in 343.7.0, and the Presorted rate mailing must meet the eligibility criteria in 343.5.0.
- h. The rates are based on the level of bundle that the pieces are contained in under 343.5.0 and 343.7.0.
- i. The pieces in each separate mailing must bear the applicable markings required under 345.5.0, 345.6.0, or 345.7.0 and under 302, *Elements on the Face of a Mailpiece*.
- j. The bundles from each separate mailing must be sorted together on pallets (copalletized) using presort software that is PAVE-certified.
- k. A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing job prepared under these procedures.
- l. In addition to the applicable postage statement, documentation produced by PAVE-certified software must be submitted with each copalletized mailing job that describes for each pallet sortation level and pallet the number of pieces qualifying for each applicable carrier route rate, each applicable automation rate, and each applicable Presorted rate. A separate 5% threshold summary also must be provided under 708.1.0 for each “logical” merged 5-digit scheme or “logical” merged 5-digit pallet presort destination that contains mail for one or more 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product. This 5% threshold summary must show for each 5-digit ZIP Code with a “B” or “D” indicator on the logical merged 5-digit scheme or logical merged 5-digit pallet: the total number of pieces on the pallet for the 5-digit ZIP Code; the total number of pieces sorted in carrier route bundles for the 5-digit ZIP Code; the total number of pieces sorted in 5-digit bundles for the 5-digit ZIP Code, and; of the total number of pieces for the 5-digit ZIP Code, the percentage of pieces sorted in 5-digit bundles for that 5-digit ZIP Code. This additional 5% threshold summary must appear within the body of the documentation beneath the pallet rate listing for the last physical pallet for the logical pallet presort destination.  
*Note:* If there are two or more physical pallets for the same presort destination, for example, the same merged 5-digit pallet destination, these two or more physical pallets would be considered as one “logical pallet.” The separate pallet summary must be for the mail on all of the physical pallets (the “logical pallet”) for that presort destination.
- m. Portions of the mailing job that cannot be palletized must be prepared in sacks.  
[M940.2.1]

### 13.2.2 Bundle Preparation

Bundles placed on pallets must be prepared under the standards in 8.0. [M940.2.2]

### 13.2.3 5% Threshold Standard

Five-digit bundles, carrier route bundles, and firm bundles may be placed on the same merged 5-digit scheme or merged 5-digit pallet under 13.2.4 if all of the following conditions are met:

- a. The number of pieces prepared in 5-digit bundles for any single 5-digit ZIP Code with a “B” or “D” indicator on a logical merged 5-digit or merged 5-digit scheme pallet does not exceed 5% of the total number of pieces for the 5-digit ZIP Code on the logical pallet for the presort destination. That is, the total number of pieces for a 5-digit ZIP Code in 5-digit and carrier route bundles must not be greater than the number of pieces in carrier route bundles divided by 0.95. 5-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.
- b. The 5% threshold is calculated separately for each 5-digit ZIP Code with a “B” or “D” indicator. For example, if a scheme contains four different 5-digit ZIP Codes, a separate 5% threshold applies to each 5-digit ZIP Code with a “B” or “D” indicator for the scheme on a merged 5-digit scheme pallet. (Five-digit ZIP Codes with an “A” or “C” indicator are not subject to the 5% limit.) Since 5-digit scheme bundles cannot be placed on merged pallets, pieces in 5-digit scheme bundles do not count as 5-digit sorted pieces for purposes of determining the 5% limit.
- c. Except when bundles are prepared under the cobundling option in 11.0, all mail in a logical 5-digit bundle for a 5-digit ZIP Code with a “B” or “D” indicator must be able to be placed on the logical pallet under the 5% rule. A logical 5-digit bundle is all pieces for a mailing (rate level) prepared in a 5-digit bundle or bundles for the same 5-digit destination. For each 5-digit ZIP Code, it is possible to have a logical 5-digit bundle of automation rate mail and a logical 5-digit bundle of Presorted rate mail. If the total number of pieces in a logical 5-digit bundle exceeds the 5% limit, none of the pieces for that 5-digit bundle level may be placed on a merged 5-digit or merged 5-digit scheme pallet. For some ZIP Codes, the total number of pieces prepared in logical 5-digit bundles (both an automation rate logical 5-digit bundle and a Presorted rate logical 5-digit bundle) may exceed 5% of the total mail for that ZIP Code, but the number of pieces for an individual automation rate logical 5-digit bundle for that ZIP Code does not exceed the 5% limit nor does an individual Presorted rate logical 5-digit bundle for that ZIP Code exceed the 5% limit. In such instances, mailers may choose to place all of the pieces in a logical 5-digit bundle for a single rate category on the logical merged 5-digit or merged 5-digit scheme pallet so that the 5% threshold is not exceeded.
- d. Except for bundles prepared under the cobundling option in 11.0, if the total number of pieces in both the logical 5-digit automation rate bundle and the logical 5-digit Presorted rate bundle each separately exceed 5% of the total number of pieces for the 5-digit ZIP Code with a “B” or “D” indicator, none of the pieces in 5-digit bundles may be merged with carrier route bundles on a merged 5-digit or merged 5-digit scheme pallet.

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- e. For mailing jobs prepared using the cobundling option in 11.0, if the total number of pieces prepared in a logical 5-digit bundle (containing automation rate and Presorted rate pieces) exceeds the 5% limit for a 5-digit ZIP Code in 13.2.3a, a mailer may, for each 5-digit ZIP Code, choose to place a portion of the pieces prepared in the logical 5-digit bundle on a merged 5-digit or 5-digit scheme pallet using one of the options below. Regardless of the option selected, a minimum of 10 pieces or 15 pieces as applicable must be prepared in 5-digit bundle(s) placed on the merged pallet and a minimum of 10 or 15 remaining pieces as applicable prepared in 5-digit bundle(s) not placed on the merged pallet, with the total number of pieces not exceeding the 5% limit. The options are:
1. Place either all automation rate pieces or all Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
  2. Place a portion of either the automation rate pieces or the Presorted rate pieces for the 5-digit ZIP Code on the merged pallet.
  3. Place either all the automation rate pieces plus a portion of the Presorted rate pieces or all the Presorted rate pieces plus a portion of the automation rate pieces for the 5-digit ZIP Code on the merged pallet.

[M940.2.3]

### 13.2.4 Pallet Preparation and Labeling

Mailers must prepare pallets of bundles in the manner and sequence listed below and under 8.0. Mailers must prepare all merged 5-digit scheme, 5-digit scheme carrier routes, 5-digit scheme, and merged 5-digit pallets that are possible in the mailing based on the volume of mail to the destination using L001, the City State Product, and the 5% threshold. Mailers must label pallets according to the Line 1 and Line 2 information listed below and under 8.6.

- a. *Merged 5-Digit Scheme*. Required. For schemes that contain at least one 5-digit ZIP Code that has an “A” or “C” indicator in the City State Product, the pallet contains: carrier route bundles for all 5-digit ZIP Codes in the scheme; 5-digit automation rate and 5-digit Presorted rate bundles for those 5-digit ZIP Codes in the scheme with an “A” or “C” indicator in the City State Product, and; 5-digit automation rate and/or 5-digit Presorted rate bundles for those 5-digit ZIP Codes in the scheme with a “B” or “D” indicator when the number of pieces in the 5-digit bundle(s) does not exceed 5% of the total number of pieces for that 5-digit ZIP Code under 13.2.3. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there is at least one 5-digit ZIP Code for which 5-digit bundles may be placed on the pallet under the 5% limit in 13.2.3, place all carrier route bundles plus the 5-digit bundles within the 5% limit on the pallet. For schemes in which all 5-digit ZIP Codes have “B” or “D” indicators and for which there are no 5-digit ZIP Codes for which 5-digit bundles may be placed on the pallet under the 5% limit, do not prepare a merged 5-digit scheme pallet (sort bundles to pallets under 13.2.4b through 13.2.4j).
1. Line 1: use L001, Column B.
  2. Line 2: “STD FLTS CR/5D SCHEME.”

- b. *5-Digit Scheme Carrier Routes*. Required. May contain only carrier route bundles for all carrier routes in an [L001](#) scheme for which all 5-digit ZIP Codes in the scheme have a “B” or “D” indicator and for which no 5-digit bundles could be placed on a merged 5-digit scheme pallet with the carrier route bundles because the 5-digit bundles exceeded the 5% threshold.
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “STD FLTS CR-RTS SCHEME.”
- c. *Merged 5-Digit*. Required. May contain carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles for those 5-digit ZIP Codes that are not part of a scheme. For 5-digit ZIP Codes with an “A” or “C” indicator in the City State Product, there is no limit on the number of pieces in 5-digit bundles that may be placed on the pallet, and a merged 5-digit pallet is prepared even if there are no 5-digit bundles for that ZIP Code. For those 5-digit ZIP Codes with a “B” or “D” indicator in the City State Product, the number of pieces in 5-digit bundles is limited to 5% of the total number of pieces for the 5-digit pallet destination under [13.2.3](#). However, if no 5-digit bundles for ZIP Codes with “B” or “D” indicators can be placed on this level pallet under the 5% limit, do not prepare a merged 5-digit pallet (sort bundles to pallets under [13.2.4d](#) through [13.2.4j](#)).
  1. Line 1: use city, state abbreviation, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS CR/5D.”
- d. *5-Digit Carrier Routes*. Required. May contain only carrier route rate bundles for the same 5-digit ZIP Code that is not part of a scheme and that could not be placed on a merged 5-digit pallet.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS,” followed by “CARRIER ROUTES” or “CR-RTS.”
- e. *5-Digit*. Required. May contain only automation rate 5-digit bundles and Presorted rate 5-digit bundles for the same 5-digit ZIP Code that could not be placed on a merged 5-digit pallet, or 5-digit scheme ([L007](#)) bundles (automation rate and cobundled automation and Presorted rate pieces only). Five-digit scheme bundles are assigned to 5-digit pallets according to the OEL “label to” 5-digit ZIP Code.
  1. Line 1: use city, state, and 5-digit ZIP Code destination (see [8.6.4](#) for military mail).
  2. Line 2: “STD FLTS 5D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail.
- f. *5-Digit Metro*. Optional. May contain carrier route, automation, and Presorted rate bundles for the 5-digit ZIP Codes listed in [L006](#), Column A, and for the 3-digit ZIP Code areas listed in [L006](#), Column B.
  1. Line 1: use [L006](#), Column C.

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2. Line 2: “STD FLTS” followed by “METRO” or “MET”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate and/or carrier route mail.
- g. *3-Digit*. Optional. Option not available for 3-digit ZIP Code prefixes marked “N” in [L002](#). May contain carrier route rate, automation rate, and Presorted rate mail, including 3-digit scheme ([L008](#)) bundles (automation and cobundled automation and Presorted rate pieces only). Three-digit scheme bundles are assigned to 3-digit pallets according to the OEL “label to” 3-digit ZIP Code.
  1. Line 1: use [L002](#), Column A.
  2. Line 2: “STD FLTS 3D”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- h. *SCF*. Required. May contain carrier route rate, automation rate, and Presorted rate bundles.
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “STD FLTS SCF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- i. [\[02-03-05\]](#) *ASF*. Required, except that an ASF sort may not be required if using bundle reallocation under [8.12.3](#). May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to ASF pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on ASF pallets must contain only pieces destinating within the ASF as shown in [Exhibit 6.1.6](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility.
  1. Line 1: use [L602](#), Column B.
  2. Line 2: “STD FLTS ASF”; followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail.
- j. [\[02-03-05\]](#) *BMC*. Required. May contain carrier route rate, automation rate, and/or Presorted rate bundles. Sort ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L004](#). At the mailer’s option, sort appropriate mixed ADC bundles to BMC pallets based on the “label to” ZIP Code for the ADC destination of the bundle in [L010](#). All optional mixed ADC bundles on BMC pallets must contain only pieces destinating within the BMC as shown in [Exhibit 6.1.6](#). See [346.3.0](#) for additional requirements for DBMC rate eligibility.
  1. Line 1: Use [L601](#), Column B.

2. Line 2: “STD FLTS BMC,” followed by “BARCODED” or “BC” if the pallet contains automation rate mail; and followed by “NONBARCODED” or “NBC” if the pallet contains Presorted rate mail and/or carrier route rate mail. [M940.2.4]

## 14.0 Preparation for Plant Load Mailings

### 14.1 Basic Information

#### 14.1.1 Purpose

In a plant load operation, the USPS receives mail at a mailer’s plant and transports it to bypass handling otherwise required at one or more postal facilities. Plant loads are authorized if they benefit the USPS. The USPS selects the appropriate mode of transportation and determines responsibility as shown below.

| TYPE                                 | WHO ARRANGES,<br>PAYS TRANSPORT | RESPONSIBILITY | POSTAGE<br>PAID FROM      | ADDITIONAL<br>FORMS <sup>1</sup> |
|--------------------------------------|---------------------------------|----------------|---------------------------|----------------------------------|
| Collection <sup>2</sup>              | USPS                            | USPS           | Affixed/Mailer<br>Plant   | None                             |
| Pickup <sup>3</sup>                  | USPS with fee                   | USPS           | Affixed/Mailer<br>Plant   | None                             |
| Drop Shipment <sup>4</sup>           | Mailer/USPS                     | USPS           | Acceptance<br>Post Office | None                             |
| Drop Shipment<br>Metered Mail        | Mailer                          | Mailer         | Post Office<br>of License | None/<br>Endorsement             |
| Business Mail<br>Entry Unit (BMEU)   | Mailer                          | Mailer         | BMEU Post<br>Office       | None                             |
| Destination Entry<br>(drop shipment) | Mailer                          | Mailer         | Entry Office              | Form 8125                        |
| Periodicals<br>Additional Entry      | Mailer                          | Mailer         | Entry Office              | Form 3510                        |
| Periodicals<br>Exceptional Dispatch  | Mailer                          | Mailer         | Entry Office              | Statements                       |
| Periodicals Airport<br>Mail Facility | Mailer                          | Mailer         | Entry Office              | Form 3510                        |
| Plant Load                           | USPS                            | USPS           | Mailer Plant              | None                             |
| Expedited Plant<br>Load Shipment     | Mailer                          | Mailer         | Mailer Plant              | Form 8017                        |

1. Postage statements and other appropriate mailing documentation forms are required.

2. Collection applies to mail that is part of an approved collection service and may include Presorted First-Class Mail and all automation rate mail. It generally does not apply to mailings at bulk rates.

3. Express Mail, Priority Mail, and scheduled Parcel Post only.

4. Express Mail or Priority Mail service to expedite other class. Only at designated postal facilities; mailers must submit/present shipment to acceptance unit designated by postmaster (mailer transportation). USPS transports by Express Mail or Priority Mail from origin post office to destination post office of the shipment. If authorized, the shipment is accepted at mailer plant acceptance unit and transported from mailer plant with other mail on USPS transportation.

[D020.1.1]

705.14.1.2

**14.1.2 Service Objectives**

The service objectives for the class of mail transported apply to the plant-loaded mail. Plant-loaded mail may have deferred service objectives if provided in the plant load agreement. [D020.1.2]

**14.1.3 Service Not Provided**

The USPS does not hold, store, or delay the dispatch of plant-loaded mail released to the USPS, except under the plant load agreement with the mailer. The USPS does not relocate trailers on the mailer's premises. [D020.1.3]

**14.2 Application for Plant Load Privileges****14.2.1 Application**

To have mail plant-loaded, the mailer must complete Form 3815 and submit it to the postmaster of the post office serving the mailer's plant. [D020.2.1]

**14.2.2 Approval**

Generally, a plant load application is approved if transportation is available and cost savings to the USPS are shown. If the application is approved, the mailer must enter into a plant load agreement with the USPS. [D020.2.2]

**14.2.3 Denial and Appeal**

If the application is denied, the mailer may appeal through the local postmaster within 10 calendar days of the mailer's receipt of the denial notice to the vice president of area operations for the area in which the mailer's plant is located, giving the reasons why the application should be approved. [D020.2.3]

**14.3 Plant Load Operations****14.3.1 Mixed Mail Classes**

A mailer may combine Periodicals, Standard Mail, and Package Services in a single vehicle if the mailings are physically separated, a postage statement is submitted for each mailing, and the service standards are met for each class of mail combined in the vehicle or trailer. [D020.3.1]

**14.3.2 Compliance**

The mailer must meet all relevant mailing standards and the terms of the plant load agreement. Destination loads must be prepared under 14.5 through 14.7 and as specified by the postmaster administering the plant load. [D020.3.2]

**14.3.3 Reimbursement by Mailer**

Under the plant load privileges and the terms of the plant load agreement, the mailer must reimburse the USPS for services it furnished while providing plant load service, including:

- a. Detention charges when trailers furnished by the USPS are held up for some action or inaction of the mailer.
- b. Costs for bobtailing, deadheading, or waiting/holding, if such charges are incurred by the USPS to provide plant load service for some action or inaction of the mailer. [D020.3.3]



## 14.4 Expedited Plant Load Shipment

### 14.4.1 Definition

Under an expedited plant load shipment authorization, the USPS verifies and receives postage payment for mailable matter at the mailer's plant, after which the mailer transports the shipment (at the mailer's expense) to a destination postal facility. [D020.4.1]

### 14.4.2 Authorization

Only an authorized plant load mailer may prepare and transport expedited plant load shipments. Authorization is by written request to the postal official who authorized the plant load. The request must state, for each destination to which mail is to be transported, the material to be deposited as an expedited plant load shipment (e.g., the class, characteristics, and quantity), the frequency of mailing, and whether the request is for one or for a series of mailings. The mailer must meet all conditions in the authorization, if approved. [D020.4.2]

### 14.4.3 Liability

The mailer assumes all liability and responsibility for any loss or damage to the shipment before it is deposited in and accepted at a postal facility, whether or not a third party is used to transport the shipment. The USPS is not liable or responsible for any loss of or damage to an expedited plant load shipment before it is deposited in and accepted at a postal facility. [D020.4.3]

### 14.4.4 Postage Refund

The USPS does not refund postage for any failure to provide service caused in whole or in part by any event that occurs before the shipment is deposited in and accepted at a postal facility, except under the applicable standards for refunds. [D020.4.4]

## 14.5 Mailer Responsibilities

### 14.5.1 General

The plant load mailer must meet the terms of the plant load agreement and the standards that apply to the class of mail prepared, rates claimed, and method of paying postage used. [M074.1.1]

### 14.5.2 Verification at USPS Facility

If mail verification does not occur at the mailer's plant, the mailer must:

- a. Keep a plant load control log with a copy of each postage statement, numbered sequentially; the number of each vehicle used to transport plant-loaded mail; and the name of the postal facility where verification is to occur.
- b. Not shrinkwrap or otherwise secure the mail to inhibit verification.
- c. Correct preparation errors found in the mail when verified or pay additional postage at the rate for which it qualifies. [M074.1.2]

### 14.5.3 Postage

Unless otherwise permitted by standard, the mailer must pay all applicable postage and fees to the origin post office before a plant-loaded mailing is dispatched. [M074.1.3]

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**14.6 IntraDISTRICT Plant-Loaded Shipments**

Intradistrict plant-loaded shipments must fill 50% or more of a vehicle by weight or cube (a minimum of 23,000 pounds or 1,600 cubic feet). [M074.2.0]

**14.7 InterDISTRICT Plant-Loaded Shipments****14.7.1 One Mailing**

The mailer must prepare interdistrict plant-loaded vehicles containing one mailing under 14.7.2 through 14.7.4 as appropriate to the class of mail. [M074.3.1]

**14.7.2 First-Class Mail**

For plant-loaded shipments of First-Class Mail:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC. [M074.3.2]

**14.7.3 Periodicals**

For plant-loaded shipments of Periodicals:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ADC.
- c. After making up all possible SCF and ADC vehicles, if there is enough mail for the same transfer hub service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub. [M074.3.3]

**14.7.4 Standard Mail and Package Services**

For plant-loaded shipments of Standard Mail and Package Services:

- a. If there is enough mail for the same SCF service area to fill 60% or more of a vehicle by weight or by cube (a minimum of 28,000 pounds or 2,000 cubic feet), the mailer must prepare a direct vehicle for that SCF.
- b. After making up all possible SCF vehicles, if there is enough mail for the same ASF or BMC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that BMC or ASF. [M074.3.4]

**14.7.5 Two or More Mailings**

The mailer must prepare interdistrict plant-loaded vehicles containing two or more mailings under 14.7.6 and 14.7.7 as appropriate to the class of mail. [M074.3.5]

**14.7.6 Insufficient Volume**

Two or more mailings that independently have insufficient volume to require direct destination vehicles to be prepared may be combined to make up an origin vehicle without meeting the standards in 14.7.7. [M074.3.6]

**14.7.7 Sufficient Volume**

Two or more mailings, which independently have sufficient volume to require destination vehicles to be prepared, must meet these standards when combined:

- a. For First-Class Mail, if there is enough mail for the same ADC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for the ADC.
- b. For Periodicals, if there is enough mail for the service area of the same transfer hub to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that transfer hub.
- c. For Standard Mail and Package Services, if there is enough mail for the same ASF or BMC service area to fill 60% or more of a vehicle by weight or by cube, the mailer must prepare a direct vehicle for that ASF or BMC. [M074.3.7]

**14.7.8 Destination**

The preparation standards for plant-loaded vehicles are determined by the destination of the mailings accepted by the USPS at the mailer's plant. [M074.3.8]

**14.7.9 Two Options**

If a plant-loaded mailing does not meet the preparation standards for plant-loaded vehicles under 14.7.1 through 14.7.8, the mailer has two options:

- a. Rework the mailing so that it meets the applicable standard. If the mailing is verified and accepted as mail by the USPS at the mailer's plant and then it is determined that the vehicle preparation standards are not met, the mailer must rework the mailing.
- b. Transport the mailing at the mailer's expense to a postal facility within the origin service area designated by the origin postmaster and with the capability to process that class of mail. If this option is chosen, all applicable postage statements must be provided with the mailings. [M074.3.9]

## 15.0 Plant-Verified Drop Shipment (PVDS)

### 15.1 Description

**15.1.1 Purpose**

Plant-verified drop shipment (PVDS) enables origin verification and postage payment for shipments transported by a mailer (or third party) at the mailer's expense, on the mailer's own or contracted vehicle, to destination USPS facilities for acceptance as mail. The mailings may be prepared for deposit at a destination entry rate, or they may be claimed at the applicable rates from the destination entry facility. [P950.1.1]

**15.1.2 Function**

Under PVDS:

- a. Mailings are verified at origin by USPS employees assigned to a detached mail unit (DMU) at a mailer's plant or at the business mail entry unit (BMEU) at the origin post office serving the mailer's plant. The shipments are then released for transportation to destination USPS facilities.

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- b. For Periodicals, postage is paid at a valid original entry or additional entry post office serving the mailer's plant, unless an alternative postage payment method is authorized.
- c. For Standard Mail and Package Services, postage and fees are paid under a valid permit at the post office serving the mailer's plant, or as designated by the district manager.
- d. The shipment is deposited at the destination USPS facility, by the mailer or the mailer's agent, where it is verified and accepted as mail by USPS employees and released for processing. [P950.1.2]

**15.1.3 Other Mailings**

The following mailings must be verified, accepted, and paid for at the destination USPS facility:

- a. Periodicals mailings not verified at origin under PVDS or under the Centralized Postage Payment System (see [707.16.0](#) and [707.17.0](#)). The destination USPS facility must be a valid original entry or additional entry post office if mailings are submitted there for postal verification.
- b. Standard Mail and Package Services mailings not verified and paid for at origin under PVDS. Mailers must have a valid permit at the destination USPS facility for postage payment. [P950.1.3]

**15.1.4 Dates**

The postage statement may be submitted before or at the time a shipment is presented to the origin post office DMU or BMEU. The date shown by the mailer and the post office round stamp date on the postage statement and Form 8125 represents the date the origin post office DMU or BMEU verified the shipment and cleared it for dispatch by the mailer to the destination USPS facility. It does not necessarily represent the date the USPS accepts the PVDS at the USPS destination facility as mail. [P950.1.4]

**15.1.5 Postage Refund**

The USPS does not refund postage for any failure to provide service caused by any event that occurs before the shipment is deposited and accepted into the mailstream and becomes mail at a destination postal facility, except under [604.10.0](#). [P950.1.5]

**15.2 Program Participation****15.2.1 Mailer Responsibility**

A mailer participating in PVDS must comply with [15.0](#). If the mailer does not meet these requirements, the mailer may be prohibited from participating in PVDS by the local postmaster. Any mailer denied a request for PVDS may file an appeal under [607.2.0](#). [P950.2.1]

**15.2.2 Verification at Mailer's Plant**

Before PVDS verification can be performed at the mailer's plant, the mailer must have either a USPS plant load authorization for that plant or a postage payment agreement with the USPS that establishes a detached mail unit (DMU) at that plant. The DMU must be separate from the mailer's activities, in an enclosed, secure, and

safe work area with a telephone. The work area must be approved by the USPS. The mailer may submit a letter to the postmaster serving the plant and request PVDS verification at the plant. The postmaster may agree to the mailer's request to verify PVDS shipments at the plant on an as-needed basis, if an approved DMU is established and staffing can be accommodated. [P950.2.2]

### 15.2.3 Verification at Origin BMEU

PVDS verification can be performed at the origin business mail entry unit (BMEU) under these conditions:

- a. There is no detached mail unit (DMU) at the mailer's plant.
- b. The mailer is in the service area of the post office where the PVDS is to be verified and where postage is to be paid, unless another postal facility is designated by the district manager.
- c. Each vehicle contains only one mailer's shipment(s), each physically separated.
- d. A completed postage statement and Form 8125 accompanies each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- e. If an alternate method of paying postage with permit imprint is used, in addition to 15.2.3d, (additional) required documentation must accompany each PVDS (or segment, if the PVDS is contained in more than one vehicle).
- f. The PVDS can be physically verified at the origin BMEU. Shipments to be verified may not be wrapped or otherwise prepared if a presort and postage verification cannot be performed without destroying the physical integrity of the shipment.
- g. The BMEU has enough space and staff to handle verification, and scales to calculate per piece and gross weights are available. If the post office serving the mailer's plant lacks resources, another postal facility may be designated by the district manager.
- h. The mailer must transport all shipments to the post office, unload them for verification. When cleared for dispatch, reload the shipments back onto the mailer's vehicle for transportation to the destination USPS facility. [P950.2.3]

### 15.2.4 Periodicals

Periodicals postage must be paid at the post office verifying the copies or as designated by the district. Advertising postage is zoned from the destination USPS facility where deposited and accepted as mail (or from the facility where the Express Mail or Priority Mail drop shipment destinates). The publisher must ensure that sufficient funds are on deposit to pay for all shipments before their release. (A publisher authorized under an alternative postage payment system must pay postage under corresponding standards.) [P950.2.4]

### 15.2.5 Standard Mail and Package Services

The mailer must pay any applicable permit fees, mailing fees, and postage for Standard Mail and Package Services PVDS at either the post office serving the mailer's plant or the post office that does BMEU verification as designated by the district. If permit imprints are used to pay postage, the mailer must ensure that sufficient funds are on deposit to pay for all shipments before their release. For

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Nonprofit Standard Mail rates, a valid authorization must be on file at the post office where postage is paid. No permit, fees, or authorizations are required at the destination USPS facility where PVDS mailings are deposited. [P950.2.5]

**15.2.6 Postage Statement—Periodicals**

The mailer must submit a Form 3541 for each edition of each issue of each publication prepared for deposit at each destination USPS facility when the corresponding copies are presented to the DMU or the post office BMEU for verification. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register. [P950.2.6]

**15.2.7 Postage Statement—Standard Mail**

At the time mail is presented for verification, the mailer must submit an appropriate Form 3602 representing all the pieces from the mailing job and Form 3602-C (or postage statement register) for all PVDS verified at the mailer's DMU or the post office BMEU. The mailer must enter the required information on Form 3602-C for each PVDS to be deposited at each destination USPS facility, in lieu of providing a separate Form 3602 for each PVDS. [P950.2.7]

**15.2.8 Postage Statement—Package Services**

At the time mail is presented for verification, the mailer must submit an appropriate postage statement for each PVDS mailing destined for each destination USPS facility. When required by the USPS, the mailer must submit consolidated postage statements and a postage statement register. [P950.2.8]

**15.2.9 Form 8125 and Form 8125-C**

Form 8125 is used to report a single PVDS that the mailer will transport from origin to a destination USPS facility. Computer-generated Form 8125-C (format available at [www.usps.com](http://www.usps.com)) provides for reporting multiple PVDS mailings that are prepared by an individual mailer and that are cleared at origin on the same day for entry at a single destination USPS facility on the same vehicle (see [15.2.11](#)). The mailer must submit a completed Form 8125 (signed and dated by the DMU or BMEU) for each PVDS to the destination USPS facility. The form must be submitted in duplicate, or in triplicate if the mailer desires a signed and dated copy returned to its representative when depositing the mail at the destination USPS facility. Form 8125 is not required for PVDS sent via Express Mail or Priority Mail drop shipment. [P950.2.9]

**15.2.10 Facsimile Forms 8125 and 8125-C**

Facsimile Forms 8125 may be used in lieu of the USPS form. Formats must be approved in advance by the district manager of Business Mail Entry or designee. Formats must include all required information, including the correct title (preceded by the word "facsimile") and edition date, in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information relating to the PVDS, and other extraneous information that appears on the USPS form, do not have to be included. Form 8125-C must always be computer-generated. Form 8125-C may omit the "Number of Pieces" and "Piece Weight" columns for mailings prepared in sacks, trays, or on pallets if there is sufficient information for the origin post office and destination USPS facility to identify the mailings and to compare the information on the form with the physical mail. The mailer must report the number of pieces in each mailing on Form 8125-C if the mailings consist of individual

mailpieces that are not prepared in containers (e.g., bedloaded parcels). For mailings consisting of identical-weight pieces, mailers should report the piece weight where possible. [P950.2.10]

#### **15.2.11 Mailer Transport of PVDS**

Using any means of transportation, including Express Mail or Priority Mail drop shipment, the mailer must transport PVDS mailings from origin to the destination USPS facility. The mailer must not transport PVDS mailings on the same vehicle with shipments not entered as PVDS. For Standard Mail and Package Services PVDS, the mailer must meet the scheduling standards for mail deposit at destination USPS facilities. If a vehicle contains mail paid at Parcel Select rates, the applicable standards for scheduling of deposits and unloading of vehicles apply to any other mail on the same vehicle for the same destination USPS facility. Any material classified as hazardous under 601.10.0 may not be carried in the same vehicle as PVDS mailings. [P950.2.11]

#### **15.2.12 Separation of PVDS Mailings**

When a vehicle contains more than one PVDS for a single destination USPS facility, the shipments must be separated to allow reconciliation with each accompanying Form 8125. Vehicles containing shipments for multiple destination USPS facilities must be kept physically separated. Where applicable, a single Form 8125 that identifies all the mail for a single facility must be prepared for a shipment of copalletized or combined mailings. [P950.2.12]

### **15.3 Liability**

The mailer assumes all responsibility and liability for any loss or damage to PVDS mailings before they are deposited and accepted as mail at destination USPS facilities, including third party transportation. [P950.3.0]

### **15.4 Standard Mail Documentation**

#### **15.4.1 Same Day**

All mailings or segments of the same job submitted for verification and release on the same day under PVDS must be reported on a single postage statement and Form 3602-C (or postage statement register), or on computer media under Multiple Entry Point Processing System (MEPPS). [P950.4.1]

#### **15.4.2 Documentation**

In addition to the documentation required in 708.1.0, the mailer must also submit the documentation below at the time the first mailing identified on Form 3602-C is presented for verification:

- a. Form 3602-C, which serves as the postage statement register, along with the appropriate postage statement. All mailing volumes, weights, and postage for each rate category are entered on the postage statement and used to debit the mailer's account for permit imprint mailings and to enter data on postage-affixed mailings.

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- b. A separate Form 8125 for each PVDS listed on Form 3602-C (or postage statement register). Each PVDS must be identified with a unique statement number (e.g., the date and a sequential three-digit suffix) on the Form 3602-C (or postage statement register) and the corresponding Form 8125, as appropriate.
- c. A separate postage statement showing the mailing post office is the same as the post office of PVDS origin for any portion of a job accepted by the local verifying office under a standard plant load arrangement. Plant load mailings are not considered a PVDS and are not reported on Forms 3602-C and 8125.  
[P950.4.2]

## **15.5 Package Services PVDS Option**

### **15.5.1 General Standards**

Under this option, in addition to the individual postage statements required for each Package Services mailing, the mailer may be required to submit postage statement registers and consolidated postage statements for PVDS mailings. A single, unique USPS mailing number must be on all related individual postage statements and postage statement register listing these individual statements, and the associated consolidated postage statement. When a mailer is required to submit consolidated postage statements, the information on these statements is used to debit the mailer's account. [P950.5.1]

### **15.5.2 Individual Postage Statements**

The mailer must submit a complete postage statement for each mailing for each destination USPS facility when the mailing is presented for verification and postage payment. In addition to the information required on all individual postage statements, if the mailer is required to submit consolidated postage statements (for three or more entry post offices) for debiting of the advance deposit account, each individual postage statement must include a uniquely assigned postage statement sequence number that must not exceed nine digits. The numbers must be sequential within a job or mailing cycle for mailings verified, paid for, and cleared for dispatch on the same day. The statements must also include a unique USPS mailing number corresponding to the number on the related postage statement register and consolidated postage statement. [P950.5.2]

### **15.5.3 Postage Statement Register**

A postage statement register is a computer-generated line item listing of all individual postage statements for PVDS permit imprint mailings verified and released for dispatch on a single day from a job or mailing cycle. All postage statements listed on a postage statement register must be represented by a corresponding consolidated postage statement. The total postage charge on the postage statement register must be identical to the total postage charge on the corresponding consolidated statement. The following information must appear on each postage statement register:



- a. At the top of the first page the endorsement “Register of Postage Statements”; name and location of the mailing agent; date mailings are verified and cleared for dispatch; the permit imprint number; the unique USPS mailing number corresponding to the number on related postage statements; and the related consolidated statement.
- b. Each line item must include (based on the individual postage statement on that line) the unique postage statement sequence number; destination USPS facility; and, for that statement, total postage, weight, and number of pieces.
- c. The sum of the total postage charges must appear with total weight, and total pieces must be listed from each postage statement. The total postage charge on the register must match total postage charge on the related consolidated statement.
- d. If necessary, manual corrections may be made to the postage statement register listing the data from any revised individual statement. These corrections must be documented by the DMU, and the corrected register must be signed and dated by both the mailer and the USPS representative approving the changes. The changes on the register must be reflected on the associated consolidated postage statement. [P950.5.3]

#### **15.5.4 Submitting Register**

The mailer must submit the postage statement register to the DMU before or when presenting the first individual mailing on the register to the DMU for verification and dispatch. [P950.5.4]

#### **15.5.5 Consolidated Postage Statement**

The consolidated postage statement assembles data from the individual postage statements representing permit imprint mailings verified, paid for, and released for dispatch on a single day from a job or mailing cycle. The consolidated postage statement must be a computer-generated facsimile similar in format to the appropriate USPS postage statement. The mailer must sign and date the consolidated statement. Certain data elements not on the individual postage statements must be reflected on the consolidated statement, including the range of unique individual statement sequence numbers, the number of individual statements represented, and the endorsement “Consolidated Postage Statement.” Other data elements on individual statements, such as each post office of deposit for PVDS mailings, are not shown on the consolidated statement. Each individual statement must contain a USPS mailing number that corresponds to the USPS mailing number on the related consolidated statement. The consolidated statements are used to debit the mailer’s account. The following information must be identical for each individual statement consolidated onto a single (consolidated) postage statement:

- a. Mailing date.
- b. Name and location of mailing agent.
- c. Processing category.
- d. Permit imprint number.
- e. Job or mailing cycle description.

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- f. Unique USPS mailing number corresponding to the number on related individual postage statements. [P950.5.5 and P950.5.6]

#### **15.5.6 Calculating and Reporting Data**

Each field on the consolidated postage statement represents the sum of the figures in that field from the individual postage statements. The figures reported on the consolidated statement must be rounded in accordance with [604.8.1.3](#). All fields containing data on the individual statements must be rolled up to the consolidated statement. The total postage on the consolidated statement must be the sum of the total postage for all individual postage statements. This total is used to debit the mailer's account. [P950.5.7]

#### **15.5.7 Submitting Statement**

The mailer must submit the consolidated postage statement to the DMU at or before the time the last individual postage statement it represents is submitted to the DMU for the day's mailing. [P950.5.8]

## 16.0 Express Mail and Priority Mail Drop Shipment

### 16.1 Express Mail and Priority Mail Drop Shipments

#### **16.1.1 Standards**

The Express Mail or Priority Mail shipment and the enclosed mail must meet all corresponding eligibility and preparation standards. [E070.7.1]

#### **16.1.2 Enclosed Mail**

The mail enclosed in an Express Mail or Priority Mail pouch must consist either entirely of single-piece rate matter or entirely of presorted matter that is part of the same mailing, unless an exception is granted by the PCSC. [E070.7.2]

#### **16.1.3 Authorization**

Except under [16.1.5, Zoned Rate Matter](#), no authorization is required for Express Mail or Priority Mail drop shipment, but the mailer must obtain necessary permits, licenses, or authorizations for the enclosed mail or postage payment method used and must pay any annual mailing fee applicable to the enclosed mail at the post office where the Express Mail or Priority Mail drop shipment is mailed. [P070.6.1]

#### **16.1.4 Listing Destination Offices**

A mailer enclosing zoned rate mail in Express Mail or Priority Mail drop shipments must provide the accepting post office with a list of all the drop ship post offices at least 3 business days before presenting the first drop shipment. A mailer may add to the list at any time by written notice to the accepting post office, but an added destination post office must be on the list for at least 10 workdays before the mailer may mail a drop shipment to it. [P070.6.2]

#### **16.1.5 Zoned Rate Matter**

To use meter or precanceled postage stamps on zoned rate matter enclosed in an Express Mail or Priority Mail drop shipment, the mailer must apply in writing to the accepting post office postmaster and include the list required by [16.1.4](#). [P070.6.3]

**16.1.6 Basis of Rate**

Express Mail or Priority Mail postage must be paid on the weight of the entire contents of the Express Mail pouch or Priority Mail sack. The tare weight of the pouch or sack is not included in this weight. [P070.6.4]

**16.1.7 Zone Rates**

Zone rates for Priority Mail are computed from the accepting post office to the destination post office for the drop shipment (not the destination post office for the enclosed mail). [P070.6.5]

**16.1.8 Calculating Payment for Enclosed Mail**

Postage and fees for the mail enclosed must be prepaid under the applicable standards. When the enclosed mail is zone-rated, the zone is computed from the postal facility where the Express Mail or Priority Mail drop shipment destinates. Discounts otherwise available to the enclosed mail may be claimed if the applicable standards (e.g., volume and preparation) are met. [P070.6.6]

**16.1.9 Payment Method**

Postage on the enclosed mail may be paid with any method permitted for that mail class. Express Mail postage must be paid under 114. Priority Mail postage must be paid with adhesive stamps or meter stamps affixed to Tag 159. Priority Mail may also be paid with a permit imprint through a manifest mailing system, optional procedure mailing system, or alternate mailing system authorized under 2.0, 3.0, or 4.0. If a permit imprint is used for Priority Mail postage, the permit imprint must be affixed to or hand-stamped on the Tag 159. [P070.6.7]

**16.1.10 Postage Statement for Enclosed Mail**

A postage statement is not required for the Express Mail or Priority Mail portion of the drop shipment. The mailer must provide the correct postage statement for the mail class enclosed and postage payment method used. The postage statement must show the total number of Priority Mail drop shipment sacks in the mailing in addition to the number of sacks, trays, or other containers enclosed. If the enclosed mail is zone-rated, the mailer must either provide an attachment to the postage statement that details the pieces and postage, by zone for each post office at which an Express Mail or Priority Mail drop shipment is to destinate, or provide a separate postage statement for each Express Mail or Priority Mail drop shipment destination post office. If no postage statement is required for the enclosed mail, the mailer must still present the mailing to the designated USPS location for verification of postage and fees. [P070.6.8]

**16.2 Express Mail****16.2.1 Description**

Express Mail drop shipment (Express Mail Custom Designed Service, Express Mail Next Day Service, or Express Mail Second Day Service) expedites movement of any other class of mail between domestic postal facilities. The drop shipment receives the Express Mail service selected from the origin post office to the destination post office of the shipment, where the enclosed mail is processed and provided the appropriate service from that post office to its destination. [D071.1.1]

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**16.2.2 Drop Shipment Service Objectives**

The service guarantee for an Express Mail shipment using drop shipment procedures ends on receipt at the postal facility where the shipment is destined. [D500.1.5]

**16.2.3 Preparation for Drop Shipment**

The mailer must present matter prepared as an Express Mail drop shipment in Express Mail pouches. The proper mailing label or form must be placed in an EP-13 envelope and attached to each Express Mail pouch. [M500.3.5]

**16.2.4 Deposit Site**

An Express Mail drop shipment must be made at a postal facility designated by the postmaster to accept both the class of mail enclosed and Express Mail. The shipment must be prepared under 16.4 and 16.5 and presented to the business mail entry unit (BMEU) of the origin post office. [D071.1.2]

**16.2.5 Acceptance Time**

An Express Mail drop shipment must be presented to the BMEU with enough time for acceptance, processing, and dispatch to the Express Mail unit before the cutoff time for Express Mail. [D071.1.3]

**16.2.6 Extra Services**

No extra services can be added to the Express Mail portion of the drop shipment. [D071.1.4]

**16.2.7 Express Mail Reship Service**

The USPS picks up shipments made up of mail addressed to post office boxes and dispatches it as a Custom Designed or Next Day Service shipment under a service agreement (on Form 5631) between the USPS and the mailer, subject to these standards:

- a. Service frequency is scheduled.
- b. For each pickup stop, the mailer is charged the applicable pickup fee no matter how many of the same mailer's post office boxes are checked in the same post office box unit at the same time.
- c. Express Mail postage and fees are paid by Express Mail Corporate Account or federal agency "Postage and Fees Paid" indicia.
- d. The mailer must keep a postage-due or business reply account at the postal facility where the post office box is located for any shortpaid or business reply mail. The service agreement must state that such an account exists.
- e. Express Mail reship service is not available for registered, certified, COD, insured, or Express Mail items addressed to the post office box. The mailer must give instructions for redirecting such items on Form 1093.
- f. The service agreement must: (1) list the Expedited Mail analyst at the originating office as the "Firm Representative"; (2) show the pickup time is when the USPS employee picks up the mail from the post office boxes and prepares it for dispatch as Express Mail.
- g. Commencement and termination of service agreements are subject to the standards for Express Mail Custom Designed Service. [D500.3.0]

## 16.3 Priority Mail

### 16.3.1 Description

Priority Mail drop shipment expedites movement of any other class or subclass of mail (except Express Mail) between domestic postal facilities. The drop shipment receives Priority Mail service from the origin post office to the destination post office of the shipment, where the enclosed mail is processed and provided the appropriate service from that post office to its destination. [D071.2.1]

### 16.3.2 Deposit Site

A Priority Mail drop shipment must be prepared under 16.4 and 16.5 and presented to the business mail entry unit (BMEU) authorized by the postmaster to accept the class of mail enclosed. [D071.2.2]

### 16.3.3 Acceptance Time

A Priority Mail drop shipment must be presented to the BMEU with enough time for acceptance, processing, and dispatch before the critical dispatch time for Priority Mail. [D071.2.3]

### 16.3.4 Extra Services

No extra services can be added to the Priority Mail portion of the drop shipment. [D071.2.4]

### 16.3.5 Priority Mail Drop Shipment

For a Priority Mail drop shipment, no extra services may be added to the Priority Mail segment, and the mail enclosed may receive only the following services:

- a. First-Class Mail pieces may be sent with Certified Mail service or special handling or, for First-Class Mail parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service.
- b. Standard Mail pieces subject to the residual shape surcharge (except Customized MarketMail pieces) may be sent with electronic option Delivery Confirmation service.
- c. Package Services mail may be sent with special handling or, for Package Services parcels only, electronic option Delivery Confirmation service or electronic option Signature Confirmation service. [S070.1.1]

## 16.4 Basic Preparation Standards

### 16.4.1 Enclosed Mail

Mail enclosed in a drop shipment must meet the eligibility and preparation standards for its class and rate and for any extra services used. Mail requiring cancellation may not be drop shipped. For mail enclosed in an Express Mail drop shipment, available extra services are indicated in 503.1.1. For mail enclosed in a Priority Mail drop shipment, available extra services are indicated in 703.9.13 and 16.3.5, *Priority Mail Drop Shipment*. When a drop shipment is destined to a 5-digit facility, then sacking or traying is not required for letters or flats if all enclosed presort destination bundles are destined to the same 5-digit ZIP Code as the Express Mail or Priority Mail pouch, sack, or container. [M072.1.1]

705.16.4.2

**16.4.2 Standards**

The Express Mail or Priority Mail portion of the drop shipment must meet the standards in [115](#) or [125](#), respectively, and the applicable standards in [16.0](#).  
[M072.1.2]

**16.4.3 Containers for Expedited Transport**

Acceptable containers for expedited transport are as follows:

- a. An Express Mail drop shipment must be contained in a blue and orange Express Mail pouch, except that Customized MarketMail pieces under [1.0](#) may be contained in USPS-provided Express Mail envelopes and cartons or in any properly labeled container supplied by the mailer.
- b. A Priority Mail drop shipment must be contained in either an orange Priority Mail sack or a letter-size tray, except that Customized MarketMail pieces under [1.0](#) may be contained in USPS-provided Priority Mail envelopes and cartons or in any properly labeled container supplied by the mailer. [M072.1.3]

**16.4.4 Container Labels**

Container labels for drop shipments expedited by Express Mail pouches or Priority Mail sacks/trays must be barcoded and meet the requirements in [708.6.0](#). All lines of information must be completely visible when inserted into the label holder. Sacks and trays are labeled as follows:

- a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed:
  1. For BMC distribution, use [L601](#).
  2. For ASF distribution, use [L602](#).
  3. For 3-digit ZIP Code prefix groups, use [L004](#) (ADC distribution) or [L005](#) (SCF distribution).
  4. For 5-digit ZIP distribution, use the city, state, and 5-digit ZIP Code that appears on the enclosed mail.
- b. For Line 2 (content line), print "EXPRESS DROP SHIP" or "PRIORITY DROP SHIP," as applicable.
- c. Line 3 (origin line) must conform to the standards in [708.6.1.5](#). [M072.1.4]

**16.4.5 Tag 157**

In addition to the Express Mail pouch label, Tag 157 must be attached to each Express Mail pouch to identify it as an Express Mail drop shipment and to identify the class of mail enclosed. This tag or an approved facsimile also must be affixed to containers used for Express Mail drop shipment of Customized MarketMail (CMM).  
[M072.1.5]

**16.4.6 Tag 159**

In addition to the Priority Mail sack label, Tag 159 must be attached to each Priority Mail sack to identify it as a Priority Mail drop shipment. Tag 159 indicates the class of mail enclosed in the Priority Mail sack and provides a place to affix Priority Mail postage. This tag or an approved facsimile also must be affixed to containers used for Priority Mail drop shipment of CMM. [M072.1.6]

**16.4.7 Label 23**

As an alternative to sacks for Priority Mail drop shipments, letter trays or mailer-supplied containers for Customized MarketMail (CMM) pieces under 1.0 may be used as follows:

- a. Label 23 is affixed to the letter tray or mailer-supplied container. A single Label 23 may be used to identify two letter trays strapped together. Mailer-supplied containers may not be strapped together.
- b. If two letter trays are strapped together, each tray must be of identical size and individually strapped under 235.3.4. Label 23 must be affixed to the sleeve of the top tray before strapping. The trays must be strapped securely around the length of the two trays.
- c. The total weight of two trays strapped together or mailer-supplied containers used for CMM may not exceed 70 pounds. [M072.1.7]

**16.4.8 Open and Distribute**

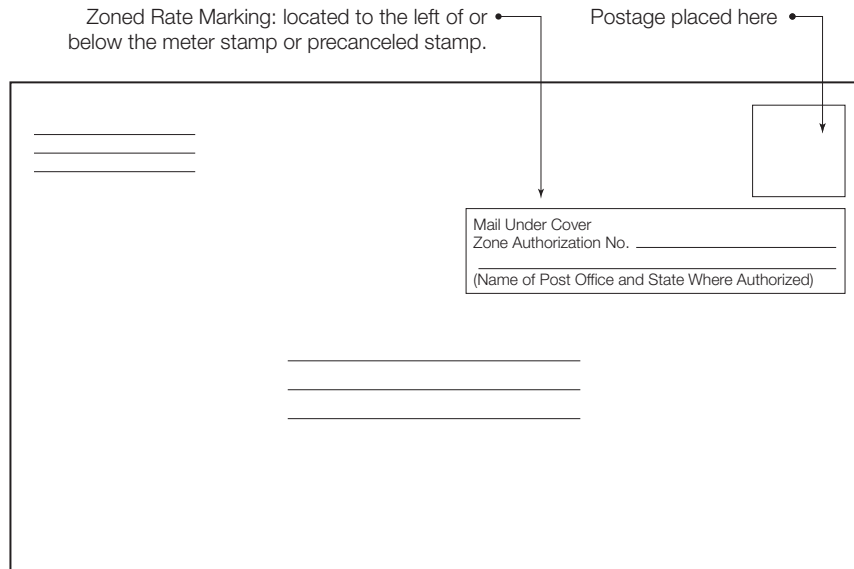
In addition to Tag 157 or Tag 159, USPS-supplied cartons and envelopes and mailer-supplied containers used for Express Mail or Priority Mail drop shipment must be addressed “POSTMASTER—OPEN AND DISTRIBUTE”; followed by street address (mailing address) of the facility on the next line; and city, state, and ZIP Code on the last line. [M072.1.8]

705.16.5

### 16.5 Markings on Enclosed Mail

#### 16.5.1 Zoned Rate Mail

When the enclosed mail is zoned rate mail and has postage affixed, the following marking must appear as part of the meter stamp. The marking may be to the left of or below the meter stamp or precanceled stamp, in addition to but not interfering with other markings required for the class of mail.

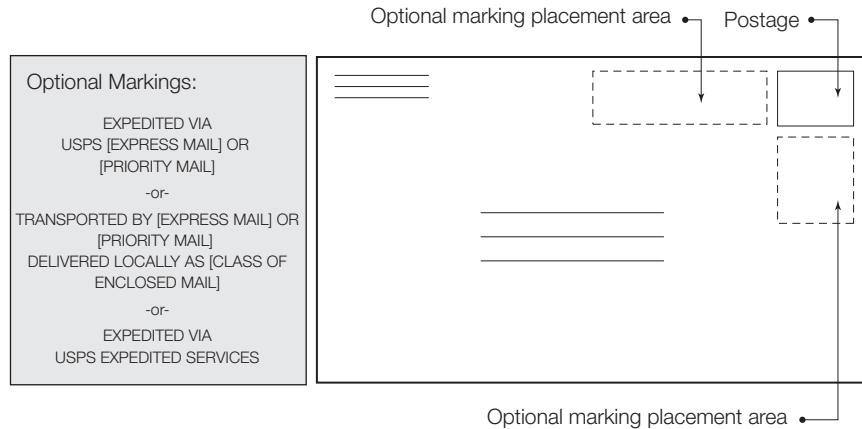


[M072.2.1]



**16.5.2 Optional Marking**

The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type font. When an optional marking is used, the type size of the required rate marking (202 for letters, 302 for flats, or 402 for parcels) must be at least 8 points.



[M072.2.2]

**17.0 Metered Mail Drop Shipment**

**17.1 Basic Information**

**17.1.1 General**

A customer may affix postage using a postage meter (postage evidencing system) licensed at one post office (licensing post office) and deposit that mail at another post office (entry post office) only if prior authorization is obtained from the USPS under one of the procedures described below. Such authorization may be revoked under 17.2.6 when the USPS determines that information or circumstances supporting the original authorization may no longer be accurate, complete, or applicable. (604.4.0 provides an exception to this standard for metered Express Mail, Priority Mail, and single-piece rate metered mail.) These general conditions apply:

- a. The meter stamp or indicium must show the name of the licensing post office.
- b. Metered mailpieces that bear meter impressions or other endorsements containing the wrong post office name, authorization number (as applicable), or other required information are not accepted.
- c. A metered mail drop shipment must be deposited at the time and place and under any additional condition specified by the USPS.
- d. Annual mailing fees, as applicable for the class of mail, must be paid at the office(s) where mailings will be entered, as required under 233.3.2 or 243.3.2.

[D072.1.1]

705.17.1.2

**17.1.2 Effect on Service**

The USPS assumes no responsibility for the material presented until it is accepted into the mail. The USPS is not responsible for service delays when the mailer does not meet the applicable preparation or entry requirements. Entry of mail by drop shipment may adversely affect the USPS's ability to achieve the applicable service objectives. [D072.1.2]

**17.1.3 Changes**

A mailer authorized to drop ship metered mail must inform the approving official of all changes to the information originally provided as part of the application. When the USPS asks, the mailer must submit additional information supporting that authorization. Failure to provide this information is grounds to revoke the authorization. [D072.1.3]

**17.2 Authorization****17.2.1 Options 1 & 2**

Authorizations under Options 1 and 2 in [17.3, Option 1: Deposit at P&DC/F](#), and [17.4, Option 2: Deposit at Another Post Office](#), are granted to meter license holders. The meter license holder must apply in writing to the district manager of business mail entry whose district includes the licensing post office of the meter holder. [D072.2.1]

**17.2.2 Options 3 & 4**

Authorization under Option 3 in [17.5, Option 3: Consolidated Drop Shipment With Endorsement](#), is granted to mailers intending to present mail for other meter license holders (including their own mail, if applicable) at one location other than the licensing office(s), whereas authorization under Option 4 in [17.6, Option 4: Consolidated Drop Shipment Without Endorsement](#), is granted for mailings presented at more than one location. For authorization under Option 3, the mailer or consolidator must apply in writing to the district manager of business mail entry whose district includes the post office(s) where the mailings are verified for presort preparation and payment of postage. Applications under Option 4 must be submitted to the manager, Business Mailer Support. [D072.2.2]

**17.2.3 Application**

The application must describe the classes of mail to be deposited and the volume, processing category, frequency of mailing, and requested deposit schedule of each. The application must also state how the mail to be entered meets applicable eligibility and service standards and must identify any third party preparing and presenting the mail. The application must be prepared on the mailer's letterhead and signed by an authorized manager or representative. There is no USPS form for this purpose. Additional information is required for Options 3 and 4. Mailers seeking authorization under Option 4 must contact Business Mailer Support, USPS Headquarters, for guidance (see [608.8.0](#) for address). [D072.2.3]

**17.2.4 Notification**

The manager of business mail entry (or the manager, Business Mailer Support under Option 4) notifies the applicant in writing of approval or conditions of approval, including the drop shipment (DS) authorization number, or denial. [D072.2.4]

**17.2.5 Application Denial**

A decision denying an application for operational reasons may be appealed within 15 days of its receipt to the area manager of processing and distribution. If denied because of noncompliance with applicable eligibility standards, the applicant may appeal the denial under [607.2.0](#). [D072.2.5]

**17.2.6 Revocation**

An authorization may be revoked:

- a. When it is determined that the authorized entry no longer reduces postal handling or improves service, or is not in the best interests of the USPS.
- b. For nonuse during any consecutive 12 months.
- c. When used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations governing the use of postage meters. [D072.2.6]

**17.2.7 USPS Authorities**

Authorization is revoked by:

- a. The manager of business mail entry of the district originally issuing authorization or the manager, Business Mailer Support.
- b. The postmaster of the licensing post office (under any option) when it is used in operating any unlawful scheme or enterprise, or for any noncompliance with the regulations for postage meters. [D072.2.7]

**17.2.8 Nonuse**

If revocation is for nonuse, and the mailer shows that use is to resume within 90 days after the revocation notice, revocation may be deferred for a period not to exceed 90 days from the date of the original revocation notice. [D072.2.8]

**17.2.9 Appeal**

Written appeal of the revocation notice may be made within 15 days of its receipt, under [607.2.0](#). [D072.2.9]

**17.3 Option 1: Deposit at P&DC/F**

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at the local processing and distribution center/facility (P&DC/F) making the initial originating distribution of mail deposited at the post office where the meter license is held. Mail must be prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. The mailer may be required to prepare and deposit the mail in an additional manner that best enhances postal handling as specified in the drop shipment authorization. Any such requirements are modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization. [D072.3.0]

## 17.4 Option 2: Deposit at Another Post Office

### 17.4.1 Eligibility

Metered mail of any class may be entered and deposited by the licensed meter holder or an agent at a post office other than the licensing post office or P&DC/F serving the licensing post office. Mail must be prepared under the standards for the class and rate claimed and as specified in the drop shipment authorization. The mailer may be required to perform additional preparation and meet specific deposit schedules to enhance postal handling. Any such requirements are specified in the drop shipment authorization and may be modified to reflect changes in the mailings subsequently presented by the mailer. Failure to meet these standards may lead to revocation of the authorization. [D072.4.1]

### 17.4.2 Endorsement

Each mailpiece deposited under this option must contain an endorsement with the city and state of the entry post office, the words "Drop Shipment Authorization" (or the abbreviation "D/S AUTH"), and the unique authorization number issued by the district manager of business mail entry serving the entry post office. If the abbreviation "D/S AUTH" is not used, the mailing office ZIP Code may be used instead of the city and state of mailing. The endorsement must be included in digital indicia (under the conditions in 604.4.8.8) or placed outside the indicium boundary in 8-point or larger type by a computer or mechanical method providing a clear and legible impression. For letter press indicia, the endorsement must appear in the ad plate area. The application and the endorsement format must be approved by the district manager of business mail entry before mail is deposited under this option.

#### EXAMPLES

##### Full Endorsement – Mailing Office City and State

|                      |                     |
|----------------------|---------------------|
| MAILED AT CHICAGO IL | DROP SHIPMENT       |
| DROP SHIPMENT        | AUTHORIZATION 48    |
| AUTHORIZATION 12     | MAILED AT YAKIMA WA |

##### Full Endorsement – Mailing Office ZIP Code

|                  |                  |
|------------------|------------------|
| MAILED AT 606    | DROP SHIPMENT    |
| DROP SHIPMENT    | AUTHORIZATION 48 |
| AUTHORIZATION 12 | MAILED AT 98901  |

##### Abbreviated Format

|             |             |
|-------------|-------------|
| CHICAGO IL  | D/S AUTH 48 |
| D/S AUTH 12 | YAKIMA WA   |

[D072.4.2]

### 17.4.3 Not Valid

Drop shipment endorsements authorized before March 19, 1989, are no longer valid. [D072.4.3]

### 17.4.4 Rate and Class Marking

The drop shipment endorsement placed in the ad plate area or within the indicium boundary may include the marking required by the standards for the rate claimed if that marking is placed directly below the drop ship endorsement and meets the

standards in 202 for letters, 302 for flats, and 402 for parcels. The marking may also be provided separately directly below the indicium boundary if the marking meets the relevant size and legibility standards. [D072.4.4]

## **17.5 Option 3: Consolidated Drop Shipment With Endorsement**

### **17.5.1 General**

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different post offices and present such mailings at one post office, subject to the conditions and limitations in 17.5. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under 604.10.4, *Value Added Refunds*, and 5.0, *First-Class or Standard Mail Mailings With Different Payment Methods*, must also be met. [D072.5.1]

### **17.5.2 Barcoded and Nonbarcoded Portions**

The majority of the mail consolidated for entry under Option 3 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of rate claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry post office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the rates claimed. [D072.5.2]

### **17.5.3 Service Objective**

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing post office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each licensing post office from whose area mail is to be consolidated and the standard that applies to that mail when it is entered under Option 3.) [D072.5.3]

### **17.5.4 Information**

An application under Option 3 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). In addition to the information detailed in 17.2.3, the application must identify the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters. [D072.5.4]

### **17.5.5 Notice to Licensees**

After receiving an authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters. [D072.5.5]

**17.5.6 Additional Standards**

Metered mail deposited under Option 3 must be prepared as specified by the USPS. This preparation may extend beyond that which is required to qualify for the rate paid for the mail, and may require the mail to be configured and its deposit scheduled to enhance USPS handling. Failure to meet these standards can lead to revocation of the authorization. [D072.5.6]

**17.5.7 Endorsement**

Each mailpiece deposited under this option must be endorsed with the letters “DS,” followed by a unique drop shipment authorization number (issued by the manager of business mail entry of the district in which the mail is entered) and the words “MAILED AT,” followed by the 3-digit ZIP Code prefix of the entry post office. The endorsement may also include the correct mailing date. (Including this date does not relieve the meter licensee(s) from meeting the standards for correct dating of metered mail.) The endorsement must be printed immediately below the meter stamp or indicium or in the lower left corner of the mailpiece, in 8-point or larger type, by a computer or another mechanical method providing a clear and legible endorsement. The district manager of business mail entry issuing the authorization number must approve the endorsement before drop shipment mailings may be made under this option.

**EXAMPLES**

DS12 MAILED AT 606 – 04/01/04

MAILED AT 606 DS12 – 04/01/04

DS48 MAILED AT 981

MAILED AT 981 DS48

[D072.5.7]

**17.5.8 Placement**

The drop shipment endorsement must not interfere with the barcode clear zone or any other marking. [D072.5.8]

**17.5.9 Preparation**

The preparation and documentation standards that apply to the rates claimed in the mailing remain unaffected by entry under Option 3. [D072.5.9]

**17.5.10 Consolidation**

Mail collected from licensees for mailing under Option 3 may not be further collected or consolidated by any other mailer or consolidator. [D072.5.10]

**17.6 Option 4: Consolidated Drop Shipment Without Endorsement****17.6.1 General**

A mailer presenting a consolidated mailing may apply to collect metered mail bearing postage from meters licensed at different post offices and consolidate that mail for mailing (entry and deposit) at other entry post offices, subject to the conditions and limitations in 17.6. All conditions for presenting presort mailings must be met as applicable for the class of mail. All applicable conditions under 604.10.4, *Value Added Refunds*, and 5.0, *First-Class or Standard Mail Mailings With Different Payment Methods*, must also be met. [D072.6.1]

**17.6.2 Barcoded and Nonbarcoded Portions**

The majority of the mail consolidated for entry under Option 4 must be prepared in a single mailing (with a single postage statement) in which all pieces, regardless of rate claimed, have the correct barcode (ZIP+4 for flats, delivery point for letters and cards) and are physically compatible with automated mail processing equipment. The entry post office may reject a mailing if all pieces do not have the correct barcode. A minor portion of the consolidated mail may be prepared as a second, separate mailing (with its own postage statement) in which the pieces do not bear the correct barcode (or are not compatible with automated processing equipment) but do meet the standards that apply to the rates claimed. [D072.6.2]

**17.6.3 Service Objective**

When a mailpiece is part of a consolidated mailing, the service objective that applies must be the same as or better than that which would have applied had the piece been entered at the licensing post office. As part of the application, documentation must be provided by the mailer to show compliance with this standard to USPS satisfaction. (Typical documentation lists the service objective that applies to each pair of origin/destination 3-digit ZIP Codes in the consolidated mailing, both if entered at the licensing post office and if entered as authorized under Option 4.) [D072.6.3]

**17.6.4 Information**

An application under Option 4 must be submitted by the mailer (i.e., the party to present the consolidated mailing to the USPS). The information in [17.2, Authorization](#), must be provided for each post office at which mail is to be entered under Option 4. The application must also detail: the meter licensees whose mail is to be consolidated and the serial numbers of each licensee's meters; the mailer's method of sortation, documentation, and quality control; and the mailer's procedures for ensuring that all pieces in the consolidated mailing are entered to meet or exceed the service objectives for the place of origin. [D072.6.4]

**17.6.5 Notice to Licensees**

After receiving the authorization notice, the mailer must give written notice to each licensee whose mail is to be consolidated under the authorization. The mailer's notice must include a copy of the authorization, a full explanation of preparation requirements, and a reminder that consolidation of their mail can adversely affect service. The mailer must give copies of each licensee notice to the entry office and licensing office postmasters. [D072.6.5]

**17.6.6 Additional Standards**

Metered mail deposited under Option 4 must be prepared in segments for entry at postal facilities according to schemes and schedules provided by the USPS. Further, each segment must be prepared for dispatch without additional postal processing or handling, and deposited at places and times specified by the USPS. The USPS may stipulate preparation beyond that required to qualify for the rate paid for the mail. Failure to meet these standards can lead to revocation of the authorization. [D072.6.6]

**17.6.7 Transportation**

The mailer must provide transportation for the consolidated mailing, unless the USPS provides plant load service. [D072.6.7]

705.17.6.8

**17.6.8 Endorsement**

A drop shipment endorsement is not required on pieces mailed under Option 4.

[D072.6.8]

**17.6.9 Preparation**

The preparation and documentation standards that apply to the rates claimed in the mailing remain unaffected by entry under Option 4. [D072.6.9]

**17.6.10 Consolidation**

Mail collected from licensees for mailing under Option 4 may not be further collected or consolidated by any other mailer or consolidator. [D072.6.10]

**17.6.11 Documentation**

The mailer/consolidator must keep documentation supporting each consolidated mailing, including the volume collected from each meter licensee, for at least 1 year from the date of mailing, and make it available for postal inspection on request.

[D072.6.11]



# 707 Periodicals

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## 1.0 Rates and Fees

### 1.1 Outside-County—Excluding Science-of-Agriculture

#### 1.1.1 Pound Rates

Per pound or fraction:

- a. For the nonadvertising portion: \$0.193.
- b. For the advertising portion:

| LETTERS, FLATS & PARCELS |         |
|--------------------------|---------|
| Zone                     | Rate    |
| DDU                      | \$0.158 |
| DSCF                     | 0.203   |
| DADC                     | 0.223   |
| 1&2                      | 0.248   |
| 3                        | 0.267   |
| 4                        | 0.315   |
| 5                        | 0.389   |
| 6                        | 0.466   |
| 7                        | 0.559   |
| 8                        | 0.638   |

[R200.1.1]

#### 1.1.2 Piece Rates

Per addressed piece:

| Presort Level       | LETTERS                 | FLATS                   | LETTERS, FLATS & PARCELS |
|---------------------|-------------------------|-------------------------|--------------------------|
|                     | Automation <sup>1</sup> | Automation <sup>1</sup> | Nonautomation            |
| Basic               | \$0.281                 | \$0.325                 | \$0.373                  |
| 3-Digit             | 0.249                   | 0.283                   | 0.324                    |
| 5-Digit             | 0.195                   | 0.226                   | 0.256                    |
| Carrier Route       |                         |                         |                          |
| <i>Basic</i>        | ---                     | ---                     | 0.163                    |
| <i>High Density</i> | ---                     | ---                     | 0.131                    |
| <i>Saturation</i>   | ---                     | ---                     | 0.112                    |

1. Lower maximum weight applies: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 20 ounces (AFSM 100) and 6 pounds (UFSM 1000).

[R200.1.2]

#### 1.1.3 Discounts

Discounts for each addressed piece:

- a. Nonadvertising content, for each 1% of nonadvertising: \$0.00074.
- b. Destination delivery unit: \$0.018.
- c. Destination SCF: \$0.008.
- d. Destination ADC: \$0.002.
- e. Destination entry pallet: \$0.015.

- f. Pallet (for other than 1.1.3e): \$0.005. [R200.1.3]

#### 1.1.4 Nonprofit

Authorized nonprofit mailers receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber copies in excess of the 10% allowance provided under 7.0. [R200.1.4]

#### 1.1.5 Classroom

Authorized Classroom mailers receive a discount of 5% off the total Outside-County postage excluding the postage for advertising pounds. The 5% discount does not apply to commingled nonsubscriber copies in excess of the 10% allowance provided under 7.0. [R200.1.5]

## 1.2 Outside-County—Science-of-Agriculture

### 1.2.1 Pound Rates

Per pound or fraction:

- a. For the nonadvertising portion: \$0.193.
- b. For the advertising portion:

| LETTERS, FLATS & PARCELS |         |
|--------------------------|---------|
| Zone                     | Rate    |
| DDU                      | \$0.119 |
| DSCF                     | 0.152   |
| DADC                     | 0.167   |
| 1&2                      | 0.186   |
| 3                        | 0.267   |
| 4                        | 0.315   |
| 5                        | 0.389   |
| 6                        | 0.466   |
| 7                        | 0.559   |
| 8                        | 0.638   |

[R200.2.1]

707.1.2.2

### 1.2.2 Piece Rates

Per addressed piece:

| Presort Level       | LETTERS                 | FLATS                   | LETTERS, FLATS & PARCELS |
|---------------------|-------------------------|-------------------------|--------------------------|
|                     | Automation <sup>1</sup> | Automation <sup>1</sup> | Nonautomation            |
| Basic               | \$0.281                 | \$0.325                 | \$0.373                  |
| 3-Digit             | 0.249                   | 0.283                   | 0.324                    |
| 5-Digit             | 0.195                   | 0.226                   | 0.256                    |
| Carrier Route       |                         |                         |                          |
| <i>Basic</i>        | ---                     | ---                     | 0.163                    |
| <i>High Density</i> | ---                     | ---                     | 0.131                    |
| <i>Saturation</i>   | ---                     | ---                     | 0.112                    |

1. Lower maximum weight applies: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 20 ounces (AFSM 100) and 6 pounds (UFSM 1000).

[R200.2.2]

### 1.2.3 Discounts

Discounts for each addressed piece:

- a. Nonadvertising content, for each 1% of nonadvertising: \$0.00074.
- b. Destination delivery unit: \$0.018.
- c. Destination SCF: \$0.008.
- d. Destination ADC: \$0.002.
- e. Destination entry pallet: \$0.015.
- f. Pallet (for other than [1.2.3e](#)): \$0.005. [R200.2.3]

## 1.3 In-County

### 1.3.1 Pound Rates

Per pound or fraction:

| LETTERS, FLATS & PARCELS |         |
|--------------------------|---------|
| Zone                     | Rate    |
| DDU                      | \$0.112 |
| None                     | 0.146   |

[R200.3.1]

**1.3.2 Piece Rates**

Per addressed piece:

| Presort Level       | LETTERS                 | FLATS                   | LETTERS, FLATS & PARCELS |
|---------------------|-------------------------|-------------------------|--------------------------|
|                     | Automation <sup>1</sup> | Automation <sup>1</sup> | Nonautomation            |
| Basic               | \$0.050                 | \$0.077                 | \$0.106                  |
| 3-Digit             | 0.048                   | 0.073                   | 0.097                    |
| 5-Digit             | 0.046                   | 0.067                   | 0.087                    |
| Carrier Route       |                         |                         |                          |
| <i>Basic</i>        | ---                     | ---                     | 0.050                    |
| <i>High Density</i> | ---                     | ---                     | 0.034                    |
| <i>Saturation</i>   | ---                     | ---                     | 0.028                    |

1. Lower maximum weight applies: letter-size at 3 ounces (or 3.3 ounces for heavy letters); flat-size at 20 ounces (AFSM 100) and 6 pounds (UFSM 1000).

[R200.3.2]

**1.3.3 Discount**

Destination delivery unit discount for each addressed piece: \$0.006. [R200.3.3]

**1.4 Ride-Along Rate**

Rate per ride-along piece: \$0.124. [R200.4.0]

**1.5 Fees**

Per application:

- a. Original entry: \$375.00.
- b. News agent registry: \$40.00.
- c. Additional entry: \$60.00.
- d. Reentry: \$40.00. [R200.5.0]

**2.0 Rate Application and Computation****2.1 Periodicals Rate Application****2.1.1 Rate Elements**

Postage for all Periodicals includes a pound rate charge, a piece rate charge, and any discount for which the mail qualifies under the corresponding standards.

[P013.3.1]

**2.1.2 Applying Pound Rate**

Pound rates are applied to the weight of the pieces in the mailing. Outside-County and Science-of-Agriculture Outside-County pound rates are based on the weight of the advertising portion of the mail sent to each postal zone (as computed from the entry office) and the weight of the nonadvertising portion without regard to zone. In-County pound rates consist of a delivery unit zone rate and a uniform (unzoned) rate for all other eligible pieces delivered within the county of publication. The minimum pound rate charge for any zone or other group for which a per pound charge is computed is 1 unit (1 pound) of the pound rate charge. *For example, three 2-ounce pieces for a zone are subject to the minimum 1-pound charge.* [P013.3.2]

## 707.2.1.3

**2.1.3 Computing Weight of Advertising Portion**

The pound rate charge is the sum of the charges for the computed weight of the advertising portion of copies to each zone, plus an additional flat (unzoned) charge for the total weight of the nonadvertising portion of all copies to all zones. For publications containing advertising, the minimum pound rate charge for any zone to which copies are mailed is 1 unit (pound) of the advertising pound rate charge. The minimum pound rate charge for the nonadvertising portion is that which applies to all weight not reported in the advertising (zoned) portion. (Authorized Nonprofit and Classroom publications with an advertising percentage that is 10% or less are considered 100% nonadvertising. When computing the pound rates and the nonadvertising adjustment, use "0" as the *advertising percentage*. Authorized Nonprofit and Classroom publications claiming 0% advertising must pay the nonadvertising pound rate for the entire weight of all copies to all zones.) [P013.3.3]

**2.1.4 Per Piece Charge**

Piece rates apply to each addressed piece, based on the sortation done by the publisher. An *addressed piece* can be a single individually addressed copy, a bundle of unaddressed copies with a single delivery address for the bundle, or a firm bundle containing unaddressed or individually addressed copies for the same address. The per piece charge is based on the number of addressed pieces (not the number of copies). [P013.3.4]

**2.1.5 Discounts**

Discounts and reductions apply per pound, per addressed piece, or per copy as specified for each in 4.0 through 15.0 and 28.0. [P013.3.5]

**2.2 Computing Postage****2.2.1 Percentage of Advertising**

The percentage of advertising shown on the postage statement must be based on the marked copy of the corresponding issue or edition provided as required. If necessary, round off the computed percentage of advertising to two decimal places. Advertising percentages also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in 16.0, *Basic Standards for Postage Payment Methods*, and 17.0, *Documentation Standards*. [P013.7.1]

**2.2.2 Weight Per Copy**

To determine the weight per copy, select and weigh a random sample of 10 or more copies and divide the total sample weight by the number of pieces in the sample. Express the weight per copy in decimal pounds rounded off to four decimal places. Per-copy weights also may be calculated through the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program using the procedures in 16.0 and 17.0. [P013.7.2]

**2.2.3 Computing Other Weights**

To find the total weight of mailed copies per zone or rate level, multiply the corresponding number of copies by the computed weight per copy. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the advertising portion for each zone, where applicable, multiply the total weight of copies for that zone by the percentage of

advertising. Round off each result to the nearest whole pound, except that when the result is under 0.5 pound, round to 1 pound. To find the weight of the nonadvertising portion, subtract the total weight of the advertising portion to all zones from the total weight of copies to all zones. To find the weight of In-County rate copies, multiply the number of copies by the weight per copy and round off the total weight to the nearest whole pound, except that when the result is less than 0.5 pound, round to 1 pound. [P013.7.3]

#### **2.2.4 Pound Rate**

To compute the pound rate postage for Regular and Preferred outside-county copies, multiply the weight of the advertising and nonadvertising portions by the corresponding rates, add the *unrounded* results, and subtract all applicable discounts. To compute the pound rate postage for In-County rate copies, multiply their total weight by the corresponding rate per pound. [P013.7.4]

#### **2.2.5 Piece Rate**

To find the piece rate postage for outside-county and In-County rate copies, multiply the number of *addressed pieces* (*not* copies) by the appropriate rate, based on the presort of the pieces as mailed. [P013.7.5]

#### **2.2.6 Nonadvertising Adjustment**

To compute the nonadvertising adjustment (where applicable), subtract the advertising percentage from 100, multiply the remainder by the nonadvertising adjustment per piece, multiply the *unrounded* product by the number of pieces, and round off the product to four decimal places. [P013.7.6]

#### **2.2.7 Total Postage**

Total Outside-County postage is the sum of the per pound and per piece charges, and any Ride-Along charge, less all discounts, rounded off to the nearest whole cent. Total In-County postage is the sum of the per pound and per piece charges, and any Ride-Along charge, less all discounts, rounded off to the nearest whole cent. For mailings that include foreign copies, total foreign postage is the sum of the per piece charges, less a discount, rounded off to the nearest whole cent. [P013.7.7]

### **3.0 Physical Characteristics and Content Eligibility**

#### **3.1 Physical Standards**

##### **3.1.1 General**

See [201](#) for the physical characteristics for letter-size Periodicals, [301](#) for flat-size Periodicals, and [401](#) for parcel-size Periodicals.

#### **3.2 Addressing Standards for Periodicals**

##### **3.2.1 Preparation**

Each addressed piece, including the top copy of a firm bundle, must bear the addressee's name and address. The address must include the correct ZIP+4 code or 5-digit ZIP Code. [A010.7.1]

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**3.2.2 Address Label**

White or other light-colored paper must be used for the address label. To identify the mailpiece as Periodicals, the mailer may place, vertically along the left-hand side of the label, a 1/4-inch or narrower strip of solid pink or of pink “PER” characters.

[A010.7.2]

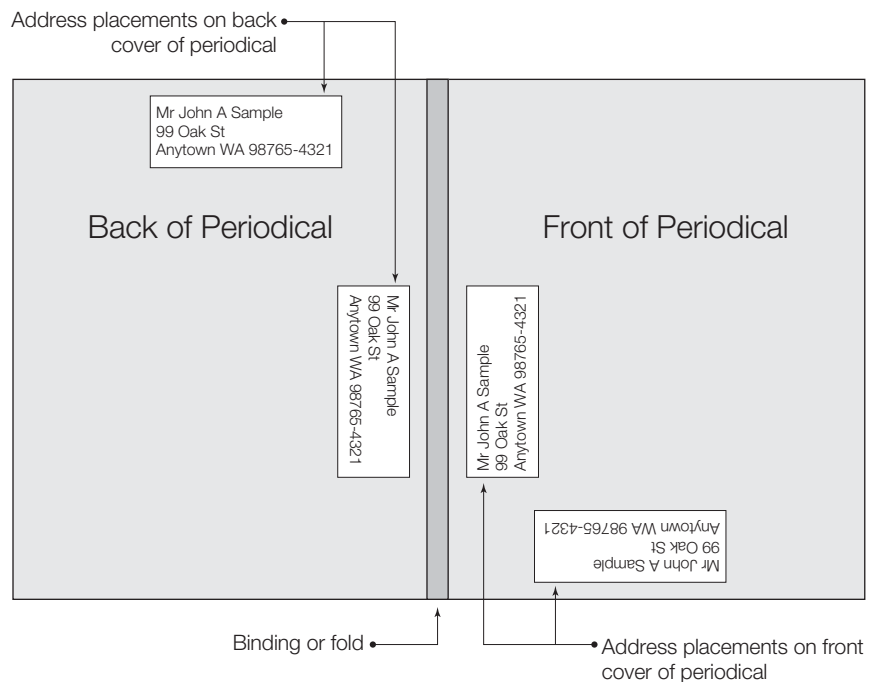
**3.2.3 Address Placement**

The delivery address must be clearly visible on or through the outside of the mailpiece, whether placed on a label or directly on the host publication, a component, or the mailing wrapper. If placed on the mailing wrapper, the address must be on a flat side, not on a fold (see Exhibit 3.2.4). If a polybag is used, the address must not appear on a component that rotates within the bag, and the address must remain visible throughout the addressed component’s range of motion. [A010.7.3]

**3.2.4 Return Address**

The return address must appear on any mailing wrapper that is endorsed “Address Service Requested.” [A010.7.4]

**Exhibit 3.2.4 Address Placement for Periodicals**



[Exhibit A010.7.3]



### 3.3 Permissible Mailpiece Components

#### 3.3.1 Pages

Pages are the printed sheets forming the publication or one of the mailpiece's components, bearing advertising, nonadvertising, or both, including pages having textual and graphic matter, blank spaces for writing or marking, and material to be completed or used by the reader. A minor portion of the pages in a Periodicals mailpiece may have unusual characteristics, such as a different size, shape, or construction, or portions that may be wholly or partially separable, and pages prepared for folding out. No page may have dimensions (when folded, if folded) that exceed the dimensions of the publication. Pages are also subject to these standards:

- a. Multilayer pages (including pages formed by sheets glued together and pages that have unusual shapes, such as cutouts, movable flaps, or "pop-ups") may include small amounts of fastening material such as grommets, string, or rubber bands as needed to assemble the page. Multilayer pages may also be formed as pouches or pockets but may contain only permissible loose enclosures (see [3.3.4](#)) or other securely affixed permissible components.
- b. Multiple pages may be held together by staples or other means separate from and in addition to the regular binding of the publication.
- c. Oversized pages may be used for illustrations, charts, maps, and other advertising and nonadvertising content. [C200.1.1]

#### 3.3.2 Parts and Sections

Parts and sections are pages that are physically separate subdivisions of the publication, as identified by the publisher. Each part or section must show the publication title, and the number of parts or sections in the issue must be stated on the cover of the first part or section. Parts or sections produced by someone other than the publisher may not be mailed at Periodicals rates if these parts or sections are prepared by or for advertisers or if they are provided to the publisher free or at a nominal charge. On request, the publisher must submit contracts entered into with producers of parts or sections. [C200.1.2]

#### 3.3.3 Enclosures of First-Class Mail or Standard Mail

Matter to be paid at the applicable First-Class Mail or Standard Mail rate may be enclosed in a Periodicals mailpiece subject to these conditions:

- a. The total weight of all enclosed Standard Mail matter must be less than 16 ounces.
- b. Postage and fee payment is subject to [703.9.8](#) through [703.9.12](#) and [707.16.3](#). A permit imprint that may appear on a First-Class Mail or Standard Mail enclosure must not be visible when the mailpiece is prepared for mailing except as provided under [703.9.8](#) through [703.9.12](#) and [707.16.3](#).
- c. When enclosing nonincidental First-Class Mail or any Standard Mail, combination envelopes or containers with separate parts for the two classes of mail may be used. If both the sender's and addressee's names and addresses are not on both pieces, the sender's name and address must be placed on one

## 707.3.3.4

piece and the addressee's name and address on the other. Combination containers with inseparable parts may bear the names and addresses on only one part.

- d. The applicable "First-Class Mail Enclosed" or "Standard Mail Enclosed" marking must be placed on or in the host publication if it contains any nonincidental First-Class Mail or any Standard Mail enclosure. If placed on the outer wrapper, polybag, envelope, or cover of the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address..." statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a First-Class Mail or Standard Mail enclosure unless additional information is provided under the applicable postage payment standards in [703.9.8](#) through [703.9.12](#) and [707.16.3](#). [C200.1.3]

**3.3.4 Loose Enclosures at Periodicals Rate**

Only the following material may be included loose as an enclosure in a Periodicals mailpiece and be paid at Periodicals rates, subject to the corresponding conditions:

- a. An incidental First-Class piece must be closely related but secondary to the Periodicals publication with which it is enclosed and must consist of matter that, if mailed separately, would require First-Class postage. Examples of an incidental First-Class enclosure are a bill for the publication, a statement of account for past publication purchases, or a personal message or greeting included with the publication.
- b. A receipt, request, or order for a subscription may be printed or written; prepared as a reply mail card or envelope for any authorized Periodicals publication (or a publication pending Periodicals authorization); or inserted in an envelope within the publication. The receipt or request may be part of, or accompanied by, printed matter containing information related exclusively to a receipt or request or order for a subscription provided the printed matter does not advertise, promote, or offer for sale other products or services.
- c. A card or form for the recipient's use in providing address correction information to the publisher may be printed or written; prepared as a card or envelope, including business reply, or as a combination form for two or more Periodicals publications issued by the same publisher; inserted in an envelope that is attached to, bound in, or loose within the publication; or prepared as a detachable part of another permissible enclosure.
- d. Enclosures listed in [3.3.4b](#) and [3.3.4c](#) are not counted when determining the percentage of advertising in the publication, but they are included in the total weight of the publication reported on the postage statement. If the publication otherwise consists entirely of nonadvertising matter, an incidental First-Class enclosure may be treated as nonadvertising matter. In all other cases, an incidental First-Class enclosure is considered part of the advertising portion of the publication. [C200.1.4]

### 3.3.5 Supplement

A supplement is one or more pages (subject to 3.3.1) formed by one or more printed sheets that are not bound into a publication. A supplement may be devoted to a single topic and may contain material different from that in the host publication. The external dimensions of a supplement (i.e., its length and height) may not exceed those of the host publication except when the host publication and the supplement are contained in an envelope, polybag, or other complete wrapper. Supplements are also subject to these conditions as applicable:

- a. A loose supplement to a bound Periodicals publication must contain at least 25% nonadvertising matter and bear the endorsement “Supplement to” followed by the title of the publication or the name of the publisher. A bound publication with one or more supplements must be enclosed in a wrapper. If a supplement to a bound publication is formed of more than one sheet, all sheets making up the supplement must be bound together.
- b. A supplement to an unbound publication must be combined with and inserted within the publication under 3.5.4. If the supplement is included loose outside the unbound publication, the publication and its supplement must be enclosed in a wrapper or envelope, and the supplement must bear the endorsement “Supplement to” followed by the title of the publication or the name of the publisher. [C200.1.5]

### 3.3.6 Cover and Protective Cover

A cover may be placed on the outside of a Periodicals publication. A protective cover is an additional cover placed around the outside of a publication; preparation is subject to 3.5.5. Advertising, nonadvertising, or both may be printed on the cover or protective cover. The cover and protective cover on a publication are included when measuring advertising percentage. Nothing may be attached to the cover or protective cover except as permitted under 3.3.8, *Attachment*. [C200.1.6]

### 3.3.7 Mailing Wrapper

A mailing wrapper is an envelope, sleeve, partial wrapper, or polywrap used to enclose the mailpiece. Advertising may be printed on the mailing wrapper and is included when measuring advertising percentage. Nothing may be attached to the mailing wrapper except as permitted under 3.3.8. [C200.1.7]

### 3.3.8 Attachment

The following may be attached to a cover, protective cover, or mailing wrapper of a publication:

- a. Stickers of any size and shape. If stickers are attached to the cover, protective cover, or mailing wrapper, no portion of the publication title may be obscured.
- b. Material allowed as a loose enclosure described in 3.3.3, *Enclosures of First-Class Mail or Standard Mail*, or 3.3.4, *Loose Enclosures at Periodicals Rate*. When nonincidental First-Class Mail and/or Standard Mail enclosures (see 3.3.3) are attached, the marking “First-Class” or “Letter Enclosed” must be on a First-Class Mail attachment; “Standard” or “STD,” on a Standard Mail attachment.

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- c. Material normally allowed within the contents of the publication composed of advertising, nonadvertising, or a combination of both may be attached to the cover or protective cover only when the publication and attached material are enclosed in a wrapper. No portion of the publication title may be obscured.

[C200.1.8]

**3.3.9 Printed Addition**

Only the following may be printed on a copy of a Periodicals publication after it is printed or placed on its cover, protective cover, or mailing wrapper:

- a. The name and address of the intended recipient or of the publisher or sender.
- b. The printed title of the publication and its place of publication.
- c. The expiration date of the subscription.
- d. The request for address correction information from the addressee.
- e. The words "Sample Copy" (if the copy is a sample), "Marked Copy" (if the copy contains a marked item or article), or "Address Service Requested" (if the copy is to be returned to the sender if undeliverable as addressed).
- f. The number of copies enclosed in a bundle (on the outside of the bundle) or a bundle count such as "2 of 4" (on the bundle wrapper).
- g. Corrections of typographical errors or a mark, except by written or printed words, to call attention to a word or passage.
- h. Printed messages not required to be mailed as First-Class Mail or Express Mail.

[C200.1.9]

**3.3.10 Label Carrier**

A label carrier may be used to carry the delivery address for the mailpiece and must consist of a single unfolded, uncreased sheet of card or paper stock, securely affixed to the cover of the publication or large enough so that it does not rotate inside the wrapper, subject to these conditions:

- a. The label carrier must bear the title of the Periodicals publication or the name and address of the publisher; the Periodicals imprint "Periodicals Postage Paid at..." or the word "Periodicals" in the upper right corner of the address side (unless "Periodicals" is printed on the address side of the polybag); and the address to which the mailpiece can be returned if undeliverable (if endorsed "Address Service Requested").
- b. The label carrier may bear a request for address correction from the addressee. It also may bear information about requesting or subscribing to any Periodicals publication (or a publication pending Periodicals authorization), including a request or subscription form.
- c. As applicable, the label carrier may show the endorsement "First-Class Mail Enclosed," "Standard Mail Enclosed," or "Ride-Along Enclosed," or the permit imprint used to pay postage for the First-Class Mail or Standard Mail enclosure if that permit imprint is below the Periodicals imprint or the word "Periodicals."

- d. Other printed information, whether advertising or nonadvertising, is permitted only on the back of the label carrier and is subject to measurement and postage payment accordingly. A single line of text calling attention to information on the reverse may be placed on the front of the label carrier. If any information on the reverse of the label carrier is advertising, the line of text on the front is also treated as advertising. [C200.1.10]

### **3.4 Impermissible Mailpiece Components**

#### **3.4.1 General Standards**

Regardless of preparation or characteristics, the materials described in 3.4.2 through 3.4.5 are not eligible for Periodicals rates. [C200.2.1]

#### **3.4.2 Prohibited Matter**

Material that contains any one of the following printed items or that is referred to in a component of the Periodicals mailpiece (by the use of one of these items) is ineligible to be mailed at Periodicals rates:

- a. A separate price or subscription instructions different from those of the host publication.
- b. The word “catalog.”
- c. A First-Class Mail, Standard Mail, or Package Services permit imprint.
- d. An ISBN (International Standard Book Number).
- e. An ISSN (International Standard Serial Number) or USPS number different from that of the host publication. [C200.2.2]

#### **3.4.3 Products**

Products may not be mailed at Periodicals rates. Examples include stationery (such as pads of paper or blank printed forms); cassettes; floppy disks; merchandise; envelopes containing enclosures, other than receipts, orders for subscriptions, and incidental First-Class matter; and wall, desk, and blank calendars. Printed pages, including oversized pages and calendars, are not considered products if they are not offered for sale. [C200.2.3]

#### **3.4.4 Package Services**

Package Services may not be combined with a Periodicals publication. [C200.2.4]

#### **3.4.5 Nonprinted Sheets**

Any matter not formed of printed sheets (except as permitted under 3.3.1a) is not eligible for Periodicals rates. [C200.2.5]

### **3.5 Mailpiece Construction**

#### **3.5.1 Bound/Unbound**

Publications may be prepared in either a bound or unbound form, with or without wrappers unless required by 3.5.7. A bound publication is a publication in which pages are securely held together by two or more staples, spiral binding, glue, stitching, or other permanent fastening. All other publications are unbound, including folded multisheet and single-sheet publications and those in which pages are loose and collated (“nested”) or in which pages are held together by a single staple. [C200.3.1]

**3.5.2 Size and Weight**

Periodicals mail may not weigh more than 70 pounds or measure more than 108 inches in length and girth combined. Additional size and weight limitations apply to individual Periodicals rate categories. Requester publications must contain at least 24 pages per issue. [C200.5.0 and C200.3.2]

**3.5.3 Uniformity**

Automation-compatible pieces must remain uniformly thick. Cover attachments, tabbed or glued half covers, flat-surfaced ride-along enclosures, loose subscription materials, and flat-surfaced enclosures of other classes may be included as long as the overall uniform thickness of the flat is maintained. [C200.3.3]

**3.5.4 Without Mailing Wrapper**

When the mailpiece does not have a mailing wrapper, all the components of an unbound publication must be combined with and inserted inside the publication. Only enclosures mailable at Periodicals rates under 3.3.4 may be included loose inside a bound unwrapped publication. An enclosure under 3.3.3, *Enclosures of First-Class Mail or Standard Mail*, or 3.3.4, *Loose Enclosures at Periodicals Rate*, may be securely attached on the outside of an unwrapped publication along the bound edge if it does not exceed any dimension of the cover of the publication and comes within 3/4 inch of the edge opposite the fold or binding. [C200.3.4]

**3.5.5 With Mailing Wrapper**

Except as provided in 3.3.5, *Supplement*, when the mailpiece is completely enclosed in a mailing wrapper, the components may be placed anywhere within that wrapper. When a sleeve or other partial wrapper is used, the components must be secured so that they do not fall out during handling. Bound publications carrying loose supplements or prepared in physically separate parts or sections must be either completely enclosed in an envelope, plastic wrapper (polybag), or paper wrapper or inserted within a sleeve so that the component parts do not become separated while in the mail. [C200.3.5]

**3.5.6 Cover Page and Protective Cover**

If the piece is not completely enclosed in a mailing wrapper, then any protective cover or cover page must cover both the front and back of the host publication and extend to within at least 3/4 inch of the edge opposite the fold or binding.

*Exception:* Flat-size pieces may have short covers as provided in 301.3.7.2. If the host publication is bound, the protective cover must be permanently attached to the publication. [C200.3.6]

**3.5.7 APO/FPO Copy**

Any single copy of an unbound publication that includes any enclosure, supplement, or more than one part or section and that is mailed to an APO/FPO address must be completely enclosed in a mailing wrapper. [C200.3.7]

**3.5.8 Sealing and Postal Inspection**

Periodicals mail must be prepared so that it can be easily examined. The mailing of publications at Periodicals postage rates represents consent by the sender to USPS inspection of the contents whether loose or inserted in envelopes, wrappers, or

other covers. Mailers who want to ensure that publications are not opened for postal inspection must pay First-Class rates and mark such mail accordingly. [C200.3.8]

### **3.6 Printed Features**

#### **3.6.1 Publication Title and Address Notice**

The publication title must be displayed prominently on the publication and any protective cover. The title or the name and address of the publisher must be displayed prominently on any opaque mailing wrapper. The publication title, followed immediately by the USPS publication number (or ISSN if one has been assigned), and the mailing address to which undeliverable copies or change-of-address notices are to be sent may be shown in the upper left corner of the address side of a mailing wrapper or directly on the outside of the host publication if it can be read when the mailing wrapper is in place. The publication number includes an alpha prefix and is to be within parentheses, e.g., THE NATIONAL WEEKLY (ISSN 9876-543X) or THE COMMUNITY (USPS 123-456). [C200.4.1]

#### **3.6.2 Periodicals Imprint**

Mailing wrappers that completely enclose the host publication must bear the Periodicals imprint "Periodicals Postage Paid at..." or the word "Periodicals" in the upper right corner of the address area. If a clear plastic wrapper is used, those words may appear anywhere on the address side of the wrapper or the topmost item inside. [C200.4.2]

#### **3.6.3 Advertising**

Advertising may be printed on the pages of any component of a publication, subject to the corresponding standards. Regardless of location, an advertisement must be prepared as an integral part of the publication. Except for advertisements in supplements, all advertisements in a bound publication must be permanently attached. Except as provided in 3.3.4d, all advertising must be included in the advertising portion of the issue measured under 16.0 and 17.0. Different advertising may occupy the same space in different editions of the same issue. [C200.4.3]

#### **3.6.4 Marking of Paid Reading Matter**

Pursuant to 18 USC 1734, if a valuable consideration is paid, accepted, or promised for the publication of any editorial or other reading matter in a Periodicals publication, that matter must be plainly marked "advertisement" by the publisher. When a single item of paid editorial or other reading matter occupies more than one page, it need only be marked "advertisement" on the first page. The word "advertisement" may be included in a statement that explains why the material is marked "advertisement." Such a statement must be prominent on the first page of the material and the word "advertisement" in the statement must be in bold or italicized print or otherwise emphasized so that it can be plainly seen. Editors or publishers who print such matter without plainly marking it "advertisement" are subject to a fine of not more than \$500. [C200.4.4]

## **4.0 Basic Eligibility Standards**

### **4.1 Second Class Mail**

Effective July 1, 1996, second-class mail was renamed Periodicals. [E211.1.1]

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**4.2 Qualification Categories**

All Periodicals publications must be authorized Periodicals mailing privileges under one of five qualification categories (general publications, publications of institutions and societies, publications of state departments of agriculture, requester publications, and foreign publications). These publications are subject to the general standards below and the standards for each respective category. [E211.1.2]

**4.3 Eligibility Categories**

Only newspapers and periodical publications meeting the mailability standards in 601 and the general and applicable specific standards in 4.0 through 15.0 and 28.0 may be authorized mailing at the Periodicals rates. [E211.1.3]

**4.4 Periodical Publications****4.4.1 Definitions and Characteristics**

For Periodicals purposes, *periodical publication* or *periodical* is one published at a stated frequency with the intent to continue publication indefinitely, with these characteristics:

- a. The continuity of the periodical must show from issue to issue. Continuity is shown by serialization of articles or by successive issues carrying the same style, format, theme, or subject matter.
- b. The primary purpose of the periodical must be the transmission of information.
- c. The content of the periodical may consist of original or reprinted articles on one topic or many topics, listings, photographs, illustrations, graphs, a combination of advertising and nonadvertising matter, comic strips, legal notices, editorial material, cartoons, or other subject matter.
- d. The primary distribution of each issue must be made before that of each succeeding issue. [E211.2.1]

**4.4.2 Other Publication Types**

The following types of publications also qualify as periodical publications:

- a. Any catalog or other course listing (including mail announcements of legal texts that are part of post-bar admission education) issued by any institution of higher education or by a nonprofit organization engaged in continuing legal education.
- b. Any loose-leaf page or report (including any index, filing instruction, table, or sectional identifier that is part of such report) designed as part of a loose-leaf reporting service on developments in the law or public policy.
- c. Any transportation guide containing schedules, fares, and related information. [E211.2.2]

**4.4.3 Content Restriction**

Material that has been, or is intended to be, distributed primarily as a book may not be converted into an issue of a periodical by merely placing a periodical's title on it, placing the material within a periodical's cover, or using similar superficial methods. This restriction does not prohibit excerpts or condensations of books from being proper subject matter for periodicals. [E211.2.3]



**4.4.4 Printed Sheets**

Periodicals publications must be formed of printed sheets. Sheets may be die cut or deckle-edged and may be made of paper, cellophane, foil, or other similar materials. They may not be reproduced by stencil, mimeograph, or hectograph. Reproduction by any other process is permitted. Any style of type may be used. [E211.3.0]

**4.5 Known Office of Publication****4.5.1 Location**

The publisher of a Periodicals publication must maintain a known office of publication at the location where the original entry for Periodicals mailing privileges is authorized. [E211.4.1]

**4.5.2 Purpose**

The known office of publication must be a public office for transacting the business of the publication during normal business hours. It must also be the office where the publication's circulation records are kept or can be available for USPS examination. [E211.4.2]

**4.6 Regular Issuance****4.6.1 Frequency**

Each Periodicals publication must be issued at a regular frequency of at least four times a year. [E211.5.1]

**4.6.2 Statement of Frequency**

The publisher must adopt a statement of frequency showing how many issues are to be published each year and at which regular intervals (e.g., daily; weekly; quarterly; four times a year in January, February, October, and November; weekly during school year; monthly except during July and August). [E211.5.2]

**4.6.3 Compliance With Frequency**

All issues must be published regularly as called for by the statement of frequency. To change the number of issues scheduled or the statement of frequency, the publisher must file an application for reentry. If a publication does not maintain regular issuance according to its stated frequency, even after USPS notice, the PCSC revokes the publication's Periodicals mailing privileges. [E211.5.3]

**4.7 Eligible Formats****4.7.1 Complete Copies**

Complete copies of the regular issues of a Periodicals publication may be mailed at the applicable Periodicals rates. Incomplete copies (e.g., those lacking pages or parts of pages) are subject to the applicable First-Class Mail, Standard Mail, or Package Services rates. [E211.6.1]

**4.7.2 Issues and Editions**

Issues and editions of a Periodicals publication may be mailed at the applicable Periodicals rates if they show continuity and meet the applicable standards in [4.8, Issues](#), or [4.9, Editions](#). [E211.6.2]

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**4.8 Issues****4.8.1 Regular Issues**

Regular issues must be published according to the publication's stated frequency. The publication of regular issues of general and requester publications must be reflected in the publication's identification statement and (where applicable) in the subscription price. For requester publications, copies must be distributed to requesters. [E211.7.1]

**4.8.2 Extra Issues**

Extra issues, not shown in the publication's stated frequency, published for communicating news and information received too late for insertion in the regular issue, but not for advertising purposes, may be mailed occasionally at Periodicals rates. The original entry post office must receive written notice of these issues before they are mailed. [E211.7.2]

**4.8.3 Content**

Issues may include annual reports, directories, buyers' guides, lists, and similar material prepared as part of the content if copies of these issues bear the publication title and are included in the regular subscription price. [E211.7.3]

**4.8.4 Mailing Issues—Same Day**

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

- a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.
- b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of the other issue distributed on that same day. [E211.7.4]

**4.8.5 Mailing Issues—Different Day**

For determining Periodicals eligibility and postage, an issue of a newspaper or other periodical that is published at a regular frequency, more often than once a month, but not on the same day as another regular issue of the same publication, is deemed to be a separate publication that must independently meet the applicable standards for Periodicals mailing privileges if:

- a. More than 10% of the total copies of the issue is distributed on a regular basis to nonsubscribers or nonrequesters.
- b. The number of copies of the issue distributed to nonsubscribers or nonrequesters is more than twice the number of nonsubscriber or nonrequester copies of any other issue distributed during the period between the distribution of each of the issues whose eligibility is being examined. [E211.7.5]

## 4.9 Editions

### 4.9.1 Types

Issues mailed at Periodicals rates may be prepared in editions (e.g., demographic, morning). Subscribers and requesters must not routinely receive more than one edition of any issue. [E211.8.1]

### 4.9.2 Extra Editions

Extra editions may be mailed at Periodicals rates to communicate news and information received too late for the regular edition. Extra editions may not be intended for advertising. [E211.8.2]

### 4.9.3 Content of Editions

Editions may differ in content, but not so much that they constitute separate and independent publications. A separate publication is not acceptable as an edition of another publication. [E211.8.3]

## 4.10 Back Numbers and Reprints

Periodicals rates may be paid on mailings of unbound back issues (if the publication's Periodicals entry is in effect), reprint copies of daily publications printed within 1 week of the issue date, and reprint copies of other than daily publications printed before the next issue is printed. Other mailings of back issues or reprint copies, including permanently bound back issues or reprint copies, are subject to the applicable First-Class Mail, Standard Mail, or Package Services rates. [E211.9.0]

## 4.11 Identification

### 4.11.1 Title

The publication title must be shown on the front or cover page in a position and in a type style and size that distinguish the title from the publisher's name or other items. [E211.10.1]

### 4.11.2 Identification Statement

An identification statement, in an easily read type, must be included in all copies of publications authorized Periodicals mailing privileges and in all copies mailed pending approval of Periodicals mailing privileges. [E211.10.2]

### 4.11.3 Unbound Publication

In an unbound publication, the identification statement must be shown conspicuously in one of the following places:

- a. On one of the first five pages.
- b. On the table of contents page.
- c. In the masthead on the editorial page, if the location of the editorial page is shown in the table of contents on the front page of the publication. [E211.10.3]

### 4.11.4 Bound Publication

In a bound publication (one secured with two or more staples, spiral binding, glue, stitching, or other permanent fastening), the identification statement must be shown conspicuously as described in 4.11.3 or on one of the last three nonadvertising pages inside the back cover. [E211.10.4]

**4.11.5 Identification Statement Content**

The identification statement must contain:

- a. The publication title and number. The publication number includes an alpha prefix and must be within parentheses immediately after or below the publication title. If an International Standard Serial Number (ISSN) is assigned, it must appear in the identification statement (e.g., “THE WEEKLY JOURNAL” (ISSN 9876-543X)). If an ISSN is not assigned, the USPS number assigned by the PCSC must appear in the identification statement within 90 days after being provided (e.g., “THE CIVIC BULLETIN” (USPS 876-690)). The publication number may be on the front or cover page instead of in the identification statement.
- b. The issue date. The date may be omitted if it is on the front or cover page.
- c. A statement of frequency, such as described in [4.6.2](#).
- d. The issue number. Every issue of each publication must be numbered consecutively in a series that may not be broken by assigning numbers to issues unavoidably omitted. The issue number may be omitted if it is on the front or cover page.
- e. At the publisher’s option, the subscription price, if the publication has one.
- f. The name and address of the known office of publication, including street number, street name, and the ZIP+4 or 5-digit ZIP Code. The street name and number are optional if there is no letter carrier service. The known office of publication must be clearly distinguishable from the name of other offices of the publication. For foreign publications, the address of the publisher’s agent must be shown as the known office of publication.
- g. The imprint “Periodicals Postage Paid at...” or, if mailed at two or more offices, “Periodicals Postage Paid at... and at additional mailing offices.” A notice of pending application is shown instead if copies are mailed while an application is pending: “Application to Mail at Periodicals Postage Rates is Pending at....”
- h. The mailing address for change-of-address orders, in the normal text type of the publication: “POSTMASTER: Send address changes to [publication title and mailing address].” Publications that are wrapped may use an alternative measure under [3.6.1](#). Change-of-address information may also be shown on the label carrier or container of publications prepared in envelopes, closed wrappers, or polybags. [E211.10.5]

**4.12 Advertising Standards****4.12.1 Advertising**

Advertising is restricted or prohibited by [6.1.3](#) and [6.2.3](#) for the categories of Periodicals authorization. For these standards, the term *advertising* includes:

- a. All material for the publication of which a valuable consideration is paid, accepted, or promised, that calls attention to something to get people to buy it, sell it, seek it, or support it.
- b. Reading matter or other material for the publication of which an advertising rate is charged.

- c. Articles, items, and notices in the form of reading matter inserted by custom or understanding that textual matter is to be inserted for the advertiser or the advertiser's products in the publication in which a display advertisement appears.
- d. A newspaper's or periodical's advertisement of its own services or issues, or any other business of the publisher, whether in display advertising or reading matter. [E211.11.1]

#### **4.12.2 Public Service Announcement**

The term *public service announcement* means any announcement for which no valuable consideration is received by the publisher, which does not include any matter related to the business interests of the publisher, and which promotes programs, activities, or services of federal, state, or local governments or of nonprofit organizations, or matters generally regarded as in the public interest. A public service announcement is not treated as advertising. [E211.11.2]

### **4.13 Fees**

#### **4.13.1 Fee Required**

The required fee must accompany an application for:

- a. Periodicals mailing privileges (original entry).
- b. News agent registry.
- c. Additional entry (unless excepted in 4.13.2 or 4.13.3).
- d. Reentry (unless excepted in 4.13.2 or 4.13.3) to request a:
  - 1. Change in title, frequency of issuance, or original entry office.
  - 2. Change in qualification category.
  - 3. Change in eligibility from preferred rates or the preferred rate discount to regular Outside-County rates.
  - 4. Modification or cancelation of an additional entry. [E211.13.1]

#### **4.13.2 No Fee**

No fee is charged if reentry is only to change eligibility to preferred rates or the preferred rate discount. [E211.13.2]

#### **4.13.3 Single Fee**

Only one fee is charged for a single complete additional or reentry application that requests establishing, modifying, or canceling one or more additional entries if the effective dates for the requested actions do not exceed 30 calendar days. [E211.13.3]

#### **4.13.4 Return of Fee**

After an application is filed with the USPS, no part of the fee is returned to the applicant. [E211.13.4]

#### **4.13.5 Address Correction**

The fee for manual or automated address correction service is charged per notice issued. [E211.13.5]

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## 5.0 Applying for Periodicals Authorization

### 5.1 Original Entry Application

#### 5.1.1 General Publications

To apply for Periodicals mailing privileges in the general publication category:

- a. Form 3500 must be completed and filed at the post office serving the known office of publication.
- b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.
- c. The publisher must provide all supporting information required on the application and must keep (and make available for USPS examination) records that establish that the publication is not designed primarily for free or nominal rate circulation. [E213.1.1]

#### 5.1.2 Publications of Institutions and Societies

To apply for Periodicals mailing privileges in the publications of institutions and societies category:

- a. Form 3500 must be completed and filed at the post office serving the known office of publication.
- b. When a publication issued by an institution or society carries general advertising, individual subscriptions or receipts are not required; a resolution is acceptable (e.g., "*Resolved: That a copy of each issue of [publication title] shall be sent to each member of [organization name] and that [\$] of each member's annual dues of [\$] shall be for a year's subscription to that publication.*"). Records must be kept accordingly. The written assurance of a responsible official that such records are kept must accompany the application on Form 3500, with a certified copy of the resolution adopted.
- c. The information required on the form must be submitted with the application. [E213.1.2]

#### 5.1.3 Publications of State Departments of Agriculture

To apply for Periodicals mailing privileges in the publications of state departments of agriculture category:

- a. Form 3500 must be completed and filed at the post office serving the known office of publication.
- b. Evidence that the publication is issued by a state department of agriculture must accompany the application. [E213.1.3]

#### 5.1.4 Requester Publications

To apply for Periodicals mailing privileges in the requester publication category:

- a. Form 3500 must be completed and filed at the post office serving the known office of publication.

- b. If the frequency of the publication includes more than one regular issue on any day, the publisher also must complete Form 3541-C. If the frequency of the publication includes more than one regular issue per month, but not on the same day, the publisher also must complete Form 3541-E. The applicable form must be submitted with Form 3500.
- c. The publisher must provide all information required on the application and must keep (and make available for USPS examination) records showing that the primary distribution of the publication is to persons who have requested it. [E213.1.4]

#### **5.1.5 Foreign Publications**

To apply for Periodicals mailing privileges in the foreign publication category:

- a. Form 3500 must be completed and filed at the post office serving the known office of publication.
- b. The publisher or publisher's agent must have available for USPS verification all information on the form. [E213.1.5]

#### **5.1.6 News Agent Registry**

To apply for news agent registry:

- a. Form 3500 must be completed and filed at each post office where mailings are to be made.
- b. Evidence must be given to the postmaster at the mailing office that copies of publications offered for mailing are entitled to Periodicals rates and that the copies are sent to actual subscribers or other news agents for sale or distribution to requesters. The evidence provided in support of the application must include a listing of the publishers, the corresponding titles, and the publication numbers for the qualifying Periodicals publications. [E213.1.6]

#### **5.1.7 Publication Copies**

Applications under 5.1.1 through 5.1.5 must be accompanied by two copies of the issue published nearest to the date of application. These copies must be identified as required in 4.11, marked to show the advertising content, and the percentage of advertising must be shown on the cover. [E213.1.7]

#### **5.1.8 Translation**

If a publication is printed in a foreign language, a brief translation of the contents of the copies (e.g., a synopsis of each article and advertisement) must accompany the application. [E213.1.8]

#### **5.1.9 Fee**

The applicable fee must accompany an application for Periodicals mailing privileges or news agent registry. The fee is not refundable. [E213.1.9]

#### **5.1.10 Location**

The location shown on the application as the original entry post office must be a post office. Other postal facilities (e.g., branches, stations, contract offices, processing hubs) may not be authorized as original entries. [E213.1.10]

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## 5.2 Mailing While Application Pending

### 5.2.1 Mailing Before Approval

A publisher or news agent may not mail at Periodicals rates before the PCSC approves the application for Periodicals mailing privileges. Postage at the applicable First-Class Mail, Standard Mail, or Package Services rates must be paid while the application is pending. [E213.2.1]

### 5.2.2 Record of Deposits

If postage is paid by advance deposit account, the USPS keeps a record of deposits and mailings made while an application is pending. The amount that would be charged at the applicable Standard Mail or Package Services rates or the Airmail Letter-Post or Economy Letter-Post international rates must be paid until final action is taken on the application. No record is kept of postage paid at First-Class rates or of postage not paid by advance deposit account. Records are kept for First-Class rate mailings that may qualify for a refund under the exception in [5.3.6e](#). [E213.2.2]

## 5.3 Decision on Application

### 5.3.1 Ruling

The PCSC manager rules on all applications for Periodicals mailing privileges or news agent registry. [E213.3.1]

### 5.3.2 Additional Information

Before acting on an application, the PCSC manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application. [E213.3.2]

### 5.3.3 Mailability

If the PCSC manager grants an application for original entry, this approval does not represent a USPS determination that a publication isailable under 39 USC 3001(a) and 18 USC 1461 and 1463. (See *Blount v. Rizzi*, 400 U.S. 410 (1971).) [E213.3.3]

### 5.3.4 Effective Date

The authorization takes effect on the date of application or the date of eligibility for Periodicals mailing privileges (or for news agent registry), whichever is later. [E213.3.4]

### 5.3.5 Refunds

Except as noted in [5.3.6](#), when an authorization for Periodicals mailing privileges is granted, the postmaster refunds to the applicant the difference, if any, between the postage amount deposited and the applicable Periodicals postage for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry post office kept the necessary records. [E213.3.5]

### 5.3.6 No Refund

No refund is made for:

- a. A denied or withdrawn application.
- b. The period before the effective date of the authorization.



- c. Postage not paid by advance deposit account for which the required records were kept.
- d. Postage at any rate affixed to copies of the publication.
- e. Postage paid at Express Mail or First-Class Mail rates. Exception: When postage is deposited at single-piece First-Class Mail rates because a mailing presorted and prepared as Periodicals mail is less than 200 pieces or 50 pounds, a refund may be authorized.
- f. Postage on mailings not meeting the applicable preparation or other eligibility standards for Periodicals. [E213.3.6]

### 5.3.7 Denial and Appeal

If the PCSC manager denies an application, the applicant is notified in writing and given the reasons for the denial. The denial takes effect 15 days from receipt of the notice by the applicant, unless an appeal is filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). If the manager of Mailing Standards upholds the denial of an application for news agent registry, that is the final agency decision. For other applications, the manager's denial takes effect 15 days from the applicant's receipt of the notice unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice of denial. [E213.3.7]

## 5.4 Revocation or Suspension of Privileges

### 5.4.1 Discontinued Eligibility

The USPS revokes a publication's or news agent's Periodicals mailing privileges if it finds, after a hearing, that the publication or news agent no longer meets the applicable standards. [E213.4.1]

### 5.4.2 Initial Decision

The PCSC manager may ask a publisher or news agent to submit information on a publication's eligibility for Periodicals mailing privileges. If the manager decides that a publication or news agent is no longer entitled to Periodicals mailing privileges, a notice of suspension or revocation of Periodicals mailing privileges is sent to the publisher or news agent at the last known address of the office of publication or of the news agent, giving the reasons for the ruling. [E213.4.2]

### 5.4.3 Appeal

A ruling to suspend or revoke a publication's Periodicals mailing privileges takes effect 15 days from the publisher's receipt of the notice unless, during that time, an appeal is filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address). If the manager upholds the denial of a news agent's appeal, that is the final agency decision. For other actions, the manager's decision takes effect 15 days from its receipt by the publisher unless, during that time, an appeal is filed with the USPS Recorder under 39 CFR 954, a copy of which is included with the notice. [E213.4.3]

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## 6.0 Qualification Categories

### 6.1 General Publication

#### 6.1.1 Basic Standards

General publications must meet the applicable basic standards for Periodicals in 4.0 through 9.0 and 11.0 and must be originated and published to disseminate information of a public character or be devoted to literature, the sciences, art, or some special industry. [E212.1.1]

#### 6.1.2 Circulation Standards

General publications must meet these circulation standards:

- a. General publications must have a legitimate list of subscribers who have paid or promised to pay, at more than a nominal rate, for copies to be received during a stated time.
- b. Records for subscriptions to a publication obtained with subscriptions to one or more other publications must be kept so that individual subscriptions to each publication, by title, can be verified.
- c. Persons whose subscriptions are obtained at a nominal rate and those whose copies bear an alternative form of address must not be included in the legitimate list of subscribers. These copies must be treated as nonsubscriber copies, subject to the applicable rate.
- d. Subscriptions may be paid for with dues or contributions, if the dues or contributions and the subscription price are separated to show compliance with 6.1.2, including the amount paid for the subscription. The USPS may require evidence of compliance (e.g., the forms used to obtain payments for dues and subscriptions). For example, dues statements would read: "Annual membership dues of [\$] include [\$] for a 1-year subscription to [Title]."
- e. To determine whether a subscription is genuine, it must be so separated from all other business transactions as to constitute a distinct, voluntary, and independent act. Publishers must be able to show that subscriptions to their publications are voluntary, that the subscription price is paid or definitely promised, and that the relationship of subscriber is understood and agreed to.
- f. At least 50% of a publication's distribution must be to persons who have paid above a nominal rate. Nominal rate subscriptions include those sold at a subscription price so low that the rate cannot be considered a material consideration; or at a reduction to the subscriber (under a premium offer or any other arrangement) of more than 50% of the basic annual subscription rate that would entitle the subscriber to receive one copy of each issue published during the subscription period. The value of a premium is considered its actual cost to the publisher, its recognized retail value, or its represented value, whichever is highest.
- g. Publications primarily designed for free circulation and/or circulation at nominal rates may not qualify for the general publications category. For this standard, the distribution of all copies of a publication is considered, whether circulated in

the mail or otherwise. Publications are considered primarily designed for free circulation and/or circulation at nominal rates when more than 50% of all copies circulated are:

1. Provided free of charge to the ultimate recipients;
2. Paid for at nominal rates by the ultimate recipients;
3. Addressed with an alternative form of address; or
4. Intended by the publisher to be circulated for free and/or at nominal rates. [E212.1.2]

### 6.1.3 Advertising Standards

Advertising is defined in 4.12. General publications primarily designed for advertising purposes do not qualify for Periodicals mailing privileges, including publications that:

- a. Contain more than 75% advertising in more than half of the issues published during any 12-month period.
- b. Are owned or controlled by individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of any other business or calling of those who own or control the publications.
- c. Consist principally of advertising and articles about advertisers in the publication.
- d. Have only a token list of subscribers and that print advertisements free for advertisers who pay for copies to be sent to a list of persons furnished by the advertisers.
- e. Are published under a license from individuals or organizations and that feature other businesses of the licensor. [E212.1.3]

## 6.2 Publications of Institutions and Societies

### 6.2.1 Eligibility

A publication that meets the applicable basic standards in 4.0 through 9.0 and 11.0 and contains only the publisher's own advertising and not, under any condition, the advertising of other persons or organizations, is eligible for Periodicals mailing privileges if it is:

- a. Published by a regularly incorporated nonprofit institution of learning, i.e., an organization of a permanent nature where instruction is given in the higher branches of education only, owing its origin to private or public munificence, and established solely for the public good and not for private gain.
- b. Published by a regularly established state institution of learning supported in whole or in part by public taxation.
- c. Published by any public or nonprofit private elementary or secondary institution of learning or its administrative or governing body.
- d. A bulletin issued by a state board of health, a state industrial development agency, a state conservation or fish and game agency or department, or a state board or department of public charities or corrections.

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- e. A program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station. [E212.2.1]

**6.2.2 Eligible Publications**

The following types of publications are eligible for Periodicals mailing privileges if they meet the basic standards of 4.0, contain only the publisher's own advertising or general advertising subject to 6.2.3, and are published by:

- a. A benevolent or fraternal society or order organized under the lodge system and having a bona fide membership of at least 1,000 persons (publications under the auspices of the society or order are also eligible).
- b. A trade union (publications under the auspices of the union are also eligible).
- c. A strictly professional society, i.e., a group consisting solely of persons who have obtained professional status by advanced educational training, experience, specialized interest, or peer examination. Where applicable, public certification in a particular field of the arts or sciences (such as engineering, law, or medicine) is considered in determining eligibility. The members must be engaged in their given profession under its binding standards of performance and conduct on which the public is entitled to rely.
- d. A strictly literary society, i.e., an organization whose sole purpose is to encourage and cultivate an appreciation of general literature, a literary subject, or an author of recognized literary accomplishment. The membership must be composed of individuals who discuss or analyze the style, composition, or other characteristics of the literature or authors in which they have a common interest.
- e. A strictly historical society, i.e., an organization whose sole purpose is to discover, collect, and systematically record the history of civilization or of a particular segment. Such a society should preserve this material and make it available to its members and the general public, and should extend education by producing published matter, holding regular meetings, presenting addresses and lectures, or using mass media.
- f. A strictly scientific society, i.e., an organization whose sole purpose is to bring individuals together for scientific investigations and pursuits in the applied, pure, or natural sciences, and to disseminate technical information on these subjects.
- g. A church (i.e., a congregation of worshippers who conduct religious services) or a church organization (i.e., organizations of individual churches, organizations that are subsidiary to individual churches, and national or regional organizations of churches). [E212.2.2]

**6.2.3 Advertising Standards**

Advertising is defined in 4.12. A publication qualifying for Periodicals mailing privileges under 6.2.2 may contain advertising of other organizations or persons if:

- a. It is not designed or published primarily for advertising purposes.
- b. It is originated and published to further the purposes of the qualifying organization.

- c. Its mailed circulation is limited to copies mailed to members who pay, either as a part of their dues or assessments or otherwise, at least 50% of the subscription price regularly charged to other members; to other actual subscribers; to exchanges; and to 10% of such circulation as sample copies. When members pay for their subscriptions as a part of their dues or assessments, individual subscriptions or receipts are not required. [E212.2.3]

### **6.3 Publication of State Departments of Agriculture**

#### **6.3.1 Eligibility**

A publication issued by a state department of agriculture that meets the basic standards in 4.0 is eligible for Periodicals mailing privileges if it is published to further only the objectives of the department and contains no advertising.

[E212.3.1]

#### **6.3.2 In County Rates**

For determining the number of copies qualifying for In-County rates, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation. [E212.3.2]

### **6.4 Requester Publications**

#### **6.4.1 Basic Standards**

A publication, whether circulated free or to subscribers, may be authorized to be mailed at the Outside-County Periodicals rates if it meets the basic standards in 4.0 and:

- a. Each issue contains at least 24 pages.
- b. No issue contains more than 75% advertising (as defined in 4.12).
- c. The publication is not owned or controlled by one or more individuals or business concerns and conducted as an auxiliary to and essentially for the advancement of the main business or calling of those who own or control the publication. [E212.4.1]

#### **6.4.2 Circulation Standards**

Requester publications must meet these circulation standards:

- a. The publication must have a legitimate list of persons who have requested the publication, and 50% or more of the copies must be distributed to persons who have made such requests.
- b. Subscription copies of the publication that are paid for or promised to be paid for, including those at or below a nominal rate, may be included in the determination of whether the 50% request requirement is met.
- c. Persons are not deemed to have requested the publication if their request is induced by a premium offer or by receipt of material consideration.
- d. Records of requests for a publication obtained with subscriptions or requests for one or more other publications must be kept so that individual subscriptions or requests for each publication, by title, can be verified.

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- e. Requests that are more than 3 years old cannot be considered valid requests. Copies addressed using an alternative address format are not considered requested copies, and persons are not considered to have requested the publication if their copies are addressed in that manner.
- f. When a requester publication is issued by a membership organization, the organization may adopt a resolution specifying that each member receive a copy of each issue of the publication. *For example: "Resolved: That a copy of [publication title] shall be sent to each member of [organization name]."* Records must be kept to show that the publication is sent to organization members. Form 3500 must be accompanied by a certified copy of the resolution adopted and the written assurance of a responsible official that the required records are kept. [E212.4.2]

**6.5 Foreign Publications****6.5.1 General Character**

Foreign newspapers and other periodicals that meet the basic standards in 4.0 and have the same general character as domestic publications entered as Periodicals may be granted Periodicals mailing privileges. [E212.5.1]

**6.5.2 Known Office**

The known office of publication may be the office of the publisher's agent. [E212.5.2]

**6.5.3 Rates**

Foreign publications eligible for Periodicals mailing privileges are subject to the same Periodicals rates as domestic (U.S.) publications. [E212.5.3]

**6.5.4 Circulation**

Review of applications is based only on U.S. circulation. [E212.5.4]

**6.5.5 Copyright**

This standard does not authorize the mailing of a publication that violates a copyright granted by the United States. [E212.5.5]

**6.6 News Agent Registry****6.6.1 Definition**

The term *news agent* means a person or concern selling two or more Periodicals publications published by more than one publisher. [E212.6.1]

**6.6.2 Authorization**

A news agent must be authorized by the USPS before the agent may mail Periodicals publications at Periodicals rates. [E212.6.2]

**6.6.3 Remailing**

A news agent may not remove bundles of copies from a post office, write an address on each copy, and return them to the office for dispatch or delivery without paying additional postage. [E212.6.3]

**6.6.4 Unsold Copies**

Unsold copies returned to the publishers or other news agents, or copies sent to other news agents for purposes other than sale, or sent to persons not having subscriptions with news agents, are subject to the Outside-County Periodicals rates. [E212.6.4]

**6.6.5 Parts Returned**

Parts of publications returned to publishers to show that copies have not been sold are subject to the applicable Standard Mail or Package Services rates. [E212.6.5]

**7.0 Standards for Mailing to Nonsubscribers or Nonrequesters****7.1 Sample Copies**

Sample copies are nonsubscriber or nonrequester copies. They may be mailed at the rates and under the applicable standards below and in [10.0, Eligibility Standards for Preferred Periodicals](#). [E215.1.1]

**7.2 Simplified Address**

Nonsubscriber or nonrequester copies may be mailed to boxholders with each copy addressed in the simplified address format if such copies are mailed to each boxholder on a rural route or highway contract route, or to each boxholder at post offices that do not have city carrier service. Copies addressed in this manner may be mailed only to nonsubscribers or nonrequesters. If simplified address mailing results in a subscriber or requester receiving a copy in addition to his or her subscriber or requester copy, the additional copy is considered a nonsubscriber or nonrequester copy. [E215.1.2]

**7.3 Advertising Copies**

Copies paid for by advertisers or others for advertising purposes are nonsubscriber or nonrequester copies. Copies mailed for advertising purposes under arrangements with advertisers or others, and copies mailed by a publisher acting as an agent for an advertiser, are nonsubscriber or nonrequester copies. Those copies are subject to the applicable rates for nonsubscriber or nonrequester copies. [E215.1.3]

**7.4 Gift Subscriptions**

The subscription list may contain the names of persons whose subscriptions were paid by other individuals as gifts; these subscriptions are considered subscriber copies. Subscriptions paid by advertisers or other persons promoting their own interests, and subscriptions given free by the publisher, are *not* gift subscriptions, and are considered nonsubscriber or nonrequester copies subject to the corresponding rates. [E215.1.4]

**7.5 Exchange Copies**

A small part of the subscription list may contain publishers to whom copies are sent in exchange for copies of the recipients' publications. Only one copy may be sent to each publisher. These exchange copies are considered subscriber or requester copies. [E215.1.5]

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**7.6 Expired Subscription**

Copies may be mailed at the rates that apply to subscriber copies for 6 months after a subscription has expired if the publisher makes a good-faith attempt to obtain payment or a promise of payment for a renewal during the 6-month period. These copies are *not* considered subscriber copies for determining eligibility for Periodicals mailing privileges, the base for computing the 10% nonsubscriber limits, or whether an issue is a bona fide issue under [8.0, Record Keeping Standards for Publishers](#). [E215.1.6]

**7.7 Complimentary Copies**

All complimentary copies, including copies sent in fulfillment of subscriptions given free by the publisher, are considered nonsubscriber or nonrequester copies subject to the corresponding rates. [E215.1.7]

**7.8 Proof Copies**

One complete copy of each issue may be mailed at the applicable subscriber rates to each advertiser (or representative or agent) in the issue to prove that the advertisements are printed. These copies are considered subscriber or requester copies for Periodicals rates and eligibility. If more than one proof copy in an issue is sent to an advertiser (or representative or agent), the additional copies are considered nonsubscriber or nonrequester copies subject to the corresponding rates. [E215.1.8]

**7.9 Nonsubscriber and Nonrequester Copies****7.9.1 Nonrequester Copies**

For authorized Periodicals requester publications, up to 10% of the total number of copies mailed to requesters during the calendar year may be mailed to nonrequesters at the Outside-County Periodicals rates, provided that those copies would be eligible for Outside-County rates if mailed to requesters, and if the copies are presorted under applicable standards. Nonrequester copies within the 10% limit do not need to be commingled in a mailing with requester copies to be eligible for Outside-County rates. [E215.2.1]

**7.9.2 Nonsubscriber Copies**

For other publications authorized Outside-County rates, up to 10% of the total number of copies mailed to subscribers during the calendar year may be mailed to nonsubscribers at the Outside-County Periodicals rates, provided that those copies would be eligible for Outside-County rates if mailed to subscribers, and if the copies are presorted under applicable standards. Nonsubscriber copies within the 10% limit do not need to be commingled in a mailing with subscriber copies to be eligible for Outside-County rates. [E215.2.2]

**7.9.3 Preferred Rates and the Preferred Rate Discount**

For In-County rates and Nonprofit, Classroom, and Science-of-Agriculture publications, nonsubscriber copies up to 10% of the total number of copies mailed to subscribers during the calendar year may be mailed at the applicable Preferred rates or Preferred rate discount, provided that the nonsubscriber copies would qualify as Preferred rate or Preferred rate discount publications if mailed to subscribers and if the copies are presorted under applicable standards. Nonsubscriber copies mailed over the 10% limit are not eligible for Preferred rates or



the Preferred rate discount. To qualify for Outside-County rates, the nonsubscriber copies over the 10% limit must be part of a presorted commingled mailing (one that includes subscriber copies). Subject to 11.3, nonsubscriber copies may be mailed at In-County rates up to a 10% limit of the total number of subscriber copies of the publication mailed at In-County rates during the calendar year. Once the 10% calendar year limit is exceeded for the number of nonsubscriber copies that may be mailed at Preferred rates or the Preferred rate discount, nonsubscriber copies may not then be mailed at In-County rates even if the 10% limit separately applied to those rates is not exceeded. [E215.2.3]

#### **7.9.4 Publications of Institutions and Societies**

For publications of institutions and societies that are not authorized to contain general advertising, all circulated copies are considered subscriber copies and the total number of such copies is the total paid circulation. [E215.2.4]

#### **7.9.5 Mixed Preferred and Regular Rates**

For publications authorized both Outside-County rates and In-County rates and/or Science-of-Agriculture rates, once the total number of nonsubscriber copies mailed during the calendar year (regardless of rate) exceeds 10% of the total number of copies mailed to subscribers during the calendar year, further mailings of nonsubscriber copies are not eligible for any Preferred rate. Nonsubscriber copies over the 10% allowance must be part of a presorted commingled mailing (i.e., including subscriber copies) to qualify for Outside-County rates. [E215.2.5]

#### **7.9.6 Copies Over 10% Allowance**

Nonsubscriber or nonrequester copies, over 10% of the total number of copies mailed to subscribers or requesters during the calendar year, are eligible for Outside-County rates when they are commingled and presorted with subscriber or requester copies. [E215.2.6]

#### **7.9.7 Excess Noncommingled Mailing**

A mailing is not eligible for Periodicals rates if it consists entirely of nonsubscriber or nonrequester copies over the 10% limit of the total number of copies mailed to subscribers or requesters during the calendar year. These copies are subject to the appropriate Express Mail, First-Class Mail, Standard Mail, or Package Services rate. [E215.2.7]

#### **7.9.8 Mixed Mailing**

If all copies in a mailing are to nonsubscribers or nonrequesters, and some copies are within the 10% limit while the rest are over the 10% limit, the portion exceeding the 10% limit is not eligible for Periodicals rates. That portion is subject to the appropriate Express Mail, First-Class Mail, Standard Mail, or Package Services rate. [E215.2.8]

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## 8.0 Record Keeping Standards for Publishers

### 8.1 Basic Standards

#### 8.1.1 Purpose

The publisher must keep records that can support the information required on the application for Periodicals mailing privileges (or any other form) and to confirm eligibility for entry of the publication at the requested Periodicals rate. The records must show that the publication is distributed to a legitimate list of requesters (if applicable) or is not designed primarily for free circulation or circulation at nominal rates. If the publication is authorized to carry general advertising, the publisher must keep a list of legitimate subscribers. A publication of an institution or society that is authorized to carry general advertising may keep a list of subscribers or proof of a resolution to distribute to members, similar to that described in [5.0, Applying for Periodicals Authorization](#). [E216.1.1]

#### 8.1.2 Information Required

Records must be available so that the USPS can determine:

- a. Number of copies printed.
- b. Manner of distribution and disposition of all copies.
- c. Accuracy of the zone distribution on the postage statement.
- d. The existence of a list of legitimate subscribers who have paid more than a nominal subscription price for publications authorized to carry general advertising (other than requester publications).
- e. The existence of a legitimate list of requesters for requester publications.

[E216.1.2]

#### 8.1.3 Retention

The publisher must keep records for each issue of a publication for 3 years from its issue date, except for circulation records for general or requester publications for which USPS verification of circulation is done by a USPS- authorized audit bureau. A publisher whose records are verified by an authorized audit bureau is not required to keep source records of requests and subscriptions longer than required by the audit bureau. [E216.1.3]

#### 8.1.4 Types of Records

These records may be used to meet the standards in [8.1.1](#) and [8.1.2](#):

- a. Print orders and invoices showing the total number of copies printed.
- b. Individual and bulk orders for subscriptions and nonsubscriber copies.
- c. Newsstand and vending machine sales and returns.
- d. Stubs or copies of receipts issued.
- e. Sales records and returns for over-the-counter sales.
- f. Cash books, bank deposit receipts, or similar records.
- g. Records of copies of the publication destroyed. [E216.1.4]

## 8.2 Verification

### 8.2.1 Purpose

A publisher must make records available for USPS review and verification on a periodic basis to evaluate indications of ineligibility for Periodicals entry, to verify that the postage statement shows the correct number of copies mailed to each zone and the correct postage, and to confirm that publications authorized to carry general advertising meet the applicable circulation standards. [E216.2.1]

### 8.2.2 Authorized Verification

USPS employees or an authorized audit bureau may conduct verifications of circulation for an application for Periodicals mailing privileges, reentry application, or other required circulation verification of general or requester publications. [E216.2.2]

### 8.2.3 Independent Audit Bureau

To have an authorized independent audit bureau conduct the audit, the publisher must make that request directly to the bureau and advise the original entry postmaster. The audit bureau coordinates the verification with the original entry postmaster. [E216.2.3]

## 8.3 Statement of Ownership, Management, and Circulation

### 8.3.1 Filing Form 3526

The publisher of each Periodicals publication, including foreign publications accepted at Periodicals rates, must file Form 3526 by October 1 of each year at the original entry post office. [E216.3.1]

### 8.3.2 Content

The information provided on Form 3526 must allow the USPS to determine whether the publication meets the standards for Periodicals mailing privileges. This information includes, as applicable, the identity of the editor, managing editor, publishers, and owners; the owning corporation and its stockholders; any further corporations and stockholders that own at least 1% of the stock of a corporation owning the publication; known bondholders, mortgagees, and other security holders; and the extent and nature of the circulation of the publication, including the number of copies distributed, the methods of distribution, and how much of the circulation is paid in whole or in part. [E213.3.2]

### 8.3.3 Publication

The publisher of each publication authorized Periodicals mailing privileges as a general or requester publication must publish a complete statement of ownership, containing all information required by Form 3526, in an issue of the publication to which that statement relates; other publications are not required to publish this statement. A reproduction of the Form 3526 submitted to the USPS may be used. The required information must appear in an issue whose primary mailed distribution is produced not later than October 10 for publications issued more frequently than weekly, or not later than October 31 for publications issued weekly or less frequently but more frequently than monthly; or in the first issue whose primary mailed distribution is produced after October 1 for all other publications. [E216.3.3]

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**8.3.4 Noncompliance**

If a publisher does not comply with the filing or publishing standards of 8.3 and, after notice from the postmaster, further fails to comply within 10 days, that publisher's eligibility for Periodicals rates is suspended until compliance occurs.

[E216.3.4]

**8.4 Nonsubscriber/Nonrequester Copy Distribution****8.4.1 Multiple Issues—Same Day**

The USPS may require the publisher to submit Form 3541-C when an issue is regularly published on the same day as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-C and attach it to the postage statements submitted with the corresponding mailings. [E216.4.1]

**8.4.2 Multiple Issues—Different days**

The USPS may require the publisher to submit Form 3541-E when an issue is regularly published during the same month as another issue of the same publication under the Periodicals authorization of the parent publication. When requested, the publisher must complete Form 3541-E and attach it to the postage statements submitted with the corresponding mailings. [E216.4.2]

**9.0 Changing Title, Frequency, or Known Office of Publication****9.1 General Information****9.1.1 When Required**

Except under 9.1.2, the publisher must file an application for reentry on Form 3510 to change the title, frequency of issue, or location of the known office of publication of an authorized Periodicals publication. [E214.1.1]

**9.1.2 When Not Required**

An application for reentry is not required if the current and requested known offices of publication are served by the same post office; or if only the ownership of the publication is changed, unless that change disqualifies the publication from eligibility under 10.0 for Preferred Periodicals rates or from authorized entry under 6.0 as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication. [E214.1.2]

**9.1.3 Where to File**

To change the title or frequency of issuance of a Periodicals publication, the publisher must submit Form 3510 to the original entry postmaster. To relocate the known office of publication, the publisher must submit Form 3510 to the postmaster with jurisdiction over the requested new location. [E214.1.3]

#### 9.1.4 Accompanying Documentation

A Form 3510 must be accompanied by two copies of the publication that show the new title (if applicable), and that contain a complete identification statement that reflects the changes requested. A proof copy of the amended identification statement is acceptable if the publisher specifies the issue in which it is to be printed. Other documentation may be required:

- a. To change frequency of issuance: Form 3541-C (if the requested frequency of issuance includes more than one regular issue on any day) or Form 3541-E (if the requested frequency of issuance includes more than one regular issue per month, but not on the same day) (see [8.0, Record Keeping Standards for Publishers](#)).
- b. To change known office of publication: A complete distribution plan, including details on the mail volume to be deposited at the new original entry post office, regardless of whether relocation of the original entry post office changes that information. An additional fee (under [29.0, Additional Entry](#)) is not required if distribution changes affect only the original entry post office. [E214.1.4]

#### 9.1.5 Location

The location shown on Form 3510 for the new original entry post office must be a post office. Other postal facilities (e.g., branches, stations, contract offices, processing hubs) are not authorized as original entries. [E214.1.5]

#### 9.1.6 Same County

Reentry may be authorized at a new original entry post office in the same county as an existing additional entry post office. If the publication is eligible for In-County rates, the publisher must give the original entry postmaster a copy of all postage statements claiming those rates to support compliance with the standards for In-County rates. [E214.1.6]

#### 9.1.7 Other Reentry Actions

A Form 3510 filed to relocate the known office of publication must include a separate Form 3510 and the applicable additional fee if changes are made in the publication's distribution plan other than the location of the original entry post office. [E214.1.7]

#### 9.1.8 Filing Date

Publishers wanting to change the title or frequency of issuance of a publication must file Form 3510 by the date on which copies are to be issued with the new title or on the new frequency. [E214.1.8]

#### 9.1.9 Effective Date

To permit adjustment of transportation without penalty to the USPS, the USPS may delay the effective date for a publisher's requested change in the known office of publication if the application was filed fewer than 40 days before that date. [E214.1.9]

#### 9.1.10 Reentry Denial

Reentry may be denied at a post office where resources are not adequate for efficient and economical handling by postal transportation, distribution, and processing systems. [E214.1.10]

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**9.1.11 Application Fee**

The correct fee must accompany an application for reentry to change a publication's title, frequency of issuance, or known office of publication. The fee is not refundable. No additional fee is required when Form 3500 is required as part of a reentry application. [E214.1.11]

**9.1.12 Multiple Reentry Requests**

A publisher may file a single Form 3510 and pay a single fee to request more than one reentry action under [9.1](#) if all required documentation is submitted with the Form 3510; all required information is given about the distribution plan for mailings at the new original entry post office (if applicable); and the effective dates for the reentry actions do not cover more than 30 calendar days. The publisher must submit a separate Form 3510 (and pay the fee) for each reentry action that cannot meet these conditions. [E214.1.12]

**9.1.13 Other Actions**

A publisher must submit a separate Form 3510 (and pay any required fee) for each reentry action under [27.4, Deposit at AMF](#), [29.0, Additional Entry](#), [10.0, Eligibility Standards for Preferred Periodicals](#), (no fee), or [9.2, Changing Qualification Categories](#). A publisher must file a separate Form 3510 (and pay the applicable fee) if modifications are made to the publication's distribution plan by reentry under [9.1](#) other than the frequency of issuance or the location of the original entry. [E214.1.13]

**9.2 Changing Qualification Categories****9.2.1 When Required**

To change the category under which a publication is authorized Periodicals mailing privileges, the publisher must file an application for reentry on Form 3510 with the original entry postmaster and pay the applicable fee. [E214.2.1]

**9.2.2 When Not Required**

An application for reentry is not required if only the ownership of the publication is changed, unless that change disqualifies the publication for eligibility for Preferred Periodicals rates, or for entry as a publication of an institution or society, as a publication of a state department of agriculture, or as a foreign publication. [E214.2.2]

**9.2.3 Category Changes**

The publisher must submit Form 3500 and Form 3510 to change a publication's authorization category. [E214.2.3]

**9.2.4 Filings and Records**

The publisher must make all filings under [9.2.3](#) to the original entry postmaster. [E214.2.4]

**9.3 Application for Reentry****9.3.1 Pending**

While an application for reentry is pending, copies of an authorized Periodicals publication are accepted for mailing at the Periodicals rates, subject to [9.3.5, Effective Date](#). [E214.3.1]

**9.3.2 Additional Information**

The PCSC manager may ask for more information or evidence from the publisher to complete or clarify an application. Failure to provide such information is sufficient grounds to deny the application. [E214.3.2]

**9.3.3 Proof of Compliance**

The publisher must be able to show to USPS satisfaction that the publication, as reentered, still meets all applicable Periodicals standards. As evidence of continued qualification that must be made available with the application for reentry, circulation records must be available to allow USPS verification that all issues or editions of the publication, as reentered, meet applicable standards. Other documentation, including circulation records for other issues or editions, must be available on request. Failure to provide this evidence is sufficient grounds to deny the reentry request. [E214.3.3]

**9.3.4 Ruling**

The PCSC manager reviews and rules on an application for reentry. [E214.3.4]

**9.3.5 Effective Date**

An entry office may not be used before authorization by the USPS. A publisher may not pay postage at another rate to deposit copies at an unauthorized entry office. Subject to the restrictions in 9.1.7 through 9.1.11, the effective date of a reentry authorization is the application date (if the publication was eligible on that date) or the eligibility date (if the publication became eligible after the application date). The requested effective date for a change in original entry office may be deferred temporarily until transportation or mail processing resources are in place to handle the action requested. If deferral is due to USPS transportation contract limitations, the publisher's requested effective date may be approved with the publisher's agreement to reimburse the USPS for any cost caused by modifying or canceling contracted transportation. [E214.3.5]

**9.3.6 Denial After Verification**

If a verification shows that the publication (as modified by the requested reentry) does not meet applicable Periodicals standards, the PCSC manager denies the reentry application and notifies the publisher in writing of the reasons for the denial. Within 15 days of receipt of such notice, the publisher may either return to the publication status before the application for reentry was submitted or appeal the denial under 9.3.8. If no appeal is filed, the denial takes effect 15 days from the publisher's receipt of the manager's decision. [E214.3.6]

**9.3.7 Denial—No Verification**

If the PCSC manager denies an application not requiring verification, the publisher receives written notice of the reasons for denial. The denial takes effect 15 days from the publisher's receipt of the notice, unless the publisher files an appeal under 9.3.8 within that time. [E214.3.7]

**9.3.8 Appeal**

An appeal must be filed through the PCSC with the manager of Mailing Standards (see 608.8.0 for address). The manager of Mailing Standards may ask the publisher for more information or evidence to clarify the appeal. Failure to provide such information is sufficient grounds to deny the appeal. [E214.3.8]

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**9.3.9 Mailing During Appeal**

During the appeal:

- a. Copies of any issue of a publication denied reentry under [9.1](#) and found unqualified for Periodicals mailing privileges are accepted in a pending status at the applicable Standard Mail or Package Services rates. For this standard, the pending status begins when the appeal is filed and continues until the end of the appeal process.
- b. Copies of a publication denied reentry under [9.2](#) are accepted at the currently applicable Periodicals rate.
- c. The publisher must submit the applicable Periodicals and Standard Mail or Package Services postage statements with each mailing of the publication in a pending status. Failure to submit these statements is sufficient grounds to deny a postage refund under [9.3.12](#). [E214.3.9]

**9.3.10 Refunds**

If the reentry application is approved on appeal, the publisher receives the difference between the applicable Periodicals postage and the Standard Mail or Package Services postage paid during the pending status if the publisher submits records to substantiate the amount of the refund. If the reentry application is denied on appeal, no refund is made. [E214.3.10]

**9.3.11 Final Decision**

The manager of Mailing Standards (see [608.8.0](#) for address) issues the final agency decision on appeals under [9.1](#). [E214.3.11]

**9.3.12 Denial**

If the manager denies an appeal under [9.2](#), *Changing Qualification Categories*, it is effective 15 days from the publisher's receipt of the decision unless, during that time, the publisher files an appeal with the USPS Recorder under 39 CFR 954, a copy of which accompanies the decision. [E214.3.12]

## 10.0 Eligibility Standards for Preferred Periodicals

### 10.1 Nonprofit Eligibility—Basic Information

**10.1.1 Authorization**

To be mailed as a Nonprofit Periodical, a publication must be granted Periodicals entry in other than the requester category and a Nonprofit authorization for which eligibility was established under [10.2](#) or [10.3](#). [E270.1.1]

**10.1.2 Other Rates**

Each piece must also meet the standards for rates or discounts claimed. Nonsubscriber copies are subject to [7.0](#). Subject to [28.0](#), the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate. [E270.1.2]



**10.1.3 Advertising/ Nonadvertising**

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for rate purposes. Those publications may use “0” as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece rate charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound rates for the entire advertising portion of the publication. [E270.1.3]

**10.2 Nonprofit Eligibility—Qualified Organizations****10.2.1 Types of Organizations**

A publication issued by and in the interest of one of the types of organizations described in 10.2.3 through 10.2.10 qualifies for the Nonprofit rates if the organization is not organized for profit and none of its net income inures to the benefit of any private stockholder or individual. [E270.2.1]

**10.2.2 Primary Purpose**

The standard of *primary purpose* used in the definitions in 10.2.3 through 10.2.10 requires that the organization be both organized and operated for the primary purpose. Organizations that incidentally engage in qualifying activities do not meet the primary purpose test. [E270.2.2]

**10.2.3 Religious**

A *religious organization* is a nonprofit organization whose primary purpose is to:

- a. Conduct religious worship (e.g., churches, synagogues, temples, or mosques);
- b. Support the religious activities of nonprofit organizations whose primary purpose is to conduct religious worship; or
- c. Further the teaching of particular religious faiths or tenets, including religious instruction and the dissemination of religious information. [E270.2.3]

**10.2.4 Educational**

An *educational organization* is a nonprofit organization whose primary purpose is the instruction or training of individuals for improving or developing their capabilities or the instruction of the public on subjects beneficial to the community. An organization may be educational even though it advocates a particular position or viewpoint, as long as it presents a specifically full and fair exposition of the pertinent facts to permit the formation of an independent opinion or conclusion. Conversely, an organization is not considered educational if its principal function is the mere presentation of unsupported opinion. These are examples of educational organizations:

- a. An organization (e.g., a primary or secondary school, a college, or professional or trade school) that has a regularly scheduled curriculum, a regular faculty, and a regularly enrolled body of students in attendance at a place where educational activities are regularly carried on.
- b. An organization whose activities consist of presenting public discussion groups, forums, panels, lectures, or similar programs, including on radio or television.
- c. An organization that presents a course of instruction by correspondence or on television or radio.

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- d. Museums, zoos, planetariums, symphony orchestras, and similar organizations. [E270.2.4]

**10.2.5 Scientific**

A *scientific organization* is a nonprofit organization whose primary purpose is to conduct research in the applied, pure, or natural sciences or to disseminate technical information dealing with the applied, pure, or natural sciences. [E270.2.5]

**10.2.6 Philanthropic (Charitable)**

A *philanthropic (charitable) organization* is a nonprofit organization organized and operated to benefit the public. Examples include those that are organized to relieve the poor, distressed, or underprivileged; to advance religion, education, or science; to erect or maintain public buildings, monuments, or works; to lessen the burdens of government; or to promote social welfare for any of the above purposes or to lessen neighborhood tensions, eliminate prejudice and discrimination, defend human and civil rights secured by laws, or combat community deterioration and juvenile delinquency. That an organization organized and operated to relieve indigent persons receives voluntary contributions from those persons does not necessarily make it ineligible for Nonprofit rates as a philanthropic organization. That an organization, in carrying out its primary purpose, advocates social or civic changes or presents ideas on controversial issues to influence public opinion and sentiment to accept its views does not necessarily make it ineligible for Nonprofit rates as a philanthropic organization. [E270.2.6]

**10.2.7 Agricultural**

An *agricultural organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of those engaged in agricultural pursuits, improvement of the grade of their products, and the development of a higher degree of efficiency in agriculture; or the collection and dissemination of information or materials about agriculture. The organization may further and advance agricultural interests through educational activities; by holding agricultural fairs; by collecting and disseminating information about cultivation of the soil and its fruits or the harvesting of marine resources; by rearing, feeding, and managing livestock, poultry, bees, etc.; or by other activities related to agricultural interests. [E270.2.7]

**10.2.8 Labor**

A *labor organization* is a nonprofit organization whose primary purpose is the betterment of the conditions of workers. Labor organizations include, but are not limited to, organizations in which employees or workers participate, whose primary purpose is to deal with employers about grievances, labor disputes, wages, hours of employment, working conditions, etc. (e.g., labor unions and employee associations). [E270.2.8]

**10.2.9 Veterans**

A *veterans' organization* is a nonprofit organization of veterans of the armed services of the United States, or an auxiliary unit or society of, or a trust or foundation for, any such post or organization. [E270.2.9]

**10.2.10 Fraternal**

A *fraternal organization* is a nonprofit organization whose primary purpose is fostering fellowship and mutual benefits among its members. For this standard, a qualified fraternal organization must also be organized under a lodge or chapter system with a representative form of government; must follow a ritualistic format; and must be composed of members who are elected to membership by vote of the members. Qualifying fraternal organizations include the Masons, Knights of Columbus, Elks, and college fraternities or sororities, and may have members of either or both sexes. Fraternal organizations do not include such organizations as business leagues, professional associations, civic associations, or social clubs.

[E270.2.10]

**10.3 Nonprofit Eligibility—Other Qualified Organizations****10.3.1 Basic Eligibility**

Subject to 10.3.2, a publication (other than a requester publication) may qualify for the nonprofit rates regardless of the nonprofit status of the publishing organization if it is a:

- a. Publication issued by and in the interest of an association of rural electric cooperatives.
- b. Program announcement or guide published by an educational radio or television agency of a state or political subdivision thereof or by a nonprofit educational radio or television station.
- c. Publication of the official highway or development agency of the state that meets the standards for a general publication in 6.0 and contains no advertising other than the publisher's own advertising.
- d. Conservation publication published by a state agency responsible for management and conservation of the fish or wildlife resources of that state.

[E270.3.1]

**10.3.2 Eligibility Limitation**

Only one publication (other than a requester publication) per qualifying organization may qualify for the Nonprofit rates under 10.3.1c or 10.3.1d. [E270.3.2]

**10.4 Classroom Eligibility****10.4.1 Authorization**

To be mailed at the Classroom Periodicals rates, a publication must be granted Periodicals entry in other than the requester category and a Classroom rate authorization. [E270.4.1]

**10.4.2 Eligibility**

Classroom rates apply only to educational, religious, or scientific publications designed for use in school classrooms or religious instruction classes. [E270.4.2]

**10.4.3 Other Rates**

Each piece must also meet the standards for rates or discounts claimed. Nonsubscriber copies are subject to 7.0. Subject to 28.0, the DDU or DSCF piece rate applies to each piece claimed in the pound rate portion at the corresponding rate. [E270.4.3]

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**10.4.4 Advertising/Nonadvertising**

Publications with an advertising percentage of 10% or less are considered 100% nonadvertising for rate purposes. Those publications may use “0” as the advertising percentage when computing the nonadvertising adjustment to be applied to the outside-county piece rate charges. Publications with an advertising percentage exceeding 10% are subject to Outside-County pound rates for the entire advertising portion of the publication. [E270.4.4]

**10.5 Application****10.5.1 Procedures**

The Preferred rate discount is available only after USPS authorization. An application or written request for authorization as a Nonprofit or Classroom publication must be filed at the publication’s original entry post office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in 10.0. [E270.5.1]

**10.5.2 Fee**

No fee is required for an application to mail at a special Periodicals rate. [E270.5.2]

**10.6 Mailing While Application Pending****10.6.1 Mailing Before Approval**

A publisher or news agent may not mail at a Periodicals Preferred rate or deduct the Preferred rate discount until the PCSC manager approves the application for such privilege. Until approval is given, postage must be paid at the Outside-County rates (if the publication is authorized), or at the applicable First-Class Mail, Standard Mail, or Package Services rates (if the publication or news agent is in a pending status for Periodicals mailing privileges). [E270.6.1]

**10.6.2 Postage Paid Record**

If postage is paid through an advance deposit account, the USPS keeps a record of deposits and mailings made while the application for special rates is pending. The record is used to compute the difference between either the Outside-County rate postage paid for an authorized Periodicals publication, or the Standard Mail or Package Services postage paid before Periodicals mailing privileges are granted, and the applicable postage at the special rate. No record is kept if postage is paid at First-Class Mail rates or if postage is not paid by advance deposit account. [E270.6.2]

**10.7 Decision on Application****10.7.1 Ruling**

The PCSC manager rules on special rate applications that are filed concurrently with an original entry application. The PCSC manager also rules on requests for special rates made on Form 3510 for publications authorized Periodicals mailing privileges. [E270.7.1]

### **10.7.2 Additional Information**

Before acting on an application, the manager may ask the publisher for more information or evidence to complete or clarify the application. Failure to provide such information is sufficient grounds to deny the application. [E270.7.2]

### **10.7.3 Effective Date**

The authorization takes effect on the application date or the eligibility date, whichever is later. [E270.7.3]

### **10.7.4 Refunds**

Except as noted in [10.7.5](#), when an authorization for special rates is granted, the original entry postmaster refunds to the publisher the difference, if any, between the postage paid at the Outside-County Periodicals rates or deposited at Standard Mail or Package Services rates and the applicable special rates for copies mailed while the application was pending. Refunds are made only for mailings deposited on or after the effective date of the authorization and only if postage was paid by advance deposit account for which the entry post office kept the necessary records. [E270.7.4]

### **10.7.5 No Refund**

No refund is made for:

- a. A denied or withdrawn application.
- b. The period before the effective date of the authorization.
- c. Postage paid at any rate other than the Periodicals rates.
- d. Postage not paid by advance deposit account for which the required record was kept.
- e. Postage at any rate affixed to copies of the publication.
- f. Postage paid at Express Mail or First-Class Mail rates.
- g. Postage on mailings not meeting the applicable standards for special Periodicals rates. [E270.7.5]

### **10.7.6 Denying Application**

If the application to mail at special rates is denied, the PCSC manager notifies the applicant in writing, giving the reasons for the denial. The denial takes effect 15 days from the publisher's receipt of the denial, unless within that time the publisher appeals to the manager of Mailing Standards (see [608.8.0](#) for address). Before taking action, the manager of Mailing Standards may ask the publisher for more information or evidence to support the appeal. Failure to provide such information is sufficient grounds for denying the appeal. The manager of Mailing Standards issues the final agency decision. [E270.7.6]

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## 11.0 Basic Rate Eligibility

### 11.1 Outside-County Rates

#### 11.1.1 Description

Outside-County rates apply to copies of an authorized Periodicals publication mailed by a publisher or news agent that are not eligible for In-County rates under [11.3](#). Outside-County rates consist of an addressed per piece charge, a zoned charge for the weight of the advertising portion of the publication, and an unzoned charge for the weight of the nonadvertising portion. [E217.1.1]

#### 11.1.2 Nonrequester and Nonsubscriber Copies

For excess noncommingled mailings under [7.0](#), nonrequester and nonsubscriber copies are not eligible for Periodicals rates unless the publication is authorized under [6.2, \*Publications of Institutions and Societies\*](#), and is not authorized to contain general advertising. Nonrequester and nonsubscriber copies in excess of the 10% allowance under [7.0](#) are subject to Outside-County rates when commingled with requester or subscriber copies, as appropriate. [E217.1.2]

#### 11.1.3 Outside-County Preferred Rate Discount

Periodicals publications qualifying as Nonprofit or Classroom Periodicals receive a 5% discount off the total Outside-County postage, excluding the postage for advertising pounds. Requester publications are not eligible for the Preferred rate discount. Nonsubscriber copies claiming the Preferred rate discount are subject to the standards in [7.0](#). [E217.2.0]

### 11.2 Outside-County Science-of-Agriculture Rates

#### 11.2.1 Authorization

To be mailed at the Science-of-Agriculture Periodicals rates, a publication must be granted Periodicals entry in other than the requester category and granted a Science-of-Agriculture rate authorization. [E217.3.1]

#### 11.2.2 Eligibility

Science-of-Agriculture rates apply to Outside-County copies of authorized Periodicals publications mailed by publishers or news agents when the total copies provided during any 12-month period to subscribers residing in rural areas are at least 70% of the total number of copies distributed by any means for any purpose. [E217.3.2]

#### 11.2.3 Other Rates

All Outside-County rates and discounts apply, except for separate rates for DDU, DSCF, DADC, and zones 1 and 2. Nonsubscriber copies are subject to [7.0](#). Each piece must meet the standards for the rates or discounts claimed. [E217.3.3]

#### 11.2.4 Application Procedures

The Science-of-Agriculture rate is available only after USPS authorization. An application or written request for Science-of-Agriculture rates must be filed at the publication's original entry post office. Application may be made by submitting an application for Periodicals mailing privileges (Form 3500) or by filing for reentry (on

Form 3510) after Periodicals mailing privileges are authorized. The applicant must submit evidence to show eligibility under the corresponding standards in 11.0.

[E217.3.4]

### 11.3 In-County Rates

#### 11.3.1 Subscriber Copies

In-County rates apply to subscriber copies of any issue of a Periodicals publication (except a requester publication) when they are entered within the county in which the post office of original entry is located for delivery to addresses within that county, if one of the following is met:

- a. The total paid circulation of such issue is less than 10,000 copies.
- b. The number of paid copies of such issue distributed within the county of publication is more than 50% of the total paid circulation of such issue.

[E217.4.1]

#### 11.3.2 Exceptional Conditions

The standard in 11.3.1 also is applied under any of these exceptional conditions:

- a. If an entry office postmaster directs the publisher to deposit copies of the publication at a postal facility serving that office, those copies are considered as mailed at the entry office for purposes of In-County rates.
- b. A copy addressed to a destination within the county of publication is eligible for In-County rates when the entry post office serving that address is outside the county.
- c. Each Periodicals publication (except a requester publication or commingled nonsubscriber copies above the 10% allowance) having original entry at an incorporated city situated entirely within a county or contiguous to one or more counties in the same state, but politically independent of such county or counties, is considered within a part of the county with which it is principally contiguous. Copies mailed into that county are charged postage at the In-County rates. Where more than one county is involved, the publisher selects the principal county and notifies the postmaster. [E217.4.2]

#### 11.3.3 Nonsubscriber Copies

During a calendar year, the total number of nonsubscriber copies mailed at In-County rates may not exceed 10% of the number of subscriber copies mailed at In-County rates. The number of nonsubscriber copies mailed at In-County rates must be included in the determination of the overall 10% allowance under 7.0.

Effectively, the allowance for nonsubscriber copies mailable at the In-County rates is the 10% allowed under this standard or the *overall* 10% limit under 7.0, whichever occurs first. [E217.4.3]

#### 11.3.4 Other Rates

Each piece also must meet the standards for the rates and discounts claimed. Subject to 28.0, the delivery unit piece rate applies to each piece claimed in the pound rate portion at the delivery unit rate. [E217.4.4]

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**11.4 Discounts**

The following discounts are available:

- a. Nonadvertising. The nonadvertising discount applies to the Outside-County piece rate and is computed under [2.0](#).
- b. Destination Entry. Destination entry discounts are available under [28.0](#) for copies entered at specific USPS facilities.
- c. Pallet. Two discounts are available in [1.0](#) for Outside-County rate nonletters (flats and irregular parcels) bundled and placed directly on pallets: a destination entry pallet discount, and a discount for all other pallets. Only one of the two discounts may be claimed. Except for overflow pallets, each pallet must contain a minimum of 250 pounds of addressed pieces. Pieces taken to destination delivery units (DDUs) that cannot accept pallets need meet only the minimum weight requirement. To determine whether a 5-digit delivery facility can handle pallets, refer to the Drop Shipment Product maintained by the National Customer Support Center (NCSC) (see [608.8.0, USPS Contact Information](#)).  
[E217.5.0]

**11.5 Copies Mailed by Public**

The applicable single-piece First-Class Mail, Priority Mail, or Package Services rate is charged on copies of publications mailed by the general public (i.e., other than publishers or registered news agents) and on copies returned to publishers or news agents. [E217.6.0]

**12.0 Presorted Rate Eligibility****12.1 Basic Information****12.1.1 Standards**

The standards for Presorted rates are in addition to the basic standards for Periodicals in [4.0](#) through [9.0](#) and [11.0](#), the standards for other rates or discounts claimed, and the applicable preparation standards in [705.8.0](#), [22.0](#), [23.0](#), [26.0](#) and [705.9.0](#) through [705.13.0](#). Not all combinations of presort level, automation, and destination entry discounts are permitted. [E220.1.1]

**12.1.2 Palletized Mail**

A correctly prepared bundle is the equivalent of a sack when palletized. Individual pieces qualify for the presort level rate appropriate for the palletized bundles in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry. [E220.1.2]

**12.1.3 Address Quality**

All pieces in a Periodicals Presorted rate mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The ZIP Code accuracy standard in [12.3](#).
- b. If an alternative addressing format is used, the additional standards in [602.3.0](#).  
[E220.1.3]



**12.1.4 Barcodes**

Any POSTNET barcode on a mailpiece in a Presorted Periodicals mailing must be correct for the delivery address and meet the standards in [708.4.0](#) and [708.3.0](#).

[E220.1.4]

**12.1.5 Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF).

[E220.1.5]

**12.2****Rates****12.2.1 5-Digit Rates**

Five-digit rates apply to:

- a. Letter-size pieces in 5-digit bundles of six or more pieces each, placed in 5-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)) bundles and 5-digit bundles of six or more addressed pieces each, placed in applicable merged 5-digit scheme ([L001](#)) sacks, merged 5-digit sacks, 5-digit scheme ([L001](#)) sacks, or 5-digit sacks, or palletized under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#).

[E220.2.1]

**12.2.2 3-Digit Rates**

Three-digit rates apply to:

- a. Letter-size pieces in 5-digit and 3-digit bundles of six or more pieces each, placed in 3-digit trays.
- b. Nonletter-size pieces in 5-digit scheme ([L007](#)), 5-digit, 3-digit scheme ([L008](#)) and 3-digit bundles of six or more addressed pieces each, placed in 3-digit sacks; or 3-digit scheme, and 3-digit bundles of six or more addressed pieces each, prepared under [705.8.0](#) or [705.10.0](#), [705.12.0](#), or [705.13.0](#). [E220.2.2]

**12.2.3 Basic Rates**

Basic rates apply to pieces that are not eligible for and claimed at 5-digit or 3-digit rates. [E220.2.3]

**12.3****ZIP Code Accuracy****12.3.1 Basic Standards**

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

## 707.12.3.2

- a. Each address and associated 5-digit ZIP Code used on the mailpieces in a mailing must be verified and corrected within 12 months before the mailing date with one of the USPS-approved methods in [12.3.2](#).
- b. Each individual address in the mailing is subject to the ZIP Code accuracy standard.
- c. If an address used on a mailpiece in a mailing at one class of mail and rate is verified and corrected with an approved method, the same address may be used during the following 12 months to meet the ZIP Code accuracy standard required for mailing at any other class of mail and rate. [A030.2.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Periodicals Presorted rates, regardless of any required surcharge, must meet the ZIP Code accuracy standard. [A030.2.2 and A030]

**12.3.2 USPS-Approved Methods**

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

- a. For computerized lists, Coding Accuracy Support System (CASS)-certified address matching software and current USPS City State Product, within a mailer's computer systems or through an authorized service provider.
- b. For manually maintained lists or small computerized lists, options include the following:
  1. Current USPS Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.
  2. Surveys of addressees on mailer's address list inquiring about the accuracy of ZIP Code information.
  3. Any mailing list service in [507.6.0](#).
  4. An authorized service provider.
  5. CASS-certified matching software.
  6. USPS Web site [www.usps.com](http://www.usps.com). [A030.2.4]

**12.3.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the ZIP Code accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.2.5]

## 13.0 Carrier Route Rate Eligibility

### 13.1 Basic Information

#### 13.1.1 Standards

The standards for carrier route rates are in addition to the basic standards for Periodicals in [4.0](#) through [9.0](#) and [11.0](#), the standards for other rates or discounts claimed, and the applicable preparation standards in [705.8.0](#), [22.0](#), [23.0](#), [26.0](#) and [705.9.0](#) through [705.13.0](#). Not all combinations of presort level, automation, and destination entry discounts are permitted. [E230.1.1]

**13.1.2 Palletized Mail**

A correctly prepared bundle is the equivalent of a sack when palletized. Individual pieces qualify for the presort level rate appropriate for the palletized bundles in which they are placed, regardless of the destination of the pallet. Eligibility for destination entry or other zoned rates depends on the point of entry. [E230.1.2]

**13.1.3 Address Quality**

All pieces in a Periodicals carrier route rate mailing must bear a delivery address that includes the correct ZIP Code or ZIP+4 code and that meets these address quality standards:

- a. The carrier route accuracy standard in [13.4](#).
- b. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- c. If flat-size pieces are prepared with detached address labels, the additional standards in [602.4.0](#). [E230.1.3]

**13.1.4 Carrier Route Sequencing**

All pieces in a carrier route rate mailing must also meet the applicable sequencing requirements in [13.2.2](#), [13.3](#), and [23.7](#). [E230.1.4]

**13.1.5 Barcodes**

Any POSTNET barcode on a mailpiece in a nonautomation Periodicals mailing must be correct for the delivery address and meet the standards in [708.4.0](#) and [708.3.0](#). [E230.1.5]

**13.1.6 Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF). Documentation of sequencing and of density standards under [23.7](#) must be submitted with each mailing. [E230.1.6]

**13.2 Sortation****13.2.1 Sequencing**

Preparation to qualify eligible pieces for carrier route rates is optional and need not be performed for all carrier routes in a 5-digit area. Carrier route rates apply to copies that are prepared in carrier route bundles of six or more addressed pieces each subject to these standards:

- a. *Letter-size mailings.* Carrier route rates apply to carrier route bundles that are sorted into carrier route, 5-digit carrier routes, or 3-digit carrier routes trays under [23.0](#). Trays may be palletized under [705.8.0](#).
- b. *Nonletter-size mailings.* Carrier route rates apply to carrier route bundles that are sorted onto pallets prepared under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#), as appropriate, or prepared in carrier route, 5-digit scheme (L001) carrier routes, or 5-digit carrier routes sacks under [23.0](#). Sacks may be palletized under [705.8.0](#). [E230.2.1]

707.13.2.2

**13.2.2 Sequencing Requirements**

Carrier route mail must be prepared in delivery sequence as follows:

- a. Basic carrier route rate mail must be prepared either in carrier walk sequence or in line-of-travel (LOT) sequence according to LOT schemes prescribed by the USPS (23.7).
- b. The high density and saturation rates apply to pieces that are eligible for carrier route rates under 13.2.1, are prepared in carrier walk sequence, and meet the applicable density standards in 13.3 for the rate claimed. [E230.2.2]

**13.3 Walk-Sequence Discounts****13.3.1 Eligibility**

The high density or saturation rates apply to each walk-sequenced piece in a carrier route mailing, eligible under 13.2.1 and prepared under 705.8.0, 23.0, or (nonletter-size mail only) 705.10.0, 705.12.0, or 705.13.0, that also meets the corresponding addressing and density standards in 13.3.4. High density and saturation rate mailings must be prepared in carrier walk sequence according to schemes prescribed by the USPS (see 23.7). [E230.3.1]

**13.3.2 Copies at Other Rates**

A mailing that includes copies claimed at a walk-sequence rate may include other copies claimed at other presort rates. When presented to the USPS, the trays or sacks containing the walk-sequence rate copies must be separated from other trays or sacks. Any effective separation method may be used. [E230.3.2]

**13.3.3 Addressing Standards**

Walk-sequence mail must meet these addressing standards:

- a. Each addressed piece must bear a complete delivery address or an alternative format address, subject to the applicable standards.
- b. Official matter, whether mailed under congressional frank or by certain government entities for delivery on a city route, may use the appropriate simplified address format described in 23.7. [E230.3.3]

**13.3.4 Density Standards**

Walk-sequence rate mailings are subject to these density standards:

- a. Once the minimum volume per carrier route is met, there is no further minimum volume for the 5-digit ZIP Code delivery area. Walk-sequence rate mail need not be sent to all carrier routes within a 5-digit delivery area.
- b. Except under 13.3.4c, at least 125 walk-sequenced addressed pieces must be prepared for each carrier route receiving mail claimed at the high density rate. Mail for carrier routes of 124 or fewer possible deliveries can qualify for the high density rate if there are at least 125 addressed pieces for the route or if pieces are addressed to every possible delivery on the route. This mail may also qualify for the saturation rate, subject to 13.3.4e. In-County rate pieces may also qualify for high density rates under 13.3.4c.
- c. Mail may qualify for In-County high density rates when there are addressed pieces for a minimum of 25% of the total active possible deliveries on a carrier route. If a route contains addresses both within and outside the county, the

number of pieces addressed to the entire carrier route will be used to determine if the 25% requirement has been met. However, for such carrier routes meeting the 25% requirement, only the pieces for that carrier route that are addressed to addresses within the county in which the original entry is located may qualify for the In-County high density rates.

- d. Pieces eligible for and claimed at the saturation rate must be addressed to either 90% or more of the active residential addresses or 75% or more of the total number of active possible delivery addresses, whichever is less, on each carrier route receiving saturation rate mail, except that mail addressed in the simplified address format must meet the coverage standards in [602., 3.0 Use of Alternative Addressing](#).
- e. More than one addressed piece per delivery address may be included in a high density rate mailing and may be counted for the density standard in [13.3.4b](#) for the high density rate. Only one piece per delivery address may be counted toward the density standards for high density in [13.3.4c](#) and for the saturation rate in [13.3.4d](#). [E230.3.4]

## 13.4 Carrier Route Eligibility

### 13.4.1 Basic Standards

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

- a. Each address and associated carrier route code used on the mailpieces in a mailing must be updated within 90 days before the mailing date with one of the USPS-approved methods in [13.4.2](#).
- b. Each individual address in the mailing is subject to the carrier route accuracy standard.
- c. If the carrier route code (and accuracy) of an address used on a mailpiece in a carrier route mailing at one class of mail and rate is updated with an approved method, the same address may be used during the following 90 days to meet the carrier route accuracy standard required for mailing at any other class of mail and rate. [A030.3.1]
- d. Except for mail bearing a simplified address, addresses used on pieces claiming Periodicals carrier route rates, regardless of any required surcharge, must meet the carrier route accuracy standard. [A030.3.2]

### 13.4.2 USPS-Approved Methods

Carrier route coding must be performed using CASS-certified software and the current USPS Carrier Route Product or another Address Information System (AIS) product containing carrier route information subject to [509.1.0](#) and [708.3.0](#). Printed Carrier Route Files (schemes) may be used only for Periodicals carrier route mail and for Standard Mail Enhanced Carrier Route flat-size mail at basic, high density, and saturation rates. [A030.3.4]

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**13.4.3 Mailer Certification**

The mailer's signature on the postage statement certifies that the carrier route accuracy standard has been met for each address in the corresponding mailing presented to the USPS. [A030.3.5]

**14.0 Automation Rate Eligibility****14.1 Basic Standards****14.1.1 All Pieces**

All pieces in a Periodicals automation rate mailing must:

- a. Meet the basic standards for Periodicals in [4.0](#) and for the category of authorization in [6.0](#).
- b. Be in the same processing category and meet the physical standards in [201.3.0](#), *Physical Standards for Automation Letters and Cards*, or [301.3.0](#), *Physical Standards for Automation Flats*. (Automation rate mailings may not include firm bundles.)
- c. Bear a delivery address that includes the correct ZIP Code, ZIP+4 code, or numeric equivalent to the delivery point barcode (DPBC) and that meets these address quality standards:
  1. The address matching and coding standards in [14.3](#) and [708.3.0](#).
  2. If an alternative addressing format is used, the additional standards in [602.3.0](#).
- d. Bear an accurate barcode meeting the standards in [708.4.0](#), either a DPBC (if a letter) or a ZIP+4 barcode or DPBC (if a flat), either on the piece or on an insert showing through a barcode window.
- e. Be marked, sorted, and documented as specified in [705.8.0](#) (if palletized), or [24.0](#) (for letters) or [25.0](#) (for flats) or, for nonletter-size mail, [705.9.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- f. Meet the applicable documentation standards in [708.1.0](#) and postage payment standards in [2.0](#), [16.0](#), and [17.0](#). [E240.1.1]

**14.1.2 Enclosed Reply Cards and Envelopes**

All letter-size reply cards and envelopes provided as enclosures in automation rate Periodicals and addressed for return to a domestic delivery address must meet the standards in [201.3.15](#) for enclosed reply cards and envelopes. The mailer's signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. [E240.1.2]

## 14.2 Rate Application

### 14.2.1 5-Digit Rates

5-digit automation rates apply to:

- a. Letters in groups of 150 or more pieces to the same 5-digit or 5-digit scheme placed in a 5-digit or 5-digit scheme tray or trays prepared under [24.0](#). (Preparation to qualify for the 5-digit rate is optional and, if performed, need not be done for all 5-digit or 5-digit scheme destinations.)
- b. Flats in 5-digit bundles and 5-digit scheme bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#). [E240.2.1]

### 14.2.2 3-Digit Rates

3-digit automation rates apply to:

- a. Letters in groups of 150 or more pieces to the same 3-digit or 3-digit scheme placed in a 3-digit/scheme tray or trays under [24.0](#).
- b. Flats in 3-digit scheme, and 3-digit bundles of six or more pieces each, prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#). [E240.2.2]

### 14.2.3 Basic Rates

Basic automation rates apply to:

- a. Letters prepared under [24.0](#) that are not claimed at 5-digit or 3-digit rates.
- b. Flats prepared under [25.0](#) or [705.8.0](#) through [705.13.0](#) that are not claimed at 5-digit or 3-digit rates.
- c. All pieces in any bundle that contains fewer than six pieces. [E240.2.3]

## 14.3 Address Standards for Barcoded Pieces

### 14.3.1 Basic Address Standards for Barcodes

To qualify for automation rates, addresses must be sufficiently complete to enable matching to the current USPS ZIP+4 Product when used with current CASS-certified address matching software. Standardized address elements are not required. Any barcode as defined in [708.4.0](#) that appears on a mailpiece claimed at an automation rate must be the correct barcode for the corresponding delivery address on the piece. [A800.1.1]

### 14.3.2 Numeric ZIP+4

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

[A800.1.2]

### 14.3.3 Numeric DPBC

A numeric equivalent of the delivery point barcode (DPBC) consists of five digits followed by a hyphen and seven digits as specified in [708.4.0](#). The numeric equivalent is formed by adding three digits directly after the ZIP+4 code. [A800.1.3]

### 14.3.4 Firm Name

An address must include a firm name when necessary to obtain a match with the finest level of ZIP+4 code in the USPS ZIP+4 Product. If an address contains a firm name assigned a unique ZIP+4 code in the USPS ZIP+4 Product, the unique ZIP+4 code must be used. If the firm name is not one assigned a unique ZIP+4 code in the

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USPS ZIP+4 Product and the apartment/suite number is included in the address, the ZIP+4 code for the range in which the apartment/suite number appears must be used in that address. If the firm name does not correspond to a firm name that has a unique ZIP+4 code assigned in the USPS ZIP+4 Product and the apartment/suite number is not included in the address, the ZIP+4 code for the building must be used. [A800.2.1]

**14.3.5 Address Elements**

Addresses must include the correct street number, predirectional, street name, suffix, and postdirectional that are input to obtain a match with the current USPS ZIP+4 Product. [A800.2.2]

**14.3.6 Secondary Designator**

If a secondary address designator (e.g., an apartment number) is shown in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that secondary address as contained in the current USPS ZIP+4 Product. If a secondary address designator is required to obtain an exact match with the finest level of ZIP+4 code in the USPS ZIP+4 Product but the information is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the building must be used. [A800.2.3]

**14.3.7 Rural and Highway Contract Routes**

If a rural route or highway contract route box number is included in the address, the mailpiece must show the appropriate ZIP+4 code representing the range for that box number as contained in the current USPS ZIP+4 Product. If a rural route or highway contract route box number is required to obtain a match with the finest level of ZIP+4 code but is not available, the alternative ZIP+4 code or ZIP+4 or delivery point barcode for the rural route or highway contract route must be used. If used, the rural route or highway contract route box number must be placed on the line immediately above the city/state/ZIP Code line. [A800.2.4]

**14.3.8 Post Office Box**

A post office box address must contain a post office box number that can be exactly matched with the USPS ZIP+4 Product in effect. [A800.2.5]

**15.0 Ride Along Rate Eligibility****15.1 Description**

The standards in 15.0 apply to Standard Mail material paid at the Periodicals Ride-Along rate that is attached to or enclosed with Periodicals mail. All Periodicals subclasses may enclose eligible matter at the Ride-Along rate. [E260.1.1]

**15.2 Basic Standards**

Only one Ride-Along piece may be attached to or enclosed with an individual copy of Periodicals mail. The Ride-Along rate must be paid on each copy in the mailing, not addressed pieces. If more than one Ride-Along piece is attached or enclosed, mailers have the option of paying Standard Mail postage for all the enclosures or attachments, or paying the Ride-Along rate for the first attachment or enclosure and Standard Mail rates for subsequent attachments and enclosures. Ride-Along pieces eligible must be eligible as Standard Mail and must:



- a. Not exceed any dimension of the host publication except when the host publication and the Ride-Along piece are contained in an envelope, polybag, or other complete wrapper.
- b. Not exceed 3.3 ounces and must not exceed the weight of the host publication.
- c. Not obscure the title of the publication or the address label. [E260.1.2]

### 15.3 Physical Characteristics

The host Periodicals piece and the Ride-Along piece must meet the following physical characteristics:

- a. Construction:
  1. Bound publications. If contained within the host publication the Ride-Along piece must be securely affixed to prevent detachment during postal processing. If loose, the Ride-Along piece and publication must be enclosed together in a full wrapper, polybag, or envelope.
  2. Unbound publications. A loose Ride-Along enclosure with an unbound publication must be combined with and inserted within the publication in a manner that prevents detachment during postal processing. If the Ride-Along piece is included outside the unbound publication, the publication and the Ride-Along piece must be enclosed in a full wrapper, polybag, or envelope.
- b. A Periodicals piece (automation and nonautomation) with the addition of a Ride-Along piece must remain uniformly thick and remain in the same processing category as before the addition of the Ride-Along attachment or enclosure.
- c. A Periodicals piece with a Ride-Along that claims automation rates must meet the appropriate automation requirements in [201.3.0, \*Physical Standards for Automation Letters and Cards\*](#), or [301.3.0, \*Physical Standards for Automation Flats\*](#), must maintain the same processing category as before the addition of the Ride-Along attachment or enclosure and, for flat-size mail, must meet the flat sorting machine criteria under [301.3.0](#) (AFSM 100 or UFSM 1000). For example:
  1. If, due to the inclusion of a Ride-Along piece, an AFSM 100- compatible host piece can no longer be processed on the AFSM 100, but must be processed on a UFSM 1000, then that piece must pay either the appropriate Periodicals nonautomation rate plus the Ride-Along rate, or the appropriate Periodicals automation rate for the host piece and the appropriate Standard Mail rate for the attachment or enclosure.
  2. If, due to the inclusion of a Ride-Along piece, a UFSM 1000-compatible host piece can no longer be processed on the UFSM 1000, but must be processed manually, then that piece must pay either the appropriate Periodicals nonautomation rate plus the Ride-Along rate, or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail rate for the attachment or enclosure.

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3. If, due to the inclusion of a Ride-Along piece, an automation letter host piece can no longer be processed as an automation letter, then that piece must pay the appropriate Periodicals nonautomation rate plus the Ride-Along rate, or the appropriate Periodicals nonautomation rate for the host piece and the appropriate Standard Mail rate for the attachment or enclosure. [E260.1.3]

**15.4 Marking**

The marking "Ride-Along Enclosed" must be placed on or in the host publication if it contains an enclosure or attachment paid at the Ride-Along rate. If placed on the outer wrapper, polybag, envelope, label carrier, or cover of the host publication, the marking must be set in type no smaller than any used in the required "POSTMASTER: Send change of address..." statement. If placed in the identification statement, the marking must meet the applicable standards. The marking must not be on or in copies not accompanied by a Ride-Along attachment or enclosure. [E260.1.4]

**16.0 Basic Standards for Postage Payment Methods****16.1 Filing a Copy of Each Issue**

The publisher must file a copy of each issue with the postmaster of the original entry office. [P200.1.1]

**16.2 Filing Marked Copy**

The publisher must file a copy of each edition of each issue marked by the publisher so the advertising content may be verified when necessary. This marked copy must be filed either with the postmaster of the original entry office or the postmaster of the additional entry office where the publication is produced or prepared for mailing. On the first page of each marked copy, the publisher must show the total units and percentage of space devoted to advertising and nonadvertising in the copy. Advertising matter printed on envelopes, wrappers, and the back of detached address cards must be included in the measurement of the advertising space. The computed percentage of advertising must be rounded off to two decimal places, if necessary, as shown in 2.0. Mailers are not required to submit marked copies if they are certified by the USPS to use the Periodicals Accuracy, Grading, and Evaluation (PAGE) Program. [P200.1.2]

**16.3 Responsibility**

The mailer is responsible for proper payment of postage. Postage must be fully prepaid before Periodicals mailings are dispatched. The publisher must ensure that all information on postage statements is correct and that all copies qualify for the rates claimed. [P200.1.3]

**16.4 Available Payment Method Options**

Payment for Periodicals must be by advance deposit account at the original or additional entry post office, except under procedures in 16.5 for Centralized Postage Payment (CPP) or in 705.15.2.4. Postage for Periodicals may not be paid

with permit imprint, meter stamp, postage stamp, or precanceled stamps. Postage for enclosed First-Class Mail and Standard Mail matter must be paid under [703.9.8](#) through [703.9.12](#) and [705.16.1](#). [P200.1.4]

### **16.5 Centralized Postage Payment (CPP) System**

Subject to specific standards and authorization by the Pricing and Classification Service Center (PCSC), the Centralized Postage Payment (CPP) System allows the publisher of a Periodicals publication to pay Periodicals postage for that publication at the PCSC instead of at each authorized additional entry office. An additional entry is required at each post office where copies of the Periodicals publication are presented for postal verification under [29.0](#). [P200.3.0]

### **16.6 Periodicals Accuracy, Grading, and Evaluation (PAGE) Program**

#### **16.6.1 Basic Information**

The Periodicals Accuracy, Grading, and Evaluation (PAGE) Program is a process to evaluate publishing and print planning (PPP) software and to determine its accuracy in computing per-copy weights and calculating advertising percentages for Periodicals. Certification of PAGE software is available only to those companies that develop or write PPP software. PAGE certification does not guarantee acceptance of the publisher's per-copy weights and advertising percentages prepared with PAGE-certified software. [P200.4.1]

#### **16.6.2 Process**

The PAGE Program evaluates and tests PPP software. In addition, the PAGE Program tests and qualifies publishing personnel to submit data to the USPS using PAGE-certified PPP software. The Postal Service National Customer Support Center (NCSC) in Memphis, TN, is the USPS location for certifying developer's software and publisher's employees to use certified PPP software to submit Periodicals mailings. The PAGE Program involves the following three elements:

- a. Stage I, Product Certification for Software Developers. NCSC evaluates the accuracy of the calculations of PPP software by processing a test publication file either at the NCSC or at the developer's location (on-site visit).
- b. Stage II, User certification for PPP software. NCSC provides test bundles to the users and evaluates the results.
- c. Stage III, PAGE Program authorization. Publishers who want to use PAGE-certified software and PAGE-certified users to submit per-copy weight and calculated advertising percentages must apply for authorization to the manager, PCSC. [P200.4.2]

#### **16.6.3 Participation**

For information about charges and the PAGE Program, publishers may request a technical guide (including order forms) from the NCSC (see [608.8.0](#) for address). Additional information is also available from the PCSC (see [608.8.0](#) for address). [P200.4.3]

707.17.1

## 17.0 Documentation Standards

### 17.1 **Completing Postage Statements**

Any mailing claiming a discount and all permit imprint mailings must be accompanied by a postage statement completed and signed by the mailer (in duplicate if the mailer wants a receipted copy). The mailer may submit a computer-generated facsimile. A change made to any postage statement requires the mailer (agent) to correct the postage statement accordingly and document the correction. [P012.4.2]

### 17.2 **Postage Statement and Documentation**

A complete postage statement must accompany each mailing. The postage statement must be supported by documentation (see 708.1.0) unless each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (i.e., DDU, DSCF, and DADC). Additional documentation must be submitted if required by the standards for the rate or discount claimed. Subject to 17.5, the entry office postmaster, on request, may authorize the publisher of a publication regularly printed on sheets of uniform weight to provide one postage statement after each calendar month for mailings made during that month. [P200.1.5]

### 17.3 **Purpose and Basic Standards of Documentation**

#### 17.3.1 **Basic Documentation Standards**

Documentation describes the preparation and rate levels of the mailing, details the volume and postage data, substantiates the rate or discount eligibility, reports the result of a process (i.e., presort or barcoding), and, by comparison with the actual mailing it describes, supports the claims contained on the postage statement accompanying the mailing and allows the USPS to verify its accuracy. Documentation must be submitted when specified for the rate claimed or postage payment method used. [P012.1.1]

#### 17.3.2 **Standard Format for Documentation**

Periodicals documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in 708.1.0, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

#### 17.3.3 **Preparing Documentation**

As provided by standard, documentation may be presented in abbreviated form or on computer-readable media. Required documentation must be presented with every mailing unless, by standard, it may be provided to support multiple mailings or mailings that are part of the same job or cycle. [P012.1.2]

**17.3.4 Multiple Standards**

If multiple documentation standards apply to the same mailing, only one set of documentation is necessary if it provides enough information to meet all applicable standards. Redundant or duplicate documentation is not required simply to meet individual standards. [P012.1.3]

**17.3.5 Providing Additional Information**

The postmaster of the office of mailing may require additional information if the documentation submitted does not allow the corresponding mailing to be verified. Failure to provide information is sufficient reason for the USPS to refuse a mailing. The mailer may appeal any determination to the PCSC under 607.2.0. [P012.1.5]

**17.4 Postage Statements Standards for All Periodicals****17.4.1 Documentation for All Periodicals**

Each Periodicals mailing must be accompanied by a postage statement using the correct USPS form or an approved facsimile. Supporting documentation may be required under 8.0 or, for specific rates, under 10.0, 12.0 through 15.0, and 28.0. [E211.12.0]

**17.4.2 Reporting Multiple Mailings on One Statement**

Each group of pieces prepared as a separate mailing must be presented with a postage statement using the correct USPS form for the particular class, rate, and postage payment method. A mailer may report more than one mailing from a single job (e.g., a carrier route rate mailing, an automation rate mailing, and a nonautomation rate mailing) on the same postage statement if the mailings are presented at the same time for verification, the pieces are in the same processing category, each mailing separately meets all applicable eligibility standards, and the number of pieces in each mailing is separately reported on the postage statement. [P012.4.1]

**17.4.3 Facsimile Postage Statements**

Facsimile postage statements must contain data and elements in locations as close as possible to where they appear on the USPS form. Data fields that do not pertain to information and rates claimed in the mailing and other extraneous information that appears on the USPS form do not have to be included. Facsimiles must include all other information pertaining to the mailing, including the class of mail (or subclass as appropriate), postage payment method (e.g., permit imprint), and four-digit form number (hyphen and suffix, optional). All parts, and line numbers within each part, must reflect those on the USPS form(s). In some cases, this can include fields from multiple USPS forms onto a single facsimile. Most importantly, the facsimile must fully and exactly reproduce the "Certification" and "USPS Use Only" fields that appear on the USPS form. A facsimile postage statement produced by software certified by the USPS Presort Accuracy Validation and Evaluation (PAVE) or Manifest Analysis and Certification (MAC) program is considered a USPS-approved form for these standards. Others may be approved by the entry office postmaster. Periodicals mailers authorized centralized postage payment (CPP) procedures receive approval from the PCSC. [P012.4.3]

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**17.4.4 Advertising Percentage**

At least once a year, the USPS verifies the advertising percentage reported on the corresponding postage statement by measuring the advertising and nonadvertising portions of one issue. [P200.1.6]

**17.4.5 Measuring Advertising**

The total advertising and nonadvertising portions may be determined by column inches, square inches, pages, or by another recognized unit of measure if the same unit of measure is used for both portions. One full page of advertising must equal one full page of nonadvertising regardless of the amount of blank space between each advertisement or nonadvertising article on a page. If measured in column inches, nonadvertising inches are determined by subtracting the total measured advertising inches from the total column inches of the publication. A blank page, portion of a page, or blank border or margin is counted as advertising if consideration was received for the whole page, the blank portion, or the blank border or margin. The border of a page is otherwise considered neither advertising nor nonadvertising and is not measured, but it is included in the total weight of the publication for purposes of postage calculation. When measuring nonrectangular sheets, the measurement is based on the smallest rectangle that could contain the irregular sheet; exact measurement is not attempted. When two or more sheets are permanently glued together to form a single sheet, the surface area of the resulting sheet (front and back) is included when measuring the advertising or nonadvertising portion. [P200.1.7]

**17.4.6 Waiving Nonadvertising Rates**

Instead of marking a copy of each issue to show the advertising and nonadvertising portions, the publisher may pay postage at the advertising zoned rates on both portions of all issues or editions of a Periodicals publication (except a requester publication). *This option is not available if the rate for advertising is lower than the rate for nonadvertising.* When the amount of advertising exceeds 75%, the copies provided to the postmaster must be marked "Advertising over 75%." When the amount of advertising is 75% or less, the copies provided to the postmaster must be marked "Advertising not over 75%" on the first page. The entire weight of the copy must be entered on the postage statement in the column provided for the advertising portion. The words "Over 75%" or "Not over 75%" must be annotated on the postage statement and the word "Waived" must be written in the space provided for the weight of the nonadvertising portion. [P200.1.8]

**17.4.7 Copies of Previous Issues**

When a reasonable number of copies of previous issues are included in a mailing of a current issue, those issues may be accepted and charged with postage by the percentages of advertising and nonadvertising material in the current issue. The issue forming the bulk of the mailing is regarded as the current issue. The advertising and nonadvertising percentages for the current issue are based on the edition forming the bulk of the current issue. [P200.1.9]

**17.4.8 Mailing While Application Pending**

A publisher mailing under an advance deposit account while a Periodicals application is pending must submit with each mailing both a Periodicals postage statement (annotated with the words “Pending Application”) and a Standard Mail or Package Services postage statement. [P200.1.10]

**17.4.9 Sequenced Postage Statement Number**

A mailer who provides more than one postage statement per day must enter a sequenced statement number in the proper block on each postage statement prepared that day. At the mailer’s discretion are the content and length of the number, the cycle of the sequence (beyond 1 day), and the number of concurrently active cycles, if the same series of numbers is not active in two cycles at the same time. If the same mailing of one edition of one issue includes copies reported on two postage statements (e.g., when additional postage is paid for nonsubscriber/nonrequester copies over the 10% limit), the sequenced statement number of the second form must be included with the other information required on the primary postage statement reporting the total postage for the mailing.

[P200.1.11]

**17.4.10 Official Mail**

Official (penalty) Periodicals matter is also subject to the standards in [703.7.0](#), which supersede conflicting standards below. [P200.1.12]

**17.4.11 News Agent’s Statement**

A news agent presenting Periodicals matter subject to the zone rates of postage must provide a statement showing the percentages of such matter devoted to advertising and nonadvertising. [P200.1.13]

**17.5 Monthly Postage Statements****17.5.1 Conditions**

The postmaster may authorize a publisher to submit Form 3541-M after the month for all issues mailed during that month, if all issues are printed on sheets of the same weight. If authorized, the publisher must provide Form 3541-M no more than 72 hours after the first mailing of the last issue mailed each month. [P200.2.1]

**17.5.2 Measurement of Advertising**

The total advertising and nonadvertising portions may be expressed in column inches, square inches, pages, or by any other recognized unit of measure. The same unit of measure must be used for the advertising and nonadvertising portions. When measuring nonrectangular sheets, base the measurement on the smallest rectangle that could contain the irregular sheet. No attempt is made to determine the exact area of the irregular shape. When two or more sheets or parts thereof are glued together, the surface area of each sheet (front and back) is counted when measuring the advertising or nonadvertising portion for determining postage. [P200.2.2]

**17.5.3 Determining Combined Weight**

The combined weight of one copy from each issue mailed during a calendar month is obtained as follows:

- a. Determine the weight of one copy as described in [2.0](#).

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- b. Determine the weight of one sheet by dividing the average weight of one copy by the number of sheets (not pages) in the copy. Express the result in decimal pounds rounded off to four decimal places.
- c. Select one copy of each of the issues mailed during the month; count the sheets (not pages) in each; add these figures to determine the total number of sheets.
- d. Multiply the total number of sheets by the weight of one sheet; do not round the product. [P200.2.3]

**17.6 Detailed Zone Listing For Periodicals****17.6.1 Definition and Retention**

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, and In-County rates. This listing is separate from the standardized documentation required under 17.5 to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS. [P012.3.1]

**17.6.2 Characteristics**

Report the number of copies mailed to each 3-digit ZIP Code area at applicable zone rates using one of the following formats:

- a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone rate at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).
- b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may appear under more than one zone if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area). [P012.3.2]



**17.6.3 Zone Abbreviations**

Use the actual rate name or the authorized zone abbreviation in the listings in [17.5, Monthly Postage Statements](#), and [17.6.2, Characteristics](#):

| ZONE ABBREVIATION                | RATE EQUIVALENT                   |
|----------------------------------|-----------------------------------|
| ICD                              | In-County, DDU                    |
| IC                               | In-County, Others                 |
| DDU                              | Outside-County, DDU               |
| SCF                              | Outside-County, DSCF              |
| ADC                              | Outside-County, DADC              |
| 1-2 or 1/2                       | zones 1 and 2                     |
| 3, 4, 5, 6, 7, 8 (as applicable) | zones 3 through 8 (as applicable) |
| M                                | mixed zones                       |

[P012.3.3]

**17.7 Additional Documentation Standards**

**17.7.1 Presorted Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF).

[E220.1.5]

**17.7.2 Carrier Route Rate Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by standardized documentation meeting the basic standards in [708.1.0](#). Documentation of postage is not required if each piece in the mailing is of identical weight and the pieces are separated when presented for acceptance by rate, by zone (including separation by In-County and Outside-County rates), and by entry discount (e.g., DDU and DSCF). Documentation of sequencing and of density standards under [23.7](#) and [23.8](#) must be submitted with each mailing. [E230.1.6]

**17.7.3 Destination Entry Documentation**

Subject to [708.1.0](#), the mailer must be able to show compliance with eligibility requirements (e.g., by bundle, tray, sack, or pallet), and list the number of addressed pieces by presort level for each 5-digit and 3-digit ZIP Code destination as appropriate for the rates and discounts claimed. Documentation is not required if each addressed piece in the mailing is of identical weight, and are separated by zone, rate, and destination entry (if applicable), when presented for mailing.

[E250.1.2]

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## 18.0 General Information for Mail Preparation

### 18.1 Definition of Presort Process

Presort is the process by which a mailer prepares mail so that it is sorted to at least the finest extent required by the standards for the rate claimed. Generally, presort is performed sequentially, from the lowest (finest) level to the highest level, to those destinations specified by standard and is completed at each level before the next level is prepared. Under standards for bundle reallocation for Periodicals flats and irregular parcels and Standard Mail flats on pallets, mail will not necessarily be placed on the lowest (finest) level pallets (bundle reallocation is optional, but, if performed, must be done for the complete mailing job). Not all presort levels are applicable in all situations. [M011.1.1]

### 18.2 Definition of Mailings

Mailings are defined as:

- a. General. A mailing is a group of pieces within the same class of mail and, except for certain parcel rates, the same processing category that may be sorted together and/or presented under a single minimum volume mailing requirement under the applicable standards. Generally, types of mail that follow different flows through the postal processing system (e.g., automation, nonautomation carrier route, and other nonautomation) and mail for each separate class and subclass must be prepared as a separate mailing. Other specific standards may define whether separate mailings may be combined, palletized, reported, or deposited together.
- b. Periodicals. Mail qualifying for the In-County rates may be part of a mailing that includes pieces eligible for the Outside County rates. Mail at carrier route rates, nonautomation Presorted rates, and automation rates must each be sorted as separate mailings. However, each of these mailings may be reported on the same postage statement if the pieces are for the same publication and edition. See [705.8.0](#), [22.0](#), and [23.0](#) for copalletized, combined, or mixed-rate mailings. See [705.9.0](#) through [705.13.0](#) for advanced preparation options for nonletter-size mail. [M011.1.4]

### 18.3 Terms for Presort Levels

Terms used for presort levels are defined as follows:

- a. *Firm*: all pieces for delivery at the address shown on the top piece (for nonautomation Periodicals only).
- b. *Carrier route*: all pieces for delivery to the same city route, rural route, highway contract route, post office box section, or general delivery unit.
- c. *5-digit*: the delivery address on all pieces includes the same 5-digit ZIP Code.
- d. *5-digit scheme (trays) for automation letters*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in the USPS City State Product.
- e. *5-digit scheme (bundles and sacks) for AFSM 100-compatible flats*: the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Code areas processed by the USPS as a single scheme, as shown in [L007](#).

- f. *5-digit scheme carrier routes (pallets and sacks) for Periodicals flats and irregular parcels:* the ZIP Code in the delivery address on all pieces in carrier route bundles is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- g. *5-digit scheme (pallets) for Periodicals flats and irregular parcels:* the ZIP Code in the delivery address on all pieces is one of the 5-digit ZIP Codes processed by the USPS as a single scheme, as shown in [L001](#).
- h. *Merged 5-digit sacks:* the carrier route bundles and/or automation rate 5-digit bundles and/or Presorted rate 5-digit bundles in a sack are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route rate bundles with automation rate 5-digit bundles and Presorted rate 5-digit bundles in the same 5-digit container.
- i. *Merged 5-digit pallets:* the carrier route bundles and/or automation rate 5-digit bundles and/or Presorted rate 5-digit bundles on a pallet are: 1) prepared under [705.10.0](#) and are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product, or 2) prepared under [705.12.0](#) and pieces in 5-digit bundles meet the 5% threshold requirement, or 3) prepared under [705.13.0](#) and pieces are either all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product or are all for a ZIP Code with a “B” or “D” indicator in the City State Product and the pieces in 5-digit bundles meet the 5% threshold requirement.
- j. *Merged 5-digit scheme sack:* the 5-digit ZIP Codes on pieces in carrier route bundles and/or automation rate 5-digit bundles and/or Presorted rate 5-digit bundles in a sack are all for 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#), and the automation rate 5-digit bundles and/or the Presorted rate 5-digit bundles also are for 5-digit ZIP Codes that have an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles with automation rate 5-digit bundles and Presorted rate 5-digit bundles in the same 5-digit container.
- k. *Merged 5-digit scheme pallet:* contains carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#).
- l. *5-digit metro pallets for Periodicals flats and irregular parcels:* the 5-digit ZIP Codes on pieces in carrier route, automation rate, and presorted rate bundles are all destined for the same mail processing facility listed in [L006](#).
- m. *3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits (see [L002](#), Column A).
- n. *Unique 3-digit:* the ZIP Code in the delivery address on all pieces begins with the same three digits, and that the 3-digit prefix is so identified in [L002](#), Column A.
- o. *3-digit scheme:* the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L003](#).

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- p. *3-digit scheme bundles, for AFSM 100-compatible flats*: the ZIP Code in the delivery address begins with one of the 3-digit prefixes processed by the USPS as a single scheme, as shown in [L008](#).
- q. *Origin/optional entry 3-digit(s)*: the ZIP Code in the delivery address on all pieces begins with one of the 3-digit prefixes processed at the sectional center facility (SCF) in whose service area the mail is verified/entered. Subject to standard, a separation is required for each such 3-digit area regardless of the volume of mail.
- r. *SCF*: the separation includes pieces for two or more 3-digit areas served by the same sectional center facility (SCF) (see [L005](#)), *except that*, where required or permitted by standard, mail for a single 3-digit area may be prepared in an SCF separation when no mail for other 3-digit ZIP Code areas is available. For pallets, the SCF sort may include mail for a single 3-digit ZIP Code area.
- s. *Origin/optional entry SCF*: the separation includes bundles for one or more 3-digit areas served by the same sectional center facility (SCF) (see [L002](#), Column C, or [L005](#)) in whose service area the mail is verified/entered. Subject to standard, this separation is required regardless of the volume of mail.
- t. *ADC/AADC*: all pieces are addressed for delivery in the service area of the same area distribution center (ADC) or automated area distribution center (AADC) (see [L004](#) or [L801](#)).
- u. *Mixed [ADC, AADC, etc.]*: the pieces are for delivery in the service area of more than one ADC, AADC, etc.
- v. *Residual pieces/bundles/sacks* contain material remaining after completion of a presort sequence. Residual mail lacks the volume set by standard to require or allow bundle preparation to a particular destination, and usually does not qualify for a presort rate. Residual mail is also referred to as *nonqualifying* or *working* mail. [[M011.1.2](#)]

#### 18.4 Preparation Definition and Instructions

For purposes of preparing mail:

- a. *Pieces* refers to individually addressed mailpieces. This definition also applies when *pieces* is used in eligibility standards. Quantities indicated for optional or required sortations always refer to pieces unless specifically excepted.
- b. A *full* letter tray is one in which faced, upright pieces fill the length of the tray between 75% and 100% full.
- c. A *less-than-full* letter tray is one that contains mail for the same destination regardless of quantity or whether a full tray was previously prepared for that destination. Less-than-full trays may be prepared only if permitted by the standards for the rate claimed.
- d. An *overflow* letter tray is a less-than-full tray that contains all pieces remaining after preparation of full trays for the same destination. Overflow trays may be prepared only if permitted by the standards for the rate claimed.
- e. A *full* sack is defined in the standards for the class and rate claimed.

- f. A *5-digit scheme sort for automation letters* yields 5-digit scheme trays for those 5-digit ZIP Codes identified in the USPS City State Product and 5-digit trays for other areas. Mail prepared using 5-digit scheme sort must be entered no later than 90 days after the release date of the City State Product used to obtain the scheme information (see [708.3.0](#)). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Trays prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is *always* optional, including when 5-digit sortation is required for rate eligibility; need not be used for all 5-digit ZIP Codes that are part of a scheme; and is available only for automation rate letter-size Periodicals and may not be used for mail at other rate.
- g. A *5-digit scheme sort for AFSM 100-compatible flats* yields 5-digit scheme bundles for those 5-digit ZIP Codes identified in [L007](#). Presorting must be performed using [L007](#). Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in [301.3.3](#). The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 5-digit ZIP Code required. Bundles prepared for a 5-digit scheme destination that contain pieces for only one of the schemed 5-digit ZIP Codes are still considered 5-digit scheme sorted and are labeled accordingly. The 5-digit scheme sort is optional, except under [705.12.0](#), [Preparation of Merged Palletization of Bundles of Flats Using a 5% Threshold](#), and [705.13.0](#), [Preparation of Merged Palletization of Bundles of Flats Using the City State Product and a 5% Threshold](#). Mailpieces must be labeled using an optional endorsement line (OEL) under [708.7.0](#). Bundles are placed in appropriate containers using the OEL “label to” 5-digit ZIP Code. Periodicals firm bundles must not be part of a 5-digit scheme bundles.
- h. A *5-digit scheme carrier routes sort for carrier route rate Periodicals flats and irregular parcels (nonletters) prepared in sacks or as bundles on pallets* yields a 5-digit scheme carrier routes sack or pallet for those 5-digit ZIP Codes listed in [L001](#) and 5-digit carrier routes sacks or pallets for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum sack or pallet volume, with no further separation by 5-digit ZIP Code required. Sacks or pallets prepared for a 5-digit scheme carrier routes destination that contain carrier route bundles for only one of the schemed 5-digit areas are still considered to be sorted to 5-digit scheme carrier routes and are labeled accordingly. The 5-digit scheme carrier routes sort is required for carrier route bundles of flat-size and irregular parcel Periodicals. Preparation of 5-digit scheme carrier routes sacks or pallets must be done for all 5-digit scheme destinations.
- i. A *5-digit scheme sort for Periodicals flats and irregular parcels (nonletters) prepared as bundles on pallets* yields 5-digit scheme pallets containing automation rate and Presorted rate 5-digit bundles for those 5-digit ZIP Codes listed in [L001](#) and yields 5-digit pallets containing automation rate and Presorted rate 5-digit bundles for other areas. The 5-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum

pallet volume, with no further separation by 5-digit ZIP Code required. Pallets prepared for a 5-digit scheme destination that contain 5-digit bundles for only one of the schemed 5-digit areas are still considered to be sorted to the 5-digit scheme and are labeled accordingly. The 5-digit scheme sort is required for flat-size and irregular parcel-size Periodicals. The 5-digit scheme sort may not be used for other mail prepared on pallets. Preparation of 5-digit scheme pallets must be done for all 5-digit scheme destinations.

- j. *A merged 5-digit sort for Periodicals flats and irregular parcels prepared in sacks* yields merged 5-digit sacks that contain carrier route bundles and/or automation rate 5-digit bundles, and/or Presorted rate 5-digit bundles that are all for a 5-digit ZIP Code that has an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles in the same 5-digit sack or pallet. The merged 5-digit sort is optional for Periodicals flats and irregular parcels. Sacks prepared for a merged 5-digit destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only Presorted rate 5-digit bundle(s)) or that contain only two rate levels of bundle(s) are still considered to be merged 5-digit sorted and are labeled accordingly. If preparation of merged 5-digit sacks is performed, it must be done for all 5-digit ZIP Code destinations with an “A” or “C” indicator in the Carrier Route Indicators field in the City State Product that allows combining carrier route bundles, automation rate 5-digit bundles, and Presorted rate 5-digit bundles in the same 5-digit container.
- k. *A merged 5-digit sort for Periodicals flats and irregular parcels prepared as bundles on pallets* yields merged 5-digit pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles). The merged 5-digit sort is optional for Periodicals flats and irregular parcels and Standard Mail flats prepared in sacks under [705.10.0](#). Sacks or pallets prepared for a merged 5-digit destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)) or only two rate levels of bundle(s) are still considered to be merged 5-digit sorted and must be labeled accordingly.
- l. *A merged 5-digit scheme sort for Periodicals flats and irregular parcels prepared in sacks* yields merged 5-digit scheme sacks that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate 5-digit bundles and/or presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in [L001](#). Sacks prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme sacks is performed, it must be done for all 5-digit scheme destinations in [L001](#).

- m. *A merged 5-digit scheme sort for Periodicals flats and irregular parcels prepared as bundles on pallets yields merged 5-digit scheme pallets that contain carrier route bundles and noncarrier route 5-digit bundles (automation rate and/or presorted rate 5-digit bundles) for those 5-digit ZIP Codes that are part of a single scheme as shown in L001. Pallets prepared for a merged 5-digit scheme destination that contain only a single rate level of bundle(s) (only carrier route bundle(s) or only automation rate 5-digit bundle(s) or only presorted rate 5-digit bundle(s)), or only two rate levels of bundle(s), or bundles for only one of the schemed 5-digit ZIP Codes are still considered to be merged 5-digit scheme sorted and must be labeled accordingly. If preparation of merged 5-digit scheme pallets is performed, it must be done for all 5-digit scheme destinations in L001.*
- n. *A 5-digit metro sort for Periodicals nonletters (flats and irregular parcels) prepared as bundles on pallets yields 5-digit metro pallets that contain carrier route and/or noncarrier route 5-digit and 3-digit bundles (automation rate and/or presorted bundles) for the 5-digit ZIP Codes listed in L006. The ZIP Codes in L006 are treated as a single presort destination, with no further separation by 5-digit ZIP Code required. The 5-digit metro sort is optional and need not be done for all possible destinations in L006.*
- o. *A 3-digit scheme sort yields 3-digit scheme trays for those 3-digit ZIP Code prefixes listed in L003 and 3-digit trays for other areas. The 3-digit ZIP Code prefixes in each scheme are treated as a single presort destination subject to a single minimum tray volume, with no further separation by 3-digit prefix required. Trays prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit areas are still considered 3-digit scheme sorted and are labeled accordingly. The 3-digit scheme sort is required for automation rate letter-size Periodicals and is not permitted to be used for mail entered at another rate.*
- p. *A 3-digit scheme sort for AFSM 100-compatible flats yields 3-digit scheme bundles for those 3-digit ZIP Codes identified in L008. Presorting may be performed using L008 starting January 6, 2005. The 3-digit scheme sort is optional, except under 705.12.0 and 705.13.0. For 705.12.0 and 705.13.0, presorting must be performed using L008 by April 18, 2005. Pieces prepared in scheme bundles must meet the AFSM 100 compatibility criteria in 301.3.3. The 3-digit ZIP Codes in each scheme are treated as a single presort destination subject to a single minimum volume, with no further separation by 3-digit ZIP Code required. Bundles prepared for a 3-digit scheme destination that contain pieces for only one of the schemed 3-digit ZIP Codes are still considered 3-digit scheme sorted and are labeled accordingly. Mailpieces must be labeled using an optional endorsement line (OEL) under 708.7.0. Three-digit scheme bundles are placed in 3-digit through Mixed ADC containers, as applicable, using the OEL "label to" 3-digit ZIP Code. Periodicals firm bundles must not be physically combined within 3-digit scheme bundles, but can contribute toward the six-piece minimum for rate eligibility.*

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- q. An *origin 3-digit* (or *origin 3-digit scheme*) tray/sack contains all mail (regardless of quantity) for a 3-digit ZIP Code (or 3-digit scheme) area processed by the SCF in whose service area the mail is verified. If more than one 3-digit (or 3-digit scheme) area is served, as indicated in [L005](#), a separate tray/sack must be prepared for each.
- r. An *origin/optional entry SCF sack* contains all 5-digit and 3-digit bundles (regardless of quantity) for the SCF in whose service area the mail is verified. At the mailer's option, such a sack may be prepared for the SCF area of each entry post office. This presort level applies only to nonletter-size Periodicals prepared in sacks.
- s. The *required at [quantity]* instruction (e.g., "required at 10 pieces") means that the particular unit *must* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles and containers may contain more than the specified *required at* quantity up to the applicable maximum physical size. Subject to applicable rate eligibility standards, smaller quantities may be prepared only if permitted. Where specified by standard, required preparation applies only if the mailer chooses to qualify for the corresponding rate.
- t. The *optional at [quantity]* instruction means that the particular unit *may* be prepared for the corresponding presort level whenever the specified quantity of mail is reached or exceeded. Bundles or containers may contain more than the specified *optional at* quantity up to the applicable maximum physical size. Smaller quantities may be prepared only if permitted by applicable rate eligibility standards. Standards for quantities with which preparation is optional are often followed by standards for larger quantities with which preparation is required.
- u. *Entry [facility]* (or *origin [facility]*) refers to the USPS mail processing facility (e.g., "entry SCF") that serves the post office at which the mail is entered by the mailer. If the post office where the mail is entered is not the one serving the mailer's location (e.g., for plant-verified drop shipment), the post office of entry determines the *entry facility*. *Entry SCF* includes both single-3-digit and multi-3-digit SCFs.
- v. The *group pieces* instruction means the pieces are to be sorted together as if to be bundled but not actually secured into a bundle. Bundle labels and other bundle identification methods may be used for unsecured groups of pieces as permitted by standard.
- w. A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in each group together, the result is a bundle. The term bundle does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). Bundle preparation is described in [19.0](#).
- x. A *tic mark* is defined as a solid black rectangle that must be printed on both the front side (extending over the top) and back side (flap side) of the envelope. Tic marks may be used in lieu of separator cards or rubber bands in Periodicals



nonautomation carrier route mailings prepared in full 5-digit carrier routes trays. Tic marks must be printed on the top edge of the first mailpiece in each carrier route grouping during the mailpiece production process and must meet the following specifications:

1. Color: black.
  2. Reflectance and Contrast Ratio: The tic mark must meet the reflectance and contrast ratio specifications in [708.4.3](#).
  3. Location: The tic mark must extend along the top edge of the envelope, to the left of center line of the envelope. Its location must be referenced to the center line. The right edge of the tic mark must be 0.5 inch (+ 0.125 inch) from the center line of the envelope.
  4. Size: The width of the tic mark must be 0.5 inch (+ 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). When a second tic mark is used to indicate a tray break at the end of the tray, all specifications are the same as for one tick mark, except for the location on the envelope. When a second tic mark is used on the last piece in a tray to indicate a tray break, the right edge of the second tic mark must be 0.5 inch (+ 0.125 inch) from the left edge of the first tic mark.
- y. A “logical” presort destination represents the total number of pieces that are eligible for a specific presort level based on the required sortation, but which might not be contained in a single bundle or in a single container (i.e., sack, pallet) due to applicable preparation requirements or the size of the individual pieces. For example, there may be 42 mailpieces for ZIP Code 43112 forming a Periodicals “logical” 5-digit bundle, and they are prepared in three physical 5-digit bundles because of the applicable weight and height restrictions on bundles. For pallets, 2,800 pounds of mail may be destined to an SCF destination, and these would form the “logical” SCF pallet, but the mail is placed on two physical SCF pallets each weighing 1,400 pounds because of the 2,200 pound maximum pallet weight requirement.
- z. *Cobundling* is an alternate preparation method available under [705](#). for Periodicals that allows the combining of flat-size automation rate and Presorted rate pieces within the same bundle under the single minimum bundle size requirement. Regardless of the class of mail, pieces may not be combined in more than one physical bundle for each logical presort destination unless presented using an approved manifest mailing system under [705.2.0](#).

[M011.1.3]

## 19.0 Bundles

### 19.1 Definition of a Bundle

A *bundle* is a group of addressed pieces secured together as a unit. The presort process considers the total number of pieces available for the particular presort destination and assembles them into groups meeting applicable volume and size standards. When the standards for the rate claimed require securing the pieces in

each group together, the result is a bundle. The term *bundle* does not apply to unsecured groups of pieces (e.g., pieces prepared in trays and identified by separator cards or tic marks). [M011.1.3aa]

## **19.2 Arranging Pieces in a Bundle (“Facing”)**

Except as noted in 19.3, all pieces in a bundle must be “faced” (i.e., arranged with the addresses in the same read direction), with an address visible on the top piece. [M020.1.1]

## **19.3 Preparing Bundles of Pieces of Nonuniform Thickness (“Counterstacking”)**

Bundles of flats and other pieces of nonuniform thickness may be prepared by counter-stacking under these conditions:

- a. Counter-stacking should be used only to create bundles of more uniform thickness that are more likely to maintain their integrity during transportation and processing.
- b. Counter-stacking is appropriate for saddle-stitched mailpieces and pieces where one edge is thicker than other edges or one corner is thicker than other corners.
- c. When counter-stacking, pieces must all have addresses facing up and be divided into no more than four approximately equal groups, with each group rotated 180 degrees from the preceding and succeeding group(s); prepare as few groups as possible to create a bundle of uniform thickness.
- d. Counter-stacked groups within a bundle should be as thick as possible, generally at least 1 inch thick.
- e. When pieces are nonuniform in thickness because they are thicker in the center instead of along an edge or corner, counter-stacking will generally not result in a bundle of uniform thickness (i.e., a football-shaped bundle would be created). Instead of counter-stacking such pieces, limit the height (thickness) of the bundle to 3 to 6 inches to ensure the bundle will stay together during normal transit and handling. [M020.1.2]

## **19.4 Securing Bundles**

Bundle preparation is subject to the following requirements:

- a. Bundles must be able to withstand normal transit and handling without breakage or injury to USPS employees.
- b. Bundles must be secured with banding, shrinkwrap, or shrinkwrap plus one or more bands. Banding includes plastic bands, rubber bands, twine/string, and similar material. Use of wire or metal banding is not permitted.
- c. When one band is used, it must be placed tightly around the girth (narrow dimension).
- d. Except under 19.9, *Bundles on Pallets*, bundles over 1 inch high (thick) must be secured with at least two bands or with shrinkwrap. When double banding is used to secure bundles, it must encircle the length and girth of the bundle at least once. Additional bands may be used if none lies within 1 inch of any bundle edge.

- e. Banding tension must be sufficient to tighten and depress the edges of the bundle so pieces will not slip out of the banding during transit and processing. Loose banding is not allowed.
- f. When twine/string is used to band bundles, the knot(s) must be secure so the banding does not come loose during transit and processing. [M020.1.4]

### 19.5 Letter-Size Bundles

Letter-size pieces are subject to these bundling standards:

- a. The maximum thickness for bundles of carrier route rate mail is 4 inches. The maximum thickness for other bundles is 6 inches.
- b. Bundles must be prepared for mail in all less-than-full trays and 3-digit carrier routes trays; and for nonautomation Periodicals.
- c. Separator cards or tic marks *may* be used instead of bundling for letter-size pieces in full 5-digit carrier routes trays of Periodicals. The cards must be of paper or card stock, at least 0.25 inch higher than the highest pieces in the mailing, and in front of the corresponding groups of mail. The tic mark must be applied during the mailpiece production process and be printed on the top edge of the envelope, to the left of the center line of the envelope. Each tic mark must have its location referenced to the center line. The right edge of the tic mark must be 0.5 inch (+ 0.125 inch) from the center line of the envelope. The width of the tic mark must be 0.5 inch (+ 0.125 inch). The tic mark must extend over the top of the envelope, down each side a distance of 0.25 inch (+ 0.125 inch). In trays of tic-marked mail, all mailpieces must be the same dimension so that the tic marks are visible.
- d. For mail in less-than-full trays, bundles must be secured with rubber bands, elastic strapping, flat plastic strapping, or string. (Elastic strapping must have a minimum strength of 15 pounds and a minimum of 150% elongation before breaking. Minimum tension, when applied to the bundle, must be 50% breaking strength. Elastic strapping may not be used unless approved by USPS Engineering. If requested, the mailer must be able to show such approval for the strapping material used for a mailing.)
- e. Bundles up to 1 inch thick must be secured with appropriate banding placed once around the girth (narrow dimension). Bundles over 1 inch thick must be secured with at least two bands, one around the length and one around the girth. [M020.2.1]

### 19.6 Flat-Size Bundles

Bundles of flat-size pieces must be secure and stable subject to the following:

- a. If placed on pallets, the specific weight limits in [705.8.0](#).
- b. If placed in sacks, the specific weight and height limits in [19.8](#). [M020.2.2]

### 19.7 Exception to Bundle Preparation— Full Single-Sort-Level Trays

In bundle-based mailings not entirely of card-size pieces (i.e., pieces not larger than 4-1/4 by 6 by 0.016 inch), mail need not be prepared in 5-digit bundles if placed in a full 5-digit tray. Similarly, mail need not be prepared in other levels of bundles when it will be placed in a full tray to the corresponding tray level, and none of the mail in

that tray would have been more finely sorted if bundled. For example, the content of a full ADC tray need not be bundled if, when correctly sorted, it would have all been prepared in ADC bundles to the same destination; conversely, this exception would not apply if some pieces would require preparation in 5-digit or 3-digit bundles.

[M020.1.9]

## **19.8 Bundles in Sacks**

Periodicals prepared in sacks must be secured in bundles as follows:

- a. The maximum weight for all bundles is 20 pounds.
- b. Bundles up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth (narrow dimension), or with shrinkwrap. Bundles over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, or twine/string), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
- c. Bundles should be measured at the lowest (thinnest) point to determine the bundle height.
- d. A bundle that exceeds the maximum prescribed height by less than the thickness of a single piece meets the standard (e.g., if a glossy piece is 0.625 (5/8) of an inch thick, five pieces may be secured in a bundle 3.125 inches high; if a piece with uncoated cover stock is 0.75 (3/4) of an inch thick, 11 pieces may be secured in a bundle 8.25 inches high).
- e. Bundles of pieces with covers of coated stock that are not individually enclosed in a mailing wrapper (e.g., magazines or catalogs with glossy covers not individually enclosed in an envelope, uncoated paper wrapper, or plastic wrapper (polybag)) are subject to these conditions:
  1. Except as noted in [19.8e2](#), bundles must not exceed 3 inches in height (thickness).
  2. Bundles of such pieces secured with shrinkwrap plus one or two plastic straps, or with at least two plastic straps, one around the length and one around the girth, must not exceed 6 inches in height (thickness).
- f. Bundles containing pieces with outer surfaces of uncoated stock are subject to these conditions:
  1. "Uncoated stock" also refers to pieces with coated covers that are individually enclosed in a cover or mailing wrapper of uncoated stock such as an envelope, sleeve, protective cover, partial wrapper, or polybag and pieces with outer surfaces composed of material other than paper (e.g., plastic, cloth, fiberboard, or metal).
  2. Bundles must not exceed 8 inches in height (thickness); however, it is recommended that such bundles not exceed 6 inches in height (thickness). [M020.1.8]

## **19.9 Bundles on Pallets**

In addition to [19.2](#), [19.3](#), [19.4](#), and [19.12](#), bundles on pallets must meet the following standards:

- a. Except as noted in [19.9b](#), bundles up to 1 inch in height (thickness) must be secured with appropriate banding, placed at least once around the girth, or with shrinkwrap. Bundles over 1 inch in height must be secured with at least two bands (plastic bands, rubber bands, twine/string, or similar material), one around the length and one around the girth; or with shrinkwrap; or with shrinkwrap plus one or two bands.
- b. Bundles may be secured with heavy-gauge shrinkwrap plus plastic banding, only shrinkwrap, or only banding material if they can stay together during normal processing. Except for bundles of individually polywrapped pieces, bundle on BMC pallets must be shrinkwrapped and machinable on BMC parcel sorters. Bundles of individually polywrapped pieces may be secured with banding material only. Machinability is determined by the USPS. If used, banding material must be applied at least once around the length and once around the girth; wire and metal strapping are prohibited. [M020.1.5]

#### **19.10 Pieces With Simplified Addresses**

For mail prepared with a simplified address, all pieces for the same post office must be prepared in bundles of 50 when possible. If bundles of other quantities are prepared, the actual number of pieces must be shown on the facing slip attached to show distribution desired (e.g., rural route, city route, post office boxholder). Bundles must be secure and stable subject to specific weight limits in [705.8.0](#) if placed on pallets, specific weight and height limits in [19.8](#) for Periodicals placed in sacks, and specific thickness limits in [19.5](#) for cards and letter-size pieces. [M020.2.3]

#### **19.11 Bundles With Fewer Than the Minimum Number of Pieces Required**

An individual bundle may be prepared with fewer than the minimum number of pieces required by the standards for the rate claimed without loss of rate eligibility under either of these conditions:

- a. A greater number of pieces would exceed the maximum physical size for a bundle and the total number of pieces for that presort destination meets the minimum volume standard (e.g., 30 pieces are available to meet a 10-piece minimum, but a bundle of eight pieces is 6 inches thick).
- b. The pieces constitute the “last bundle” for a presort destination and previously prepared bundles met the applicable minimum volume standard (e.g., 505 pieces prepared in 10 50-piece bundles and one five-piece bundle). [M020.1.7]

#### **19.12 Labeling Bundles**

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

- a. Firm (Periodicals use only), blue Label F.
- b. Five-digit presort level, red Label 5.

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- c. Three-digit presort level, green Label 3.
- d. ADC presort level, pink Label A.
- e. Mixed ADC presort level, tan Label X. [M020.1.3]

### 19.13 Use of Optional Endorsement Lines (OEL)

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles under [708.7.0, \*Optional Endorsement Lines \(OEL\)\*](#). [M013.1.1]

### 19.14 Use of Carrier Route Information Lines

Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [19.0, \*Bundles\*](#), optional endorsement lines under [708.7.0](#), or carrier route information lines under [708.6.0](#). These standards apply to Carrier Route Periodicals mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]

### 19.15 Facing Slips—All Carrier Route Mail

All facing slips used on carrier route bundles must show this information:

- a. Line 1: Destination city, two-letter state abbreviation, and 5-digit ZIP Code.
- b. Line 2: Content (as appropriate to the class), followed by carrier route type and route number (e.g., “NEWS LTRS CR R 012”).
- c. Line 3: City and two-letter state abbreviation of the origin post office. [M020.3.0]

## 20.0 Sacks and Trays

### 20.1 Basic Standards

#### 20.1.1 Standard Containers

Depending on the class of mail and processing category, mailings must be prepared in trays or sacks as shown in [Exhibit 20.1.1](#) and under other applicable standards in this section. The following additional standards apply to [Exhibit 20.1.1](#):

- a. Palletized mail is subject to [705.8.0](#).
- b. A postmaster may authorize nonpostal containers for a small-volume presorted mailing if the mailing weighs no more than 20 pounds, consists primarily of mail or bundles of mail for local ZIP Codes, and requires no USPS transportation for processing. [M033.1.2]

#### Exhibit 20.1.1 Standard Containers

| PROCESSING CATEGORY | USPS CONTAINER            |
|---------------------|---------------------------|
| <b>Periodicals</b>  |                           |
| Letter-size         | Letter tray (with sleeve) |
| Flat-size, parcels  | Sack (brown)              |

[Exhibit M033.1.2]

### 20.1.2 Letter Tray Sizes

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

- a. 2-foot managed mail (MM) trays: 21 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- b. 1-foot MM trays: 10-1/4 inches long by 10 inches wide (inside bottom dimensions) by 4-5/8 inches high.
- c. 2-foot extended MM (EMM) trays: 21-3/4 inches long by 11-1/2 inches wide (inside bottom dimensions) by 6-1/8 inches high. [M033.1.3]

### 20.1.3 Presort

Presort, presort levels, and standard preparation terms are defined in 18.0. [M033.1.4]

### 20.1.4 Tray Sleevng and Strapping

Each letter tray must be sleeved, using USPS-provided sleeves. Except under 20.1.5, each sleeved letter tray must then be secured with one plastic strap placed tightly around the length of the tray without crushing the tray or sleeve. [M033.1.5]

### 20.1.5 Strapping Exception

Strapping is not required for any letter tray placed on a 5-digit, 3-digit, or SCF pallet secured with stretchwrap. In addition, if the processing and distribution manager gives a written waiver, strapping is not required for any letter tray that originates and destines in the same SCF (mail processing plant) service area. [M033.1.6]

### 20.1.6 Origin/Entry 3-Digit/Scheme Trays

For letter-size Periodicals, after all finer sort levels are prepared, an origin/entry 3-digit tray (or, if applicable, origin/entry 3-digit scheme tray) must be prepared to contain any remaining mail for each 3-digit (or 3-digit scheme) area serviced by the SCF serving the post office where the mail is verified (origin), and may be prepared for each 3-digit (or 3-digit scheme) area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified—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. [M033.1.7]

### 20.1.7 Periodicals Flats and Irregular Parcels Origin/Entry SCF Sacks

For flat-size and irregular parcel-size Periodicals, after all finer sort levels are prepared, an origin/entry SCF sack must be prepared to contain any remaining 5-digit and 3-digit bundles for the 3-digit ZIP Code area(s) served by the SCF serving the post office where the mail is verified (origin), and may be prepared for the area served by the SCF/plant where mail is entered (if that is different from the SCF/plant serving the post office where the mail is verified—e.g., a PVDS deposit site). In all cases, only one less-than-full sack may be prepared for each SCF area. [M033.1.8]

## 20.2 Letter Tray Preparation

Letter trays are prepared as follows:

- a. Subject to availability of equipment, standard MM trays must be used for all letter-size mail, except that EMM trays must be used when available for letter-size mail that exceeds the inside dimensions of MM trays defined in [20.1.2](#). When EMM trays are not available for those larger pieces, they must be placed in MM trays, angled back, or placed upright perpendicular to the length of the tray in row(s) to preserve their orientation.
- b. Pieces must be “faced” (oriented with all addresses in the same direction with the postage area in the upper right).
- c. Each tray prepared must be filled before filling the next tray, with the contents in multiple trays relatively balanced. When preparing full trays, mailers must fill all possible 2-foot trays first; if there is mail remaining for the presort destination, mailers must use a combination of 1-foot and 2-foot trays that results in the fewest total number of trays for that presort level. As an alternative, if there is mail remaining, mailers may move those pieces to the next higher presort level at which there is a minimum quantity (e.g., 150 pieces).
- d. For presort destinations that do not require full trays, pieces are placed in a less-than-full tray.
- e. Mailers must use as few trays as possible without jeopardizing rate eligibility. For instance, a mailer will never have two 1-foot trays to a single destination; instead, that mail must be placed in a single 2-foot tray. A 1-foot tray is prepared only if it is a full tray with no overflow; or if there is less than 1 foot of mail for that destination; or if the overflow from a full 2-foot tray is less than 1 foot of mail.
- f. Each tray must bear the correct tray label.
- g. Each tray must be sleeved and strapped under [1.4](#) and [1.5](#).
- h. If a mailing is prepared using an MLOCR/barcode sorter and is submitted with standardized documentation, then pieces do *not* have to be grouped by 3-digit ZIP Code prefix (or by 3-digit scheme, if applicable) in AADC trays, or by AADC in mixed AADC trays. [M033.2.1]

## 20.3 Sack Preparation

### 20.3.1 Basic Standards

All sack preparation is subject to these standards:

- a. Each sack must bear the correct sack label.
- b. The weight of a sack and its content must not exceed 70 pounds. [M033.2.4]



## 21.0 Sack and Tray Labels

### 21.1 Sack and Tray Labels

#### 21.1.1 Basic Standards

Only sack labels may be used for sacks; only tray labels may be used for trays. Machine-printed labels (available from the USPS) ensure legibility. Legible hand-printed labels are acceptable. Illegible labels are not acceptable. Container labels for automation rate mailings are subject to [21.3](#), [21.4](#), and [21.5](#). [M031.1.1]

#### 21.1.2 Line 1 (Destination Line)

Line 1 (destination line) must meet these standards:

- a. *Placement.* Line 1 must be the first visible line on the label. It must be completely visible and legible when placed in the label holder. This visibility is ensured if the top of this line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.
- b. *Information.* Line 1 must contain only the information specified by standard, including the appropriate destination facility prefix (e.g., “ADC”). Two zeros may follow the 3-digit ZIP Code prefix required by labeling standards (e.g., 223 as 22300).
- c. *Overseas Military Mail.* On 5-digit sacks and trays for overseas military destinations, Line 1 shows, from left to right, “APO” or “FPO,” followed by “AE” (for ZIP Codes within the ZIP Code prefix range 090-098), “AA” (for ZIP Codes within the 3-digit ZIP Code prefix 340), or “AP” (for ZIP Codes within the ZIP Code prefix range 962-966), followed by the destination 5-digit ZIP Code of the mail in the sack or tray. [M031.1.2]

#### 21.1.3 Line 2 (Content Line)

Line 2 (content line) must meet these standards:

- a. *Placement:* Line 2 must be the second visible line on the label. This line must show the class and processing category of the mail in the sack or tray and other information as specified by standards. Except as provided in [26.0](#) for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
  1. “PER.”
  2. “NEWS” if published weekly or more often or if authorized newspaper treatment as of March 1, 1984. [M031.1.3 and M031.1.7]

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- b. *Codes:* The codes shown below must be used as appropriate on Line 2 of sack, tray, and pallet labels.

| CONTENT TYPE   | CODE   |
|--|--|
| Barcoded   | BC   |
| Barcoded and Nonbarcoded   | BC/NBC   |
| Carrier Route  | C (type of route)  |
| Carrier Routes   | CR-RT or CR-RTS  |
| Digit  | D  |
| Flats  | FLTS   |
| General Delivery Unit  | G  |
| Highway Contract Route   | H  |
| Irregular Parcels  | IRREG  |
| Letters  | LTR or LTRS  |
| Machinable   | MACH   |
| Manual (cannot be processed on automated equipment or mailer requests manual processing) | MAN or MANUAL  |
| Mixed  | MXD  |
| Nonbarcoded  | NON BC (sacks) NBC (pallets and cotrayed or cosacked mail under 705.9.0) |
| Periodicals  | PER (see 21.1.3a) NEWS (see 21.1.3a)                                     |
| Post Office Box Section  | B  |
| Rural Route  | R  |
| Scheme   | SCH  |
| Working  | WKG  |

[M031.5.0]

### 21.1.4 Line 3 (Office of Mailing or Mailer Information Line)

Line 3 (office of mailing or mailer information line) must be the bottom line of required information and must show either the city and state of the entry post office or the mailer's name and the city and state of the mailer's location. It is recommended that the mailer's name also appear with the city and state of the entry post office.

[M031.1.4]

### 21.1.5 Extraneous Information

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

- It may be placed above Line 1 in not more than 0.083 inch high type (6-point type).
- It may appear to the right of required Line 3 information but it must not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.

- c. It must not appear between Lines 1 and 2 (a blank line is permitted), but may appear between Lines 2 and 3 if it does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix.
- d. It may appear below Line 3.
- e. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on Line 3.  
[M031.1.5]

#### **21.1.6 Abbreviations**

Lines 1 and 3 may contain abbreviated information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. [M031.1.6]

## **21.2 Additional Standards—Tray and Sack Labels**

### **21.2.1 Placement of Tray Labels**

A tray label must be securely placed in an adhesive-backed label holder that is affixed to the specific location designated on the tray. Where no specific location is indicated the label must be securely placed in an adhesive-backed label holder that is affixed horizontally to the top left corner of one end of the tray. Do not use tape. Insert labels completely into the label holder to ensure that they do not fall out during processing. Do not insert labels upside down. [M031.3.1]

### **21.2.2 Physical Characteristics of a Tray Label**

A tray label must meet these specifications:

- a. Color: pink for Periodicals.
- b. Weight: minimum 70-pound stock (500 sheets, 24 by 36 inches).
- c. Height (perpendicular to printing): 1.860 inches minimum; 2.015 inches maximum.
- d. Length (parallel to printing): 3.250 inches minimum; 3.515 inches maximum.
- e. Thickness: 0.005 inch minimum. [M031.3.2]

### **21.2.3 Physical Characteristics of a Sack Label**

A sack label must meet these specifications:

- a. Color: pink for Periodicals.
- b. Weight: 70-pound or heavier stock (required for mailings of automation-compatible flats, optional for others).
- c. Length (parallel to printing): 3.250 inches minimum; 3.375 inches maximum.
- d. Height (perpendicular to printing): 0.937 inch minimum; 0.980 inch maximum.  
[M031.2.1]

**21.2.4 Additional Standards for Automation-Compatible Flats**

For sack labels used on mailings of automation-compatible flats only.

- a. The human-readable content of sack labels must be machine-printed at five lines per inch. If the information cannot be shortened by postal abbreviations, it may be printed at a pitch of up to 15 characters per inch, if at least 22 human-readable characters fit on the label without interfering with the “quiet zone.”
- b. The minimum acceptable height for the destinating ZIP Code is 0.111 inch (8-point type).
- c. The minimum acceptable character height for all other information on Lines 1, 2, and 3 is 0.083 inch (6-point type). [M031.2.2]

**21.3 Use of Barcoded Tray And Sack Labels**

[Exhibit 21.3](#) shows the types of mail requiring barcoded tray or sack labels.

Barcoded labels must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in [21.3](#), [21.4](#), and [21.5](#).
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

**Exhibit 21.3 Required Barcoded Container Labels**

| RATE OR TYPE  | PROCESSING CATEGORY    |
|---|------------------------|
| <b>Periodicals</b>  |                        |
| Automation rate   | Letter-size, flat-size |
| Cobundled and cosacked under <a href="#">705.9.0</a> through <a href="#">705.13.0</a> | Flat-size              |

[Exhibit M032.1.1]

**21.4 Additional Standards—Barcoded Tray Labels****21.4.1 Physical Characteristics of a Label**

A barcoded tray label must meet these specifications:

- a. Color: pink for Periodicals.
- b. Reflectance: minimum reflectance requirements in [708.6.2.4i](#).
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum. [M032.2.1]

**21.5 Additional Standards—Barcoded Sack Labels****21.5.1 Physical Characteristics of a Sack Label**

A barcoded sack label must meet these specifications:

- a. Color: pink for Periodicals.
- b. Reflectance: minimum reflectance requirements in [708.6.3.3i.](#)
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

**22.0 Preparation of Presorted Periodicals****22.1 Basic Standards****22.1.1 General Preparation Standards**

For all letter-size mailings, for sacked mailing jobs of nonletter-size mail that do not contain an automation rate mailing or a carrier route mailing, and for all palletized mailing jobs the following standards must be met for the Presorted rate mailing:

- a. All pieces in each Presorted rate Periodicals mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under [22.2](#) and prepared in trays under [22.5](#). Trays prepared under this section may subsequently be palletized under [705.8.0](#).
- c. Nonletter-size pieces must be bundled under [22.2](#). Bundles placed on pallets must meet additional bundling criteria under [705.8.0](#).
- d. Bundles of nonletter-size pieces must be sacked or palletized under one of the following:
  1. Sacked under [22.2](#), except that a Presorted rate mailing that is part of a mailing job that also contains an automation flats mailing must be sacked as described in [22.1.2](#).
  2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Sacks prepared under [22.6](#), *Sack Preparation—Flat-Size Pieces and Irregular Parcels*, may subsequently be prepared on pallets under [705.8.0](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above. [M210.1.1]

**22.1.2 Additional Standards for Nonletter Sacked Mailing Jobs Containing More Than One Mailing**

The following standards apply:

- a. Mailings prepared in sacks that are part of a mailing job that includes a carrier route mailing, an automation rate mailing, and a presorted rate mailing must be prepared under one of the options listed below. Presorted rate pieces may be cobundled with automation rate pieces under the standards in [705.11.0](#).

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1. The carrier route mailing must be prepared under [13.0, Carrier Route Rate Eligibility](#), and [23.0, Preparation of Carrier Route Periodicals](#), and the automation rate and Presorted rate mailing must be prepared under [705.9.0](#).
2. All three mailings in the mailing job must be prepared under [705.10.0](#).
- b. Mailings prepared in sacks that are part of a mailing job that includes an automation rate mailing and a Presorted rate mailing must be prepared under the cosacking standards in [705.9.0](#). Presorted rate pieces may be cobundled with automation rate pieces under the standards in [705.11.0](#).
- c. Sacked mailing jobs that contain only a carrier route mailing and a Presorted rate mailing may be separately sacked, or may be prepared using the merged sacking option under [705.10.0](#).
- d. Sacked mailing jobs that contain only a carrier route mailing and an automation rate mailing may be separately sacked under [23.0](#) and [25.0](#), or may be prepared using the merged sacking option under [705.10.0](#). [M210.1.2]

**22.1.3 Documentation**

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Documentation of postage is not required if each piece is of identical weight and the pieces are separated by rate and zone when presented for acceptance. [M210.1.3]

**22.1.4 Merged Containerization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail**

Under the optional preparation in [705.10.0](#), Presorted rate firm and 5-digit bundles prepared under [22.1](#) and [22.2](#) are cosacked with firm and carrier route bundles prepared under [23.0](#) and with automation rate 5-digit bundles prepared under [25.0](#) in merged 5-digit sacks and in merged 5-digit scheme sacks. Under the optional preparation in [705.10.0](#), [705.12.0](#), or [705.13.0](#), Presorted rate firm and 5-digit bundles prepared under [22.1](#) and [22.2](#) are copalletized with firm and carrier route bundles prepared under [23.0](#) and with automation rate 5-digit bundles prepared under [25.0](#) on merged 5-digit pallets and on merged 5-digit scheme pallets. See [22.1.2a](#) for information on when preparation under [705.10.0](#) may be required. Presorted rate pieces may be cobundled with automation rate pieces under [705.11.0](#). [M210.1.6]

**22.2 Bundle Preparation**

Bundling is required before trayng or sacking. A bundle must be prepared when the quantity of addressed pieces for a required presort level reaches the minimum bundle size. Smaller volumes are not permitted except mixed ADC bundles and 5-digit and 3-digit bundles prepared under [22.4](#). Bundling is also subject to [19.0, Bundles](#). Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).

- b. 5-digit (required); six-piece minimum; red Label 5 or OEL; bundle labeling optional for pieces in full 5-digit trays.
- c. 3-digit (required); six-piece minimum; green Label 3 or OEL.
- d. ADC (required); six-piece minimum; pink Label A or OEL.
- e. Mixed ADC (required); no minimum; tan Label X or OEL. [M210.2.0]

### 22.3 Firm Bundles

A firm bundle is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm bundle may be claimed as one piece. A firm bundle sorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces bundled to the same destination to satisfy a six-piece bundle requirement when applicable, regardless of the number of copies in the firm bundle. [M210.1.4]

### 22.4 Low-Volume Bundles and Sacks

As a general exception to [22.2, Bundle Preparation](#), and [22.6, Sack Preparation—Flat-Size Pieces and Irregular Parcels](#), nonletter-size Periodicals may be prepared in low-volume 5-digit and 3-digit bundles containing fewer than six pieces when the publisher determines that such preparation improves service, if those bundles are placed in 5-digit, 3-digit, and SCF sacks. Low-volume bundles also may be placed on merged 5-digit scheme, 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, and SCF pallets. [M210.1.5]

### 22.5 Tray Preparation—Letter-Size Pieces

Preparation sequence, tray size, and labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece bundle minimum.
  - 1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS 5D NON BC.”
- b. *3-digit*: required at 24 pieces (no minimum for required origin/optional entry 3-digit(s)), optional with one six-piece bundle minimum.
  - 1. Line 1: use [L002](#), Column A.
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS 3D NON BC.”
- c. *ADC*: required at 24 pieces, optional with one six-piece bundle minimum.
  - 1. Line 1: use [L004](#), Column B.
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS ADC NON BC.”
- d. *Mixed ADC*: required (no minimum).
  - 1. Line 1: use “MXD” followed by the city, state, and ZIP of the ADC serving the 3-digit ZIP Code of the entry post office, as shown in [L004](#).
  - 2. Line 2: “PER” or NEWS” as applicable; followed by “LTRS NON BC WKG.” [M210.3.0]

707.22.6

**22.6 Sack Preparation—Flat-Size Pieces and Irregular Parcels**

For mailing jobs that also contain an automation rate mailing, see [22.1.2](#) and [705.9.0](#) or [705.10.0](#). For other mailing jobs, preparation sequence, sack size, and labeling:

- a. *5-digit*: required at 24 pieces, optional with one six-piece bundle minimum except under [22.4](#).
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “5D”; followed by “NON BC” for flats.
- b. *3-digit*: required at 24 pieces, optional with one six-piece bundle minimum except under [22.4](#).
  1. Line 1: use [L002](#), Column A.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “3D”; followed by “NON BC” for flats.
- c. *SCF*: required at 24 pieces, optional with one six-piece bundle minimum except under [22.4](#).
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.
- d. *Origin/entry SCF*: required for the SCF of the origin (verification) office, optional for the SCF of an entry office other than the origin office, (no minimum); for Line 1 use [L002](#), Column C.
  1. Line 1: use [L002](#), Column C.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “SCF”; followed by “NON BC” for flats.
- e. *ADC*: required at 24 pieces, optional with one six-piece bundle minimum.
  1. Line 1: use [L004](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “ADC”; followed by “NON BC” for flats.
- f. *Mixed ADC*: required (no minimum).
  1. [\[3-17-05\]](#) [\[02-03-05\]](#) Line 1: Use [L009](#), effective May 15, 2005. Until then, use “MXD” followed by city, state, and ZIP Code of ADC serving the 3-digit ZIP Code prefix of the entry post office as shown in [L004](#), or use [L009](#).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “NON BC WKG” for flats or “WKG” for irregular parcels. [\[M210.4.0\]](#)



## 23.0 Preparation of Carrier Route Periodicals

### 23.1 Basic Information

#### 23.1.1 General Preparation Standards

The following standards must be met for carrier route mailings:

- a. All pieces in each carrier route Periodicals mailing must be in the same processing category.
- b. Letter-size pieces must be bundled under [23.2](#) and prepared in trays under [23.3](#). Trays prepared under this section may subsequently be palletized under [705.8.0](#).
- c. Nonletter-size pieces must be bundled under [23.2](#). Bundles placed on pallets must meet additional bundling standards under [705.8.0](#).
- d. Bundles of nonletter-size pieces must be sacked or palletized under one of the following:
  1. Sacked under [23.4](#) or, if eligible, under [705.10.0](#); or
  2. Palletized under [705.8.0](#), [705.10.0](#), [705.12.0](#), or [705.13.0](#).
- e. Sacks prepared under [23.4](#), *Preparation—Flat-Size Pieces And Irregular Parcels*, may subsequently be prepared on pallets under [705.8.0](#).
- f. All pieces must be sorted together to the finest extent required under the applicable sortation standards described above.
- g. Pieces with a simplified address must meet the corresponding preparation standards in [602.3.0](#), *Use of Alternative Addressing*, and the eligibility standards in [7.0](#), *Standards for Mailing to Nonsubscribers or Nonrequesters*.  
[M220.1.1]

#### 23.1.2 Documentation

A complete, signed postage statement, using the correct USPS form or an approved facsimile, must accompany each mailing, supported by documentation meeting the basic standards in [708.1.0](#). Postage statements must be supported by documentation produced by PAVE-certified software or standardized documentation under [708.1.0](#). Documentation of postage is not required if each piece is of identical weight and the pieces are separated by rate and zone when presented for acceptance. Documentation of sequencing and of density standards under [23.7](#) and [23.8](#) must be submitted with each mailing. [M220.1.2]

#### 23.1.3 Sequencing Standards

Preparation for carrier route rates is optional and subject to additional standards. Periodicals for which a carrier route discount is claimed must be prepared as a carrier route mailing under this section, using either walk sequencing or line-of-travel sequencing, applicable to the rate claimed (see [23.7](#) and [23.8](#), *Delivery Sequence Documentation*). Mailpieces prepared with a simplified address must meet the additional standards in [602.3.0](#), *Use of Alternative Addressing*. [M220.1.3]

### **23.1.4 Merged Containerization of Nonletter-Size Carrier Route, Automation Rate, and Presorted Rate Mail**

For sacked mailing jobs that contain an automation rate, a Presorted rate, and a carrier route rate mailing, mailers must prepare the automation and Presorted rate mailings under 705.9.0 (see 22.1.2a) and the carrier route mailing under 23.0, unless they elect to prepare the mailings under 705.10.0. Under the optional preparation in 705.10.0, firm and carrier route bundles prepared under 23.1 and 23.2.4 are cosacked with Presorted rate 5-digit bundles prepared under 22.0 and with automation rate 5-digit bundles prepared under 25.0 in merged 5-digit sacks and merged 5-digit scheme sacks. Under the optional preparation in 705.10.0, 705.12.0, or 705.13.0, firm and carrier route bundles prepared under 23.1 and 23.2.4 are copalletized with Presorted rate 5-digit bundles prepared under 22.0 and with automation rate 5-digit bundles prepared under 25.0 on merged 5-digit pallets and on merged 5-digit scheme pallets. Presorted rate pieces may be cobundled with automation rate pieces under 705.11.0. [M220.1.6]

## **23.2 Bundle Preparation**

### **23.2.1 General**

Bundle preparation is subject to 19.0, *Bundles*, and the specific standards below. [M220.2.1]

### **23.2.2 Optional Higher Bundle Minimums**

A mailer may choose to prepare carrier route bundles at a higher level of route saturation (for example, only if there are at least 15 pieces per route). Under this option, smaller groups of six or more pieces per carrier route not prepared in carrier route bundles for carrier route rates must be prepared for and paid at another applicable rate. [M220.2.2]

### **23.2.3 Walk-Sequence Identification**

In addition to the bundle label showing carrier route type and number under 23.2.4, each bundle of Periodicals walk-sequence mail must show that the mail is walk sequenced and the level of sequencing. A facing slip with the phrase “HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or “SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” (as applicable) may be placed on the top of each bundle of walk-sequence mail. It may be an address label with the required information placed on a sample mailpiece that is the top piece in the bundle, or a slip of paper affixed to the top of the bundle. If bundles are prepared without facing slips, an optional endorsement line or carrier route information line must be placed on each piece in the bundle to provide the equivalent information. [M220.2.3]

### **23.2.4 Bundling and Labeling**

Preparation sequence, bundle size, and labeling:

- a. Firm (optional); two-piece minimum; blue Label F or optional endorsement line (OEL).
- b. Carrier route (optional, but required for rate eligibility); six-piece minimum (fewer pieces permitted under 23.6); labeling required (facing slip, OEL, or carrier route information line) except for bundles placed in a carrier route tray or sack.

[M220.2.4]

### 23.3 Preparation—Letter-Size Pieces

#### 23.3.1 Basic Preparation

Preparation sequence, tray size, and labeling:

- a. *Carrier route*: required at 24 pieces, optional with one six-piece bundle.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS;” followed by “WSS” for saturation rate mail, or “WSH” for high density rate mail, or “CR” for basic rate mail; followed by the route type and number.
- b. *5-digit carrier routes*: required if full tray, optional with one six-piece bundle.
  1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS CR-RTS.”
- c. *3-digit carrier routes*: optional with one six-piece bundle for each of two or more 5-digit areas.
  1. Line 1: use the city, state, and ZIP shown in [L002](#), Column A that corresponds to the 3-digit ZIP Code prefix of bundles.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “LTRS 3D CR-RTS.”  
[M220.3.1]

#### 23.3.2 Tray Line 2 for Simplified Address

For trays that contain letter-size pieces with a simplified address prepared under [602.3.0, Use of Alternative Addressing](#), use “MAN” on Line 2 in place of “BC.”  
[M220.3.2]

### 23.4 Preparation—Flat-Size Pieces And Irregular Parcels

#### 23.4.1 Sacking and Labeling

Preparation sequence, sack size, and labeling:

- a. *Carrier route*: required at 24 pieces, fewer pieces not permitted.
  1. Line 1: use city, state, and 5-digit ZIP Code on mail (see [21.1.2](#) for overseas military mail).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “WSS” for saturation rate mail, or “WSH” for high density rate mail, or “CR” for basic rate mail; followed by the route type and number.
- b. *5-digit scheme carrier routes*: required (no minimum).
  1. Line 1: use [L001](#), Column B.
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS SCH.”

707.23.4.2

- c. *5-digit carrier routes*: required (no minimum).
  1. Line 1: use city, state, and 5-digit ZIP Code destination of bundles, preceded for military mail by the prefixes under [21.1.2](#).
  2. Line 2: “PER” or “NEWS” as applicable; followed by “FLTS” or “IRREG” as applicable; followed by “CR-RTS.” [\[M220.4.1\]](#)

**23.4.2 Exception to Sacking**

Sacking is not required for bundles that are prepared for and entered at a DDU. Firm bundles must be clearly labeled using optional endorsement lines under [708.7.0](#), or facing slips or barcoded presort labels under [19.0](#). Carrier route bundles must be clearly labeled using optional endorsement lines under [708.7.0](#) or facing slips under [19.15](#). Bedloaded bundles may weigh up to 40 pounds each. [\[M220.4.2\]](#)

**23.5 Firm Bundles**

A *firm bundle* is two or more copies for the same address placed in one bundle. If each copy has a delivery address, each may be claimed as a separate piece for presort and on the postage statement, or the firm bundle may be claimed as one piece. A firm bundle sorted and claimed as one piece must be accompanied by (but must be physically separate from) five other pieces bundled to the same destination to satisfy a six-piece bundle requirement when applicable, regardless of the number of copies in the firm bundle. [\[M220.1.4\]](#)

**23.6 Low-Volume Bundles and Sacks**

As a general exception to [23.2.4b](#) and [23.4b](#) and [23.4c](#), nonletter-size Periodicals may be prepared in low-volume carrier route bundles containing fewer than six pieces when the publisher determines that such preparation improves service, if those bundles are placed in merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, or 5-digit carrier routes sacks. Low-volume carrier route bundles also may be placed on merged 5-digit scheme, 5-digit scheme carrier routes, merged 5-digit, 5-digit carrier routes, 5-digit metro, 3-digit, and SCF pallets. [\[M220.1.5\]](#)

**23.7 Delivery Sequence Information****23.7.1 General**

Mailpieces for which a walk-sequence discount is claimed must be organized in the delivery sequence determined by the USPS and prepared as a carrier route mailing under [23.0](#) and the standards below. Pieces prepared with a simplified address must also meet the corresponding standards. [\[M050.1.1\]](#)

**23.7.2 Missing Addresses**

Some mailpieces cannot be sequenced because an exact match for a name or address cannot be obtained. These pieces may be included in a sequenced mailing only if they are placed behind or after the sequenced mail. Arrange these pieces:

- a. Alphabetically by complete street name, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

- b. Numerically for numbered streets, then either in ascending order by ZIP+4 code sector segments or numerically in ascending order by primary address.

[M050.1.2]

### **23.7.3 With Simplified Addressing**

Walk-sequence rate pieces prepared with a simplified address must be based on delivery stop information obtained within 90 days before the mailing date, either from the Delivery Statistics File or from the postmaster of the destination office.

[M050.2.1]

### **23.7.4 Without Simplified Addressing**

Walk-sequence rate pieces prepared with other than a simplified address format under 23.7.3 must be sequenced using USPS data from one of the following sources, issued within 90 days before the mailing date:

- a. The Computerized Delivery Sequence (CDS) file.
- b. The Delivery Sequence File, Second Generation (DSF<sup>2</sup>).
- c. Delivery sequence information from USPS address sequencing services, as requested by the customer. [M050.2.2]

### **23.7.5 Out-of-Date Schemes**

Mailings prepared with out-of-date walk-sequencing information are not eligible for walk-sequence rates. [M050.2.3]

### **23.7.6 Line-of-Travel Sequence**

Unless the mail is prepared in carrier walk sequence, line-of-travel (LOT) sequence is required for mailings at Standard Mail Enhanced Carrier Route basic rates and Periodicals carrier route basic rates. LOT sequence is not an exact walk sequence but a sequence of ZIP+4 codes arranged in the order that the route is served by a carrier. (First the ZIP+4 groups are sequenced, then the addresses within each are identified as being in ascending or descending order.) The USPS eLOT product provides a list of the ZIP+4 codes each carrier route serves, identifies the order in which they are delivered, and provides an indicator specifying whether the addresses that share the same ZIP+4 code must be sorted in ascending or descending order. When a range of ZIP+4 codes on the same carrier route are assigned the same sequence number, the addresses bearing those ZIP+4 codes must be arranged in ascending ZIP+4 code order before the sequence number is assigned. LOT information must be updated within 90 days before the date of mailing. [M050.2.4]

## **23.8 Delivery Sequence Documentation**

### **23.8.1 General**

The postage statement must be annotated in the “Carrier Route Sequencing Date” block on page 1. The mailer must annotate the postage statement to show the earliest (oldest) date of the method used to obtain sequencing information for the mailing. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The mailer must maintain documentation to substantiate compliance with the standards for carrier route sequencing. Unless submitted with each corresponding mailing, the

mailer must be able to provide the USPS with documentation (if requested) of accurate sequencing or delivery statistics for each carrier route to which pieces are mailed. Acceptable forms of documentation are:

- a. The invoice showing that the addresses came from CDS.
- b. DSF<sup>2</sup> invoice or documentation.
- c. Copies of the delivery unit summaries that served as the mailer's bills for address sequencing service charges.
- d. Evidence of receipt of information from postmasters for simplified address mailings (see [509.1.0, Address Information System Products](#)).
- e. Form 3553 showing the date of the eLOT product used, or the date from the USPS Qualification report produced by presort software. [M050.3.1]

### **23.8.2 High Density**

The following documentation must be submitted for high density rate mail:

- a. Periodicals Other Than In-County Mail. For each carrier route to which high density rate mail is addressed, the mailer must document the total number of addressed pieces to the route. If there are fewer than 125 addressed pieces for a given route, the documentation also must show the number of possible deliveries on the route.
- b. Periodicals In-County Mail. For each carrier route for which Periodicals In-County high density rates are claimed under the minimum 25% of the total active possible deliveries per carrier route, the documentation must show for each carrier route for which the rates are claimed the total number of active possible deliveries and the number and percentage of deliveries to which mailpieces are addressed. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.2]

### **23.8.3 Saturation Density—Simplified Address Mail**

For each carrier route to which mail with a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standard. This documentation must show the total number of active possible deliveries and the total number to which mailpieces in the mailing are being addressed, by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.3]

### **23.8.4 Saturation Density—Other Mail**

For each carrier route to which mail without a simplified address is sent at the saturation rate, the mailer must be able to document that the mailing meets the applicable density standards. This documentation must show either the total number of active possible *residential* deliveries and the number and percentage to which mailpieces are addressed, or the total number of *all* active possible deliveries and the number and percentage to which mailpieces are addressed, depending on whether qualification is based on the 90% or 75% criterion, respectively. The documentation must be listed by 5-digit ZIP Code and, within each, by carrier route. It must be submitted with each applicable mailing. [M050.3.4]

**23.8.5 Both Rates**

If a mailing contains pieces qualifying for both walk-sequence rates, the documentation may be combined. Entries for pieces at the high density rate must be so annotated on the documentation. For the entire mailing, a summary of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing. [M050.3.5]

**23.8.6 Carrier Route Rate**

If a mailing includes high density and saturation rate and basic carrier route rate pieces, in addition to the applicable information required by 23.8.2 through 23.8.5, the documentation for the basic carrier route rate mail must show, by 5-digit ZIP Code and, within each, by carrier route, the total number of addressed pieces at each rate for each carrier route to which pieces are addressed. Pieces qualifying for the basic carrier route rate must be so annotated. For the entire mailing, a summary by 5-digit ZIP Code of the total number of pieces at each rate must be provided. This documentation must be submitted with each applicable mailing to meet the documentation standard for the carrier route rate. [M050.3.6]

## 24.0 Preparation of Letter-Size Automation Periodicals

### 24.1 Basic Standards

**24.1.1 Standards**

Letter-size automation rate Periodicals must be prepared under 24.0 and the eligibility standards for the rate claimed. Bundle and tray preparation are subject to 19.0 through 21.0. Trays must bear barcoded tray labels under 708.6.0. [M810.1.1]

**24.1.2 Mailings**

The requirements for mailings are as follows:

- a. General. All pieces in a mailing must meet the standards in 201.3.0 and must be sorted together to the finest extent required for the rate claimed. The definitions of a mailing and permissible combinations are in 19.0.
- b. Periodicals. A single automation rate Periodicals mailing may include pieces prepared at 5-digit, 3-digit, and basic automation rates. [M810.1.2]

**24.1.3 Documentation**

A complete postage statement must accompany each mailing. Each mailing also must be accompanied by presort and rate documentation produced by PAVE-certified or MAC-certified software or by standardized documentation under 708.1.0. *Exception:* For mailings of fewer than 10,000 pieces, presort and rate documentation is not required if postage at the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Combined mailings of more than one Periodicals publication also must be documented under 22.0 and 23.0. [M810.1.3]

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**24.1.4 Marking**

Pieces not claimed at an automation rate must not bear “AUTO” or “AUTOCR.” [M810.1.4]

**24.1.5 General Preparation**

Grouping, bundling, and labeling are not generally required or permitted, *except* bundling is required in any mailing consisting entirely of card-size pieces and for pieces in overflow, less-than-full, and 3-digit carrier routes trays; pieces must be grouped (or bundled, if applicable) as specified in [707.24.2, Additional Standards](#); bundle labels are required only for Periodicals. [M810.1.5]

**24.1.6 Carrier Route**

Carrier route groups (or bundles, if applicable) may be placed only in carrier route, 5-digit carrier routes, or 3-digit carrier routes trays. [M810.1.6]

**24.2 Additional Standards****24.2.1 Preparation for Automation Letters**

Tray size, preparation sequence, and Line 1 labeling:

- a. 5-digit/scheme: optional, but 5-digit trays required for rate eligibility (150-piece minimum); overflow allowed; for Line 1, for 5-digit trays, use city, state, and 5-digit ZIP Code destination of pieces, preceded for military mail by the prefixes under [21.1.2](#); for Line 1, for optional 5-digit scheme trays, use destination shown in the current USPS City State Product.
- b. 3-digit/scheme: required (150-piece minimum except no minimum for required origin/optional entry 3-digit(s)/scheme); overflow allowed; for Line 1, use [L002](#), Column B.
- c. AADC: required (150-piece minimum); overflow allowed; group pieces by 3-digit ZIP Code prefix (or 3-digit/scheme if applicable); for Line 1, use [L801](#), Column B.
- d. [\[02-03-05\]](#) Mixed AADC: required (no minimum); group pieces by AADC; for Line 1, use [L011](#), Column B. [M810.3.1]

**24.2.2 Tray Line 2**

Line 2: “PER LTRS” or “NEWS LTRS” (except “NEWS LTR” for 5-digit scheme trays), as applicable, and:

- a. 5-digit scheme: “BC 5D SCHEME.”
- b. 5-digit: “5D BC.”
- c. 3-digit scheme: “BC SCHEME” and, if applicable, as shown in [L002](#), Column B, followed by the letter “A,” “B,” or “C.”
- d. 3-digit: “3D BC.”
- e. AADC: “AADC BC.”
- f. Mixed AADC: “BC WKG.” [M810.3.2]



## 25.0 Preparation of Flat-Size Automation Periodicals

### 25.1 Basic Standards

#### 25.1.1 Standards

Flat-size automation rate must be prepared under [25.0](#) and the eligibility standards for the rate claimed. Bundle, sack, and tray preparation are subject to [18.0](#) through [20.0](#). Trays and sacks must bear the appropriate barcoded container labels under [708.6.0](#). [M820.1.1]

#### 25.1.2 Mailings

All pieces in a mailing must meet the standards in [301.3.0](#), *Physical Standards for Automation Flats*, and be sorted together to the finest extent required. Periodicals mailings may include pieces prepared at automation 5-digit, 3-digit, and basic rates. Standard Mail mailings may include pieces prepared at automation 3/5 and basic rates. The definitions of a mailing and permissible combinations are in [18.0](#).

[M820.1.2]

#### 25.1.3 Documentation

A complete postage statement must accompany each mailing, supported by documentation produced by PAVE-certified (or, except for Periodicals, MAC-certified) software or standardized documentation under [708.1.0](#). Mailers may use a single postage statement and a single documentation report for all rate levels in a single mailing. Documentation of postage is not required if the correct rate is affixed to each piece or if each piece is of identical weight and the pieces are separated by rate when presented for acceptance. Combined mailings of Periodicals publications must also be documented under [22.0](#) and [23.0](#). [M820.1.3]

#### 25.1.4 Marking

Pieces not claimed at an automation rate must not bear "AUTO." [M820.1.4]

#### 25.1.5 Bundle Preparation

All pieces must be prepared in bundles and meet the following requirements:

- a. Pieces that meet both the size dimensions and the turning ability and deflection standards under [301.3.3](#), *Criteria for AFSM 100 Flats*, must be prepared in separate bundles from pieces that do not meet all AFSM 100 dimensions and the turning ability and deflection standards (but that do meet the dimensions and other criteria for UFSM 1000 processing under [301.3.4](#)).
- b. Firm bundles must not be included in Periodicals mailings prepared under [25.0](#).
- c. Each AFSM 100 bundle and each UFSM 1000 bundle must separately meet the bundle size minimum number of pieces in [25.2](#). When the total number of AFSM 100 or UFSM 1000 pieces for a specific presort destination (e.g., the 5-digit ZIP Code 12345) meets or exceeds the applicable minimum bundle size, the pieces for that presort destination must be prepared into a bundle or bundles labeled to that presort destination under the standards for the rate claimed.
- d. The physical size of each bundle for each specific presort destination may contain the exact bundle minimum, more pieces than the bundle minimum, or fewer pieces than the bundle minimum, depending on the size of the pieces in

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the mailing or the total quantity of the pieces to that destination. Rate eligibility is not affected when a physical bundle contains fewer pieces than the minimum bundle size for the above reasons, provided the total number of AFSM 100 pieces physically bundled for that presort destination or the total number of UFSM 1000 pieces physically bundled for that presort destination meets or exceeds the rate eligibility bundle minimum under [14.0](#). [M820.1.5]

**25.1.6 Scheme Bundle Preparation**

Pieces meeting the AFSM 100 compatibility criteria in [301.3.3](#) may be prepared in 5-digit scheme bundles for those 5-digit ZIP Code combinations identified in [L007](#) and in 3-digit scheme bundles for those 3-digit ZIP Code combinations identified in [L008](#). These bundles must meet the additional standards in [18.4g](#). [M820.1.6]

**25.1.7 Sack Preparation**

Mailers may combine AFSM 100 bundles and UFSM 1000 bundles in the same sack. [M820.1.7]

**25.1.8 Exception—Automation and Nonautomation Pieces on Pallets**

When the physical dimensions of mailpieces in a Periodicals mailing meet the definition of both a letter-size piece under [201](#) and an automation flat-size piece under [301.3.0](#), the entire job may be prepared, merged, and palletized under [705.9.0](#) through [705.13.0](#) if the applicable standards are met. The nonautomation portion is all paid at the appropriate nonautomation rates for Periodicals. Mailing jobs prepared entirely in sacks and claiming this exception must be cobundled under [705.11.0](#). As an alternative to [705.9.0](#) through [705.13.0](#), if a portion of the job is prepared as palletized automation flats, the nonautomation portion may be prepared as palletized flats at Presorted rates and at carrier route rates. The nonautomation rate pieces that cannot be placed on ADC or finer level pallets may be prepared as flats in sacks and paid at the appropriate nonautomation rates.

[M820.1.8]

**25.1.9 Exception—Periodicals Preparation**

As a general exception to [25.2b](#), [25.2d](#), [25.3b](#), and [25.3c](#), 5-digit scheme ([L007](#)), 5-digit, 3-digit scheme ([L008](#)), and 3-digit bundles may contain fewer than six pieces when the publisher determines that such preparation improves service. Low-volume 5-digit and 3-digit bundles may be placed in 5-digit scheme ([L007](#)), 5-digit, 3-digit, and SCF sacks, as appropriate; or on merged 5-digit scheme ([L001](#)), 5-digit scheme, merged 5-digit, 5-digit, 5-digit metro, 3-digit, or SCF pallets, as appropriate. Low-volume 5-digit scheme and 3-digit scheme bundles may be placed in 5-digit scheme, 3-digit, and SCF sacks, as appropriate; or on 3-digit, or SCF pallets, as appropriate. Pieces in such low-volume bundles must be claimed at the basic rate. [M820.1.9]

**25.1.10 Cotraying, Cosacking, and Cobundling With Presorted Rate Mail**

The following standards apply (except as provided in [25.1.8](#)):

- a. If the mailing job contains a carrier route mailing, an automation rate mailing, and a Presorted rate mailing, then it must be prepared under one of the following options:

1. The carrier route mailing must be prepared under [13.0](#) and [23.0](#) and the automation rate and Presorted rate mailings must be prepared under [705.9.0](#).
  2. All three mailings in the mailing job must be prepared under [705.10.0](#).
- b. If the mailing job contains an automation rate mailing and a Presorted rate mailing, then it must be prepared under the cosacking standards in [705.9.0](#). Automation rate pieces may be cobundled with Presorted rate pieces under the standards in [705.11.0](#), *Preparation of Cobundled Automation Rate and Presorted Rate Flats*.
- c. If the mailing job contains a carrier route mailing and an automation rate mailing, then it must be separately sacked under [23.0](#) and [25.0](#) or prepared using the merged sack option under [705.10.0](#). [M820.1.10]

#### **25.1.11 Merged Containerization With Presorted and Carrier Route Flats**

When the conditions and preparation standards in [705.10.0](#), [705.12.0](#), or [705.13.0](#) are met, 5-digit bundles of Presorted, automation, and carrier route rate mail that are part of the same mailing job may be combined on merged 5-digit scheme sacks or pallets and merged 5-digit sacks or pallets. Bundles that are cosacked or copalletized must be part of the same mailing job and mail class. Automation rate pieces may be cobundled with Presorted rate pieces under [705.11.0](#). [M820.1.11]

### **25.2 Bundling and Labeling**

Preparation sequence, bundle size, and labeling:

- a. 5-digit scheme (optional); six-piece minimum (fewer permitted under [25.1.9](#)); optional endorsement line (OEL) required.
- b. 5-digit (required); six-piece minimum (fewer permitted under [25.1.9](#)); red Label 5 or OEL.
- c. 3-digit scheme (optional); six-piece minimum (fewer permitted under [25.1.9](#)); OEL required.
- d. 3-digit (required); six-piece minimum (fewer permitted under [25.1.9](#)); green Label 3 or OEL.
- e. ADC (required); six-piece minimum (fewer permitted under [25.1.9](#)); pink Label A or OEL.
- f. Mixed ADC (required); no minimum; tan Label X or OEL. [M820.4.1]

### **25.3 Sacking and Labeling**

For mailing jobs that also contain a Presorted rate mailing, see [25.1.10](#) and [705.9.0](#). Other mailing jobs are prepared, sacked, and labeled as follows:

- a. 5-digit scheme (required at 24 pieces, optional with one six-piece bundle minimum except under [25.1.9](#), may contain 5-digit scheme bundles only); labeling:
  1. Line 1: [L007](#), Column B.
  2. Line 2: "PER FLTS 5D SCH BC" or "NEWS FLTS 5D SCH BC," as applicable.

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- b. 5-digit (required at 24 pieces, optional with one six-piece bundle minimum except under 25.1.9); labeling:
  - 1. Line 1: city, state, and 5-digit ZIP Code on mail (see 708.6.1.2 for overseas military mail).
  - 2. Line 2: “PER FLTS 5D BC” or “NEWS FLTS 5D BC,” as applicable.
- c. 3-digit (required at 24 pieces, except optional for bundles with 3-digit ZIP Code prefixes indicated by an “N” in L002, further optional with one six-piece bundle minimum except under 25.1.9); labeling:
  - 1. Line 1: L002, Column A.
  - 2. Line 2: “PER FLTS 3D BC” or “NEWS FLTS 3D BC,” as applicable.
- d. SCF (required at 24 pieces, optional with one six-piece bundle minimum except under 25.1.9); labeling:
  - 1. Line 1: L002, Column C.
  - 2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- e. Origin SCF (required) and entry SCF(s) (optional); no minimum; labeling:
  - 1. Line 1: L002, Column C.
  - 2. Line 2: “PER FLTS SCF BC” or “NEWS FLTS SCF BC,” as applicable.
- f. ADC (required at 24 pieces, optional with one six-piece bundle minimum); labeling:
  - 1. Line 1: L004, Column B.
  - 2. Line 2: “PER FLTS ADC BC” or “NEWS FLTS ADC BC,” as applicable.
- g. Mixed ADC (required); no minimum; labeling:
  - 1. [02-03-05] Line 1: Use L009, Column B, effective May 15, 2005. Until then, use either L009, Column B or L011, Column B.
  - 2. Line 2: “PER FLTS BC WKG” or “NEWS FLTS BC WKG,” as applicable. [M820.4.2]

## 26.0 Combining Multiple Editions or Publications

### 26.1 Description

#### 26.1.1 Purpose

Periodicals publications may be prepared as a combined mailing by merging copies either during production or after finished copies are produced to achieve the finest presort level possible or to reduce the per piece charge. [M230.1.1]

#### 26.1.2 Methods

A Periodicals combined mailing may be prepared using either one of these methods:

- a. Individually addressed copies of different editions of a Periodicals publication (one title) or individually addressed copies of different Periodicals publications (more than one title) are merged and sorted together to obtain a finer presort level.
- b. Two or more copies of different Periodicals publications (two or more titles), and/or multiple editions of the same publication are placed within the same mailing wrapper or firm bundle and presented as one addressed piece to a single recipient to reduce the per piece charge. [M230.1.2]

## 26.2 Basic Standards

### 26.2.1 Eligibility and Mail Preparation

Each publication in a combined mailing must meet the basic eligibility standards in 4.0 and the specific standards for the rate claimed. In addition, the combined mailing must meet the eligibility and mail preparation standards for the rate claimed. [M230.2.1]

### 26.2.2 Minimum Volume

For combined mailings prepared under 26.1.2a, more than one Periodicals publication, or edition of a publication, may be combined to meet the required minimum volume per bundle, sack, or tray for the rate claimed. For combined mailings prepared under 26.1.2b, the appropriate minimum volume requirements in 22.0, 23.0, 201.3.0, or 25.0 apply for the rate claimed. [M230.2.2]

### 26.2.3 Labeling

All sacks or trays in a combined mailing are labeled the same, as either “NEWS” (see 21.1.3) or as “PER,” depending on which of the following conditions is met:

- a. If at least 51% of the total number of copies in the combined mailing can qualify for “NEWS” treatment, then all sacks or trays in such a mailing are labeled “NEWS,” unless the mailer chooses to use “PER.”
- b. If less than 51% of the total number of copies in a combined mailing can qualify for “NEWS” treatment, then all sacks or trays in such a mailing are labeled “PER.” [M230.2.3]

### 26.2.4 Documentation

Presort documentation required under 708.1.0 must show the total number of addressed pieces and total number of copies for each publication and each edition, if applicable, in the combined mailing claimed at the carrier route, 5-digit, 3-digit, and basic rates. The publisher must also provide a list, by 3-digit ZIP Code prefix, of the number of addressed pieces for each publication and each edition, if applicable, claimed at any destination entry and pallet discounts. [M230.2.4]

### 26.2.5 Postage Statements

Postage statements for a combined mailing must be prepared as follows:

- a. Copy weight and advertising percentage determine whether separate postage statements are required for editions of the same publication:

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1. If the copy weight and advertising percentage for all editions of a publication are the same, all the editions may be reported on the same postage statement or each edition may be reported on a separate postage statement.
  2. If either the copy weight or the advertising percentage is different for each edition of a publication, each edition must be reported on a separate postage statement.
- b. For a combined mailing prepared under [26.1.2a](#), a separate postage statement that claims all applicable per piece and per pound charges must be prepared for each publication or edition except as provided in [26.2.5a](#). The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition included in the combined mailing and indicate that the pieces were prepared as part of a combined mailing under [26.1.2a](#).
- c. For mailings prepared under [26.1.2b](#), a separate postage statement claiming the applicable per pound charges must be prepared for each publication or edition in the combined mailing except as provided in [26.2.5a](#). The mailer must annotate on, or attach to, each postage statement, the title and issue date of each publication or edition included in the combined mailing and indicate that the copies were prepared as part of a combined mailing under [26.1.2b](#). The per piece charges must be claimed as follows:
1. If all copies in a combined mailing prepared under [26.1.2b](#) are eligible for the Classroom or Nonprofit discount, the per piece charges must be claimed only on the postage statement for the publication that contains the highest amount of advertising.
  2. If all copies in a combined mailing prepared under [26.1.2b](#) are not eligible for the Classroom or Nonprofit discount, the per piece charges must be claimed only on the postage statement for the publication that contains the highest amount of advertising.
  3. If a portion of the copies in a combined mailing prepared under [26.1.2b](#) are eligible for the Classroom or Nonprofit discount and a portion are not eligible for those discounts, the per piece charges must be claimed only on the postage statement for the publication that contains the highest amount of advertising and is not eligible for the Classroom or Nonprofit discount. The Classroom or Nonprofit per piece discount must not be claimed. [M230.2.5]

## 27.0 Basic Standards for Periodicals Deposit

### 27.1 Service Objectives

The USPS does not guarantee the delivery of Periodicals within a specified time. Publications authorized or pending authorization for Periodicals entry receive, where practicable, expeditious distribution, dispatch, transit handling, and delivery. Publications labeled "NEWS" receive newspaper treatment if published weekly or more often or if authorized such treatment as of March 1, 1984. [D210.1.0]

**27.2 Periodicals Mail Deposit**

Only a publisher or registered news agent authorized Periodicals mailing privileges may mail at the Periodicals rates. The First-Class Mail, Standard Mail, or Package Services rate must be paid on all copies mailed by the public or by a printer to a publisher. The publisher or news agent must present mailings at the Periodicals rates only:

- a. At post offices where original entry, additional entry, or exceptional dispatch is authorized.
- b. At the times and places designated by the postmaster of the office of mailing or by the AMC/AMF manager. [D210.2.0]

**27.3 Exceptional Dispatch****27.3.1 Purpose of Exceptional Dispatch**

The postmaster of an entry post office may authorize a publisher to deliver copies of a time-sensitive Periodicals publication, at the publisher's own expense and risk, by exceptional dispatch from the post office of original or additional entry to other post offices. [D210.3.1]

**27.3.2 Intended Use of Exceptional Dispatch**

The provision for exceptional dispatch is intended for short-haul local distribution (zones 1 and 2) of publications with total circulation of no more than 25,000 and is not to be used to circumvent additional entry standards. Applications for exceptional dispatch for publications with over 25,000 total circulation may be considered on a case-by-case basis for possible waiver of the 25,000-circulation limit. [D210.3.2]

**27.3.3 Prohibited Use of Exceptional Dispatch**

Exceptional dispatch may not be used for publications authorized to be mailed under the Centralized Postage Payment System or under the plant-verified drop shipment postage payment system. [D210.3.3]

**27.3.4 Destination Rates With Exceptional Dispatch**

Copies of Periodicals publications deposited under exceptional dispatch may be eligible for and claimed at the destination sectional center facility (DSCF) or destination delivery unit (DDU) rates if the applicable standards in 28.0 are met. [D210.3.4]

**27.3.5 Applying to Use Exceptional Dispatch**

The publisher must file an application for exceptional dispatch at the office of original or additional entry where the postage is paid on the copies to be transported. The application must fully explain the proposed exceptional dispatch and include information on the mode of transportation and approximate time of arrival and the number of pieces qualifying for and mailed at the various presort level discount rates. If the number of pieces qualifying for and mailed at such rates changes more than 2%, the publisher must file an amended application with the approving office. The application may be filed jointly with applications for original entry, reentry, or special rates, or filed separately. No form is provided for this application. [D210.3.5]

**27.3.6 Approval to Use Exceptional Dispatch**

The postmaster who received the application approves it if the requested exceptional dispatch improves service and does not add to USPS costs. [D210.3.6]

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**27.3.7 Appealing Denied Applications**

Denial of an application for exceptional dispatch may be appealed to the PCSC. The PCSC manager issues the final decision. [D210.3.7]

**27.4 Deposit at AMF****27.4.1 General**

Periodicals publications air freighted to an AMC/AMF must have either an original or additional entry authorization at the verifying office (i.e., the post office where those copies are presented for postal verification) and must be presented to an AMC/AMF under the PVDS program. Postage must be paid at the verifying office unless the publication is authorized under the Centralized Postage Payment program. [D210.4.1]

**27.4.2 Applying For AMF Deposit**

Authorization to enter airfreighted copies of a Periodicals publication at an AMF is obtained by filing an additional entry application. The distribution plan on Form 3510 must show the AMF as the entry point rather than the administering office (i.e., the post office responsible for the AMF). A publisher using plant-verified drop shipment must submit a copy of the distribution plan for the airfreighted copies to the administering office postmaster. [D210.4.2]

**27.4.3 Reentry Fee**

The required additional entry fee is not due if:

1. Form 3510 is submitted with either an initial application for Periodicals mailing privileges or an application for reentry at a new original entry office, and the AMF is under the jurisdiction of that original entry office.
2. The verifying office is already an authorized original or additional entry for the publication. [D210.4.3]

**27.4.4 Publisher Responsibilities [for AMF Deposit]**

For each mailing to be presented at the AMF, the publisher or agent is required:

- a. To provide the administering office postmaster with a delivery schedule (including the publication title, volume, air carrier, flight number, and arrival schedule) before the first mailing under the authorization. A revised schedule must be provided when there are changes.
- b. To arrange for delivery of the airfreighted copies of the publication to the AMC/AMF “back dock” or other area designated by the AMC/AMF manager.
- c. To arrange for payment of postage and submission of required postage statements and documentation with the copies of the publication to the verifying post office.
- d. To notify the designated AMF contact person when there are deviations from established transportation and delivery schedules.
- e. To ensure that Form 8125 accompanies each shipment. The total number of airline cargo containers must be annotated on the form in the comment section. Each airline cargo container must be sequentially numbered (e.g., 1 of 4, 2 of 4, etc.), and a copy of Form 8125 must be affixed to each airline cargo container.



- f. To provide a list, at least once a year, of publications entered at the AMC/AMF and a 24-hour contact number to the AMC/AMF manager.
- g. To follow procedures outlined in Network Operation Management's standard operating procedures (SOP). The procedures are available from the AMC/AMF manager. [D210.4.4]

#### **27.4.5 Nonconforming Mailers**

When a Periodicals mailing presented to an AMC/AMF fails to meet the procedures outlined in Network Operation Management's SOP or fails to meet either the basic mail preparation standards or the PVDS entry integrity and safety standards, the USPS will inform the mailer, or the mailer's agent, who presented the mailing. If, after the initial notification, the mailer continues to fail to meet the standards, the mailer is considered nonconforming. If a mailer is found to be nonconforming, its authorization to enter mail at an AMC/AMF may be revoked. [D210.4.5]

## 28.0 Destination Entry Rate Eligibility

### 28.1 Basic Standards

#### **28.1.1 Rate Application**

Outside-County addressed pieces may qualify for destination area distribution center (DADC) or destination sectional center facility (DSCF) rates and discounts subject to the standards in 28.2 and 28.3, respectively. Carrier route rate addressed pieces may qualify for destination delivery unit (DDU) rates and discounts subject to the standards in 28.4. Any advertising portion may be eligible for DADC, DSCF, or DDU advertising pound rates based on the entry facility and the address on the piece. For each addressed piece, only one destination entry discount may be claimed. An individual bundle, tray, sack, or pallet may contain pieces claimed at different destination entry rates and discounts. Addressed pieces may also qualify for the destination entry pallet per piece discount in 11.0. In-County carrier route rate addressed pieces may qualify for the DDU discount subject to the standards in 28.4. [E250.1.1]

#### **28.1.2 Documentation of Postage**

Subject to 708.1.0, the mailer must be able to show compliance with eligibility requirements (e.g., by bundle, tray, sack, or pallet), and list the number of addressed pieces by presort level for each 5-digit and 3-digit ZIP Code destination as appropriate for the rates and discounts claimed. Documentation is not required if each addressed piece in the mailing is of identical weight, and are separated by zone, rate, and destination entry (if applicable), when presented for mailing. [E250.1.2]

### 28.2 Destination Area Distribution Center (DADC)

#### **28.2.1 Definition**

For this standard, DADC includes the facilities listed in L004, or a USPS- designated facility. [E250.2.1]

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**28.2.2 General Eligibility**

Addressed pieces meeting the standards in [28.1](#) and [28.2](#) are eligible for DADC rates when deposited at an ADC (or USPS-designated facility), and are addressed for delivery to one of the 3-digit ZIP Codes served by the facility where deposited. [E250.2.2]

**28.2.3 Rates**

DADC rates include a per piece discount off the addressed piece rate and, if applicable, an advertising pound rate. Pieces must meet the standards for any other rate and discount claimed. [E250.2.3]

**28.3 Destination Sectional Center Facility (DSCF)****28.3.1 Definition**

For this standard, DSCF includes the facilities listed in [L005](#) and [L006](#), or a USPS-designated facility. [E250.3.1]

**28.3.2 General Eligibility**

Addressed pieces meeting the standards in [28.1](#) and [28.3](#) are eligible for DSCF discounts when deposited at an SCF (or USPS-designated facility), and addressed for delivery within the service area of the facility, including when part of a 3-digit scheme combination in [L008](#). [E250.3.2]

**28.3.3 Rates**

DSCF rates include a per piece discount off the addressed piece rate and, if applicable, an advertising pound rate. Pieces must meet the standards for any other rate and discount claimed. [E250.3.3]

**28.4 Destination Delivery Unit (DDU)****28.4.1 Definition**

For this standard, the DDU is the facility where the carrier cases mail for delivery to the addresses on the pieces in the mailing. [E250.4.1]

**28.4.2 General Eligibility**

Addressed pieces, including pieces under exceptional dispatch, meeting the standards in [28.1](#) and [28.4](#) are eligible for DDU rates when deposited at the facility where the carrier serving the delivery address on the mail is located. [E250.4.2]

**28.4.3 Rates**

DDU rates for Outside-County include a per piece discount off the addressed piece rate and, if applicable, an advertising pound rate. DDU rates for In-County consist of a per piece discount off the addressed piece rate and a pound charge. Outside-County and In-County pieces must meet the standards for any other rate and discount claimed. [E250.4.3]

**28.4.4 Maximum Volume**

The same mailer may not present for deposit more than four DDU rate mailings at the same delivery unit (or another acting as its agent) in any 24-hour period. This limit may be waived if local conditions permit. A mailer may ask for such a waiver when scheduling deposit of the mailings. There is no maximum for plant-verified drop shipments made under [705.15.0](#). This standard does not apply to mailings

presented to the publication's authorized original entry, or additional entry, serving the place where the pieces were prepared for mailing, if that entry post office is also the facility at which the DDU rate pieces must be deposited. [E250.4.4]

#### **28.4.5 Deposit Schedule**

The mailer may schedule deposit of DDU rate mailings at least 24 hours in advance by contacting the district office in whose service area the destination facility is located. The mailer must follow the scheduled deposit time provided. The mailer may request standing appointments for renewable 6-month periods by written application to the district office in whose service area the destination facility is located. Mixed loads of Periodicals and Standard Mail or Package Services mail require advance appointments for deposit. For mail entered under exceptional dispatch, the application for exceptional dispatch required under 27.3 also serves as a request for standing appointments. [E250.4.5]

#### **28.4.6 Vehicle Unloading**

At destination delivery units (DDUs), the driver must unload all mail, whether bedloaded, sacked, or palletized (including pallet boxes on pallets) within 1 hour of arrival. If pallets (including pallet boxes on pallets) are stacked, the driver must unload, unstack, and unstrap them. If a mailer transports palletized mail (including sacks on pallets) to a DDU that cannot handle pallets, the driver must unload the pallets into a container specified by the DDU. The driver may be required to place bedloaded bundles prepared under 23.4.2 and sacks into containers provided by the DDU to maintain separation by 5-digit ZIP Code or 5-digit scheme (L001), as applicable, or to place containerized mail so as to maintain the separation of 5-digit ZIP Codes or 5-digit schemes. For scheduled arrivals at DDUs when USPS personnel may not be present, mail must be placed in a secure location protected from the weather. [E250.4.6]

## 29.0 Additional Entry

### 29.1 Basic Information

#### **29.1.1 Definition**

The term additional entry office refers to a post office where a publisher is authorized by the USPS to present copies of a Periodicals publication for postal verification. An additional entry authorization must be in effect for each post office where copies of the Periodicals publications are presented for postal verification. The publisher must deposit money and file postage statements for copies presented at an additional entry office unless the USPS authorizes an alternative postage payment method (e.g., Centralized Postage Payment (CPP) System under 16.0 and 17.0). Except for publications authorized an alternative payment method, the verification post office is also the office where Periodicals postage is paid. [D230.1.1]

#### **29.1.2 Eligibility**

The additional entry office must be a post office. Publication 65, *National Five-Digit ZIP Code and Post Office Directory*, shows whether a particular postal facility is a post office. [D230.1.2]

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**29.1.3 Restrictions**

An additional entry may be authorized only at a post office where transportation and mail processing resources are adequate. The USPS does not authorize an additional entry if the publisher's requested effective date would cause the USPS additional transportation costs in serving the affected entry office. [D230.1.3]

**29.1.4 Same County**

Additional entries may be authorized in the same county as the office of original entry. If the publication is eligible for In-County rates, the publisher must provide the original entry office postmaster with a duplicate of all postage statements on which those rates are claimed. [D230.1.4]

**29.1.5 Distribution Plan**

The publisher must establish a distribution plan for each additional entry to detail the volume and ZIP Code ranges to be presented. Revisions to a distribution plan must account for copies for any additional entry being modified or canceled. When applicable, the publisher must specify how the distribution plan is to vary during the year (e.g., periodic fluctuations or transfers of volume or mailing activity). Separate distribution plans are required if there are differences in the distribution of regular issues, special issues, or back issues. [D230.2.0]

**29.2 Authorizing****29.2.1 Filing**

The publisher is responsible for timely filing of all forms and supporting documentation to establish, modify, or cancel an additional entry. [D230.3.1]

**29.2.2 Method**

To establish or cancel an additional entry for the scheduled presentation of regular, special, or back issues or for unscheduled contingency use, the publisher must submit two copies of Form 3510 marked "Pending" to the postmaster of the original entry post office. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements. [D230.3.2]

**29.2.3 Documentation**

Two copies of the most recent issue of the publication must accompany the application. If applicable, these copies must either contain an amended identification statement or show how it is to be amended in a specific future issue. [D230.3.3]

**29.2.4 Modifying Distribution**

The publisher must file Form 3510 and pay the required fee to modify a distribution plan and cancel additional entry points no longer used. [D230.3.4]

**29.2.5 Concurrent Application**

The publisher may *concurrently* apply for:

- a. Original entry and additional entry, although separate forms and fees are required for each.

- b. Establishment, modification, and/or cancelation of more than one additional entry, by filing a single Form 3510 and paying a single fee, if all required information is supplied for each entry, and the effective dates for the additional entry actions cover no more than 30 calendar days. [D230.3.5]

#### **29.2.6 Separate Application**

The publisher must submit a *separate* Form 3510 (with the applicable fee) for:

- a. Each additional entry action that cannot meet the standards of [29.2.5](#).
- b. Each reentry request.
- c. Any modification to the publication's distribution plan other than frequency of issuance or location of original entry. [D230.3.6]

#### **29.2.7 Fee**

The required additional entry fee must accompany an application for additional entry. One fee is charged regardless of the number of additional entries established. No additional fee is charged if the same Form 3510 is used to close or modify other additional entries, subject to the conditions stated above. The required reentry fee must accompany a Form 3510 that modifies or closes an additional entry. Only one fee is charged if the same Form 3510 is used to close or modify more than one additional entry, subject to the conditions stated above. [D230.3.7]

#### **29.2.8 Submission Date**

Timely adjustment of transportation without penalty to the USPS requires the publisher to submit requests for establishing, modifying, or canceling an additional entry at least 30 days before the requested effective date. A publisher authorized to mail under the Centralized Postage Payment (CPP) System has additional filing requirements. [D230.3.8]

#### **29.2.9 Information**

The USPS reserves the right to ask for more information about the application. The publisher's failure to provide such information is sufficient grounds to deny the application. [D230.3.9]

#### **29.2.10 Application Denial**

Except for pending publications, the manager of the PCSC rules on all applications requesting additional entry. If the application is denied, the denial takes effect 15 days from the publisher's receipt of the notice unless, within that time, the publisher files an appeal, through the PCSC, with the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision. [D230.3.10]

### **29.3 Use of Additional Entry**

#### **29.3.1 Effective Date**

Subject to the restrictions detailed above, the effective date for use of an additional entry authorization is that requested by the publisher. However, the USPS may defer that date until transportation or other resources are in place to support the action requested. If the deferral is due to contractual limitations, the publisher's requested effective date may be approved if the publisher agrees to reimburse the USPS for any cost for modifying or canceling contracted transportation. [D230.4.1]

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**29.3.2 Unauthorized**

An additional entry may not be used until authorized by the USPS. A publisher may not pay postage at another rate to present copies at an unauthorized additional entry. [D230.4.2]

**29.3.3 Annual Use**

Copies of a Periodicals publication must be presented at each additional entry (including contingency entries) at least once each calendar year. [D230.4.3]

**29.3.4 Following Plan**

Once an entry and its distribution plan are authorized, the publisher must ensure that copies are presented accordingly or as provided in [29.4, Modification](#), for limited temporary changes. Additional entry offices may not accept copies not included in the publisher's authorized distribution plan. [D230.4.4]

**29.3.5 Mixed Loads**

Advance appointments for deposit must be made for mixed loads of Periodicals and Standard Mail, handled operationally as Standard Mail. [D230.4.5]

**29.3.6 Postage**

Postage must be prepaid and available for all copies presented for verification at an additional entry office before their release. [D230.4.6]

**29.4 Modification****29.4.1 Permanent Change**

Except as provided below, the publisher may modify the use of an authorized entry post office only after submitting Form 3510 and receiving USPS approval. [D230.5.1]

**29.4.2 Temporary Change**

When a limited, temporary change affects only the distribution plans of two existing authorized entry post offices for one specific issue of a publication, the publisher must submit a letter detailing the specific issue, the dates and duration of mailing of the issue, the entry offices, and the volume and distribution area (ZIP Codes) affected by the modification. The postmaster of the original entry and additional entry offices affected for the issue of the publication involved and all distribution networks offices involved must receive the request at least 10 calendar days before the effective date of the change. See [29.3.1](#) above. [D230.5.2]

**29.4.3 Misuse**

Limited temporary changes must not be used instead of permanent alterations to authorized distribution plans. [D230.5.3]

**29.5 Cancellation, Revocation, And Restoration****29.5.1 Cancellation**

When a distribution plan modification results in nonuse of an additional entry, that entry must be canceled as part of the additional entry action. If a publisher fails to file Form 3510 to cancel an authorized additional entry, the PCSC manager cancels the additional entry upon notification by the additional entry postmaster that no mailings have been made for an entire calendar year. [D230.6.1]

**29.5.2 Revocation**

The USPS may revoke an additional entry authorization when the publication is found ineligible for such authorization. The revocation takes effect 15 days after the publisher receives notice, unless an appeal is filed through the PCSC with the manager of Mailing Standards (see [608.8.0](#) for address), who issues the final agency decision. [D230.6.2]

**29.5.3 Restoration**

To restore an additional entry authorization previously canceled or revoked, the publisher must submit Form 3510 and pay the required fee. [D230.6.3]





# 708 Technical Specifications

## Overview

- 1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter
- 2.0 Presort Accuracy Validation and Evaluation (PAVE)
- 3.0 Coding Accuracy Support System (CASS)
- 4.0 Barcoding Standards for Letters and Flats
- 5.0 Barcoding Standards for Parcels
- 6.0 Barcoding Standards for Container Labels
- 7.0 Optional Endorsement Lines (OEL)
- 8.0 Carrier Route Information Lines
- 9.0 Facing Identification Mark (FIM)
- 10.0 Postal Zones

## 1.0 Standardized Documentation for First-Class Mail, Periodicals, Standard Mail, and Flat-Size Bound Printed Matter

### 1.1 Basic Standards

For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, documentation must be produced by software certified under the Presort Accuracy Validation and Evaluation (PAVE) program or the Manifest Analysis and Certification (MAC) program, appropriate for the accompanying class of mail and rate claimed, or the documentation must be prepared as standardized documentation according to this section. Standardized documentation contains the elements described in 1.2 through 1.5, as applicable. Documentation produced by PAVE-certified or MAC-certified software is considered standardized documentation. [P012.2.1]

### 1.2 Format and Content

For First-Class Mail, Periodicals, Standard Mail, and flat-size Bound Printed Matter, standardized documentation includes:

- a. A heading identifying the listing as a “USPS Qualification Report” appearing at the top of each page. The heading must contain these elements:
  1. For First-Class Mail and Standard Mail, the name of the mailer and the mailing, a mailing identification code corresponding to the postage statement, the date (e.g., the date when the list was processed or the documentation was produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., 245.5.0 for letters, 345.5.0 for flats, and 445.5.0 for parcels or 234.4.0 and 235.6.0 for First-Class Letters, and 244.4.0 and 245.7.0 for Standard Mail Letters) or the type of rates claimed.
  2. For Periodicals, each publication title and publication number corresponding to the postage statement and entry office, the date (e.g., the date when the list was processed or the documentation was

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produced), the class of mail, and either the DMM standard under which the mail was prepared (e.g., [707.22.0, Preparation of Presorted Periodicals](#), [707.23.0, Preparation of Carrier Route Periodicals](#), or [707.24.0, Preparation of Letter-Size Automation Periodicals](#)) or the type of rates claimed. For publications that are combined or copalletized and represented on the same documentation, all publication titles and publication numbers are required to be listed in the header only on the first page.

- b. Sequential page numbers in the body of the listing.
- c. For mail in trays or sacks, the body of the listing reporting these required elements:
  1. Tray/sack sortation level.
  2. Tray/sack destination ZIP Code (use destination on top line of tray/sack label except that, for 3-digit carrier routes trays, list the individual 5-digit ZIP Codes contained in each tray).
  3. Depending on mail preparation: (a) group destination for automation letter mail (number of pieces) for each carrier route in carrier routes trays (First-Class Mail and Standard Mail) including the 5-digit ZIP Code and carrier route for pieces in 3-digit carrier routes trays; for each 5-digit ZIP Code in 5-digit scheme trays; for each 3-digit ZIP Code prefix in 3-digit scheme trays; for each 3-digit or 3-digit scheme in AADC trays; and for each AADC in mixed AADC trays; or (b) bundle level and bundle destination for automation flats, regular nonautomation presort mail, and Enhanced Carrier Route Standard Mail (use the presort destination as described in Mail Preparation standards for each class of mail); or (c) group destination for automation flats prepared under the tray-based option for each 3-digit in ADC trays and for each ADC in mixed ADC trays; or (d) group destination for each 5-digit ZIP Code in 5-digit scheme bundles and each 3-digit ZIP Code in 3-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats).
  4. Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and destination; include all information required in [1.2c](#) for mail in trays or sacks). Pieces prepared in 5-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 5-digit ZIP Code within the 5-digit scheme bundle. Pieces prepared in 3-digit scheme bundles (Periodicals, Standard Mail, and Bound Printed Matter flats) must be listed by individual 3-digit ZIP Code within the 3-digit scheme bundle. Document SCF or BMC pallets created as a result of bundle reallocation under [705.8.11](#) or [705.8.12](#) on the USPS Qualification Report by designating the protected pallet with an identifier of "PSCF" (for

an SCF pallet) or "PBMC" (for a BMC pallet). These identifiers are required only on the USPS Qualification Report; they are not required on pallet labels or on any other mailing documentation.

5. A running total of pieces mailed that is continuous for each mailing.
  6. The tray identification number and tray size (1-foot or 2-foot) if available for letter mail in trays. The tray identification number is optional for tray-based automation flats.
  7. Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code).
  8. For all nonautomation rate Periodicals mailings that contain firm bundles, include a separate "Copies" column showing the number of copies for each bundle sortation level and destination. If mailings do not include firm bundles, a "Copies" column is optional because the number of copies equals the number of pieces reported. Copies included in firm bundles may be listed with other pieces to the same presort level destination with the number of copies and number of pieces reported as one line item entry, or firm bundles may be listed as separate line items under the "Group Destination" column followed by "F" (e.g., "C001F" or "12345F"), with the number of pieces reported in the "Rate" column. When firm bundles are reported separately in the "Group Destination" column, pieces for the same presort destination must be reported immediately before or after the firm bundles (e.g., one firm bundle for "C001" followed by five other pieces for "C001" that constitute a bundle of six pieces for the carrier route rate).
  9. For all Periodicals mailings, include a separate "Zone" column. If all copies for a specific tray destination (automation letters only), group destination, or bundle destination are subject to the same zone rate or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 1.7.3. If copies for a bundle destination or pieces for a tray destination (automation letters only) are for multiple zones, show all zones included (e.g., "3/4/6") or show "Mixed" (or the authorized abbreviation "M") in the "Zone" column. Report foreign copies separately.
- d. For bundles on pallets, the body of the listing reporting these required elements:
1. Pallet sortation level.
  2. Pallet destination ZIP Code (use destination on top line of pallet label).
  3. For each bundle, the sortation level and number of pieces claimed at each rate.
  4. Separate columns for each rate reported in the mailing, with pieces reported in the appropriate column, and a running total of pieces mailed that is continuous for each mailing (group information either in ZIP Code order and by sortation level or by sortation level and within each sortation level, by ZIP Code; report trays and sacks on pallets by pallet level and

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destination; include all information required in 1.2c for mail in trays or sacks). Document SCF or BMC pallets created as a result of bundle reallocation under 705.8.11 or 705.8.12 on the USPS Qualification Report by designating the protected pallet with an identifier of “PSCF” (for a SCF pallet) or “PBMC” (for a BMC pallet). These identifiers are required to appear only on the USPS Qualification Report; they are not required to appear on pallet labels or on any other mailing documentation.

5. For mailings prepared as bundles on pallets under 705.12.0 and 705.13.0, a separate 5% threshold summary must appear beneath the pallet rate summary for the last physical pallet of each logical merged 5-digit scheme pallet and logical merged 5-digit pallet as provided in 705.12.1, 705.12.2, 705.13.1, or 705.13.2, as applicable.
  6. For all Periodicals mailings, include a separate “Zone” column. If all copies for a specific bundle destination are subject to the same zone rate or entry discount, show the applicable zone or destination entry discount for those copies using the zone abbreviations in 707.17.6.3. If copies for a bundle destination are for multiple zones, show all zones included (e.g., “3/4/6”) or show “Mixed” (or the authorized abbreviation “M”) in the “Zone” column. Report foreign copies separately.
  7. At the end of the listing, a summary report of the total number of pieces claimed at each postage rate on the pallet by postage payment method, and the total number of pieces and the total weight of the mail on the pallet.
- e. At the end of the documentation, a summary report of the total number of pieces mailed at each postage rate for each mailing reported on the listing by postage payment method (and by entry point for drop shipment mailings) and the total number of pieces in each mailing. This information must correspond to the information reported on the postage statement(s) for the pieces reported. For Periodicals, include a summary of the total number of copies for each zone, including In-County, delivery unit, SCF, and ADC rates. A separate summary report is not required if a PAVE-certified postage statement facsimile(s) generated by the presort software used to prepare the standardized documentation is presented for each mailing. Additional data must be provided if necessary to calculate the amount of postage for the mailing (or additional postage due, or postage to be refunded) if nonidentical-weight pieces that do not bear the correct postage at the rate for which they qualify are included in the mailing, or if different rates of postage are affixed to pieces in the mailing.
- [P012.2.2]

**1.3 Rate Level Column Headings**

The actual name of the rate level (or corresponding abbreviation) is used for column headings required by 1.2, *Format and Content*, and shown below:

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

| <b>RATE</b>  | <b>ABBREVIATION</b> |
|--|---------------------|
| Carrier Route [First-Class Mail letters/cards]   | CB                  |
| 5-Digit [First-Class Mail letters/cards and flats, Periodicals letters and flats, and Standard Mail letters] | 5B                  |
| 3-Digit [First-Class Mail letters/cards and flats, Periodicals letters and flats, and Standard Mail letters] | 3B                  |
| AADC [First-Class Mail letters/cards and Standard Mail letters]  | AB                  |
| ADC [First-Class Mail flats]   | AB                  |
| Mixed AADC [First-Class Mail letters/cards and Standard Mail letters]  | MB                  |
| Mixed ADC [First-Class Mail flats]   | MB                  |
| 3/5 [Standard Mail flats]  | 3/5B                |
| Basic [Standard Mail flats]  | BB                  |

b. Presorted First-Class Mail, nonautomation presorted Periodicals, and Standard Mail:

| <b>RATE</b>  | <b>ABBREVIATION</b> |
|--|---------------------|
| Presorted [First-Class Mail letters/cards, flats, and parcels] | Presort             |
| 5-Digit [Periodicals letters, flats, and parcels]              | 5D                  |
| 3-Digit [Periodicals letters, flats, and parcels]              | 3D                  |
| 3/5 [Standard Mail letters, flats, and parcels]                | 3/5                 |
| Basic [letters/cards and flats]                                | BS                  |

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

| <b>RATE</b>  | <b>ABBREVIATION</b> |
|--|---------------------|
| Saturation [letters, flats, and irregular parcels]   | WS                  |
| High Density [letters, flats, and irregular parcels] | HD                  |
| Basic [letters, flats, and irregular parcels]        | CR                  |
| Basic Automation [Standard Mail letters]             | CB                  |

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**1.4 Sortation Level**

The actual sortation level (or corresponding abbreviation) is used for the bundle, tray, sack, or pallet levels required by 1.2 and shown below:

| <b>SORTATION LEVEL</b>   | <b>ABBREVIATION</b> |
|--|---------------------|
| Carrier Route  | CRD                 |
| 5-Digit Carrier Routes   | CR5                 |
| 5-Digit Scheme Carrier Routes [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]                | CR5S                |
| 5-Digit Scheme [barcoded letters, barcoded and cobundled flats]  | 5DGS                |
| 5-Digit Scheme [pallets, Periodicals flats and irregular parcels, Standard Mail flats]   | 5DGS                |
| Merged 5-Digit [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]                               | M5D                 |
| Merged 5-Digit Scheme [sacks and pallets, Periodicals flats and irregular parcels, Standard Mail flats]                        | M5DS                |
| 5-Digit  | 5DG                 |
| 5-Digit Metro [pallets only, for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats] | MET                 |
| 3-Digit Carrier Routes   | CR3                 |
| 3-Digit  | 3DG                 |
| 3-Digit Scheme [barcoded letters, barcoded and cobundled flats]  | 3DGS                |
| ADC  | ADC                 |
| AADC   | AADC                |
| Mixed ADC  | MADC                |
| Mixed AADC   | MAAD                |
| SCF [pallets, Periodicals flats, Bound Printed Matter]   | SCF                 |
| SCF [pallets created from bundle reallocation]   | PSCF                |
| BMC  | BMC                 |
| ASF  | ASF                 |
| BMC [pallets created from bundle reallocation]   | PBMC                |
| Mixed BMC [working]  | MBMC                |

[P012.2.4]

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

For combined or copalletized mailings of Periodicals and Standard Mail prepared under 705.8.0, 705.10.0, 705.12.0, or 705.13.0, the listing must show this additional information:

- a. For mailings that require a separate postage statement, a column that further identifies the contents of all trays/bundles by product or edition code. The applicable rates for each product or edition must be shown in the correct "Rate" column and must be summarized for each tray, sack, or pallet and for the entire mailing. For Periodicals, when copies of multiple editions or publications are combined in a firm bundle claimed as one piece, report "0" in

the “Product/Edition Code” column for all but one edition or publication contained in the firm bundle, report “1” in the appropriate associated “Piece Rate” column for that edition or publication, and report “0” in the “Piece Rate” column for the other editions or publications contained in the firm bundle.

- b. For large-volume mailing jobs reported on a single listing, the mailer may provide abbreviated documentation that shows full bundle detail for the first 20 pallets/sacks and every twentieth pallet/sack after that if the mailer keeps full bundle detail (by product or edition code and rate) for the entire mailing job for 90 days and can provide it to the USPS on request within 3 working days. Abbreviated documentation must include the rate summary by product or edition for each pallet/sack, including those for which full detail bundle listings are not reported. [P012.2.5]

**1.6 Optional Information**

Standardized documentation may include additional information about the pieces mailed (such as individual tray or sack total piece counts, optional identification codes, bundle weights) if this information does not conflict with the information required under 1.2 through 1.5. [P012.2.6]

**1.7 Detailed Zone Listing for Periodicals**

**1.7.1 Definition and Retention**

The publisher must be able to present documentation to support the actual number of copies of each edition of an issue, by entry point, mailed to each zone, at DDU, DSCF, DADC, and In-County rates. This listing is separate from the standardized documentation required under 1.0 to support presort. This listing may be submitted with each mailing, or, as an alternative, a publisher may keep records supporting zone and destination entry information reported on the postage statement for each mailing. Records must be kept for 2 months after the mailing date. A publisher must be able to submit detailed zone listings for specific mailings when requested in advance by the USPS. [P012.3.1]

**1.7.2 Characteristics**

Report the number of copies mailed to each 3-digit ZIP Code area at applicable zone rates using one of the following formats:

- a. Report copies by 3-digit ZIP Code, listed in ascending numeric order, for all ZIP Codes in the mailing. The listing must include the following columns: 3-digit ZIP Code, zone, and number of copies (for the zone). Include a summary of the number of copies at each zone rate at the end of the report. A 3-digit ZIP Code may appear more than once if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area).
- b. Report copies by zone (In-County DDU, In-County others, Outside-County DDU, Outside-County DSCF, and Outside-County DADC) and by 3-digit ZIP Code, listed in ascending numeric order, for each zone. For each zone, the listing must include the following columns: 3-digit ZIP Code and number of copies (for each zone) in the mailing. Include a summary of the total number of copies for each zone at the end of each zone listing. A 3-digit ZIP Code may

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appear under more than one zone if there are copies at different zone rates for that ZIP Code (e.g., In-County and outside-county rate copies within the same 3-digit ZIP Code area). [P012.3.2]

### 1.7.3 Zone Abbreviations

Use the actual rate name or the authorized zone abbreviation in the listings in 1.0 and 707.17.6.2:

| ZONE ABBREVIATION                | RATE EQUIVALENT                   |
|----------------------------------|-----------------------------------|
| ICD                              | In-County, DDU                    |
| IC                               | In-County, Others                 |
| DDU                              | Outside-County, DDU               |
| SCF                              | Outside-County, DSCF              |
| ADC                              | Outside-County, DADC              |
| 1-2 or 1/2                       | zones 1 and 2                     |
| 3, 4, 5, 6, 7, 8 (as applicable) | zones 3 through 8 (as applicable) |
| M                                | mixed zones                       |

[P012.3.3]

## 2.0 Presort Accuracy Validation and Evaluation (PAVE)

### 2.1 Presort Accuracy Validation and Evaluation (PAVE)

#### 2.1.1 Basic Information

The Presort Accuracy Validation and Evaluation (PAVE) program is a process to evaluate presort software and determine its accuracy in sorting address files under DMM standards. PAVE is available only to software and hardware manufacturers (i.e., companies that develop presort software or manufacture presorting equipment). PAVE certification does not guarantee acceptance of customer mail prepared with PAVE-validated hardware/software. [M011.2.1]

#### 2.1.2 Process

PAVE evaluates the accuracy of presort products by providing test address files to vendors. Vendors process the test file(s) through their presort software or hardware and return the resulting postage statement facsimile(s) and other presort documentation to the USPS National Customer Support Center (NCSC) for evaluation of the answers. Each test file is evaluated for its accuracy of presort, compliance with current DMM standards, accuracy of sack/tray/pallet tag labels, and general acceptability of computer-generated facsimiles of postage statements and other presort documentation. If the answers are accurate, the vendor's presort product is validated for a 12-month period or until the end of the current annual period. [M011.2.2]



**2.1.3 Participation**

For information on participation in PAVE, presort product developers may request the *PAVE Program Technical Guide* from the NCSC by calling 1-800-238-3150. Participants may use the PAVE form included in that guide to order PAVE test files. [M011.2.3]

**3.0 Coding Accuracy Support System (CASS)**

**3.1 Basic Information**

**3.1.1 Purpose**

The Coding Accuracy Support System (CASS) improves the accuracy of delivery point codes, ZIP+4 codes, 5-digit ZIP Codes, and carrier route codes on mailpieces. CASS provides a common platform to measure the quality of address matching software and to diagnose and correct software problems. [A950.1.1]

**3.1.2 Requirement**

Any mailing claimed at an automation rate must be produced from address lists properly matched and coded with CASS-certified address matching methods listed below. A mailer using multiline optical character readers (MLOCs) to print delivery point barcodes on mailpieces (or for flats, ZIP+4 barcodes) must also obtain CASS certification (including Multiline Accuracy Support System (MASS)) for the address matching software used on the MLOCs. [A950.1.2]

**3.1.3 Methods**

[02-03-05] Delivery point or ZIP+4 coding may be obtained by using the National Change of Address Linkage System (NCOA<sup>Link</sup>); CASS-certified DPC address matching software; CASS-certified Z4CHANGE process; or Delivery Sequence File, Second Generation (DSF<sup>2</sup>) process. [A950.1.3]

**3.2 Software Certification**

**3.2.1 General**

Any user of address matching software that applies ZIP+4 codes to address lists to obtain an automation rate must use address matching software that is CASS-certified. Address matching software used to ZIP+4 code address records must, as part of its process, return a standardized address to ensure that the ZIP+4 code or mailer-applied barcode represents the proper depth of code available. The original input address submitted for coding may also be returned. The CASS-certified address matching software must be used according to specific parameter settings (configurations) as described below. [A950.2.1]

**3.2.2 Software Configuration**

All address lists used to produce mailings for automation rates must be matched and ZIP+4 coded with current CASS-certified software in line with the configuration standards shown below. Summary output reports or computer-generated facsimile Forms 3553 must contain information about the configuration used when processing the address list on the CASS-certified address matching software. [A950.2.2]

### 3.2.3 Permissible Configurations

These are permissible configurations for address matching software:

- a. Vendor-Supplied Software With Vendor CASS-certified Software Configurations. The software vendor is CASS-certified for specific configurations. The user is using that software as prescribed by the vendor and with the CASS-certified configurations obtained by the vendor.
- b. Vendor-Supplied Software With User CASS-certified Software Configurations. The software user is using vendor-supplied software in a configuration not CASS-certified by the vendor but by the user.
- c. User-Developed Software for Which User Obtained CASS Certification. The software user obtained individual user CASS certification for self-developed software and is using it as certified. [A950.2.3]

### 3.2.4 Use

When used for ZIP+4 or delivery point barcoding, the address matching software and coding methods must have a valid CASS certification and use the current USPS ZIP+4 Product updated to include all applicable change transaction files. [A950.2.4]

## 3.3 Date of Address Matching and Coding

### 3.3.1 Update Standards

Unless Z4CHANGE is used, all automation and carrier route mailings bearing addresses coded by any AIS product must be coded with current CASS-certified software and the current USPS database. Coding must be done within 90 days before the mailing date for all carrier route mailings and within 180 days before the mailing date for all non-carrier route automation rate mailings. All AIS products may be used immediately on release. New product releases must be included in address matching systems no later than 45 days after the release date. The overlap in dates for product use allows mailers adequate time to install the new data files and test their systems. Mailers are expected to update their systems with the latest data files as soon as practicable and need not wait until the “last permissible use” date. The mailer’s signature on the postage statement certifies that this standard has been met when the corresponding mail is presented to the USPS. The “current USPS database” product cycle is defined by the following matrix.

| <b>FILE RELEASE</b><br><i>Use of file released on...</i> | <b>REQUIRED USE</b><br><i>Must begin no later than...</i> | <b>LAST PERMISSIBLE USE</b><br><i>And must end no later than...</i> |
|--|---|---|
| February 15  | April 1   | May 31  |
| April 15   | June 1  | July 31   |
| June 15  | August 1  | September 30  |
| August 15  | October 1   | November 30   |
| October 15   | December 1  | January 31  |
| December 15  | February 1  | March 31  |

[A950.3.1]

### 3.3.2 Z4CHANGE List Matching

When using Z4CHANGE to match and code address lists for automation rate mailings:

- a. The entire address list must first be matched and ZIP+4 coded with current CASS-certified software and the current USPS ZIP+4 Product.
- b. Every 60 days after the first matching, the address list must be processed through Z4CHANGE using USPS-certified software to identify changed records since the last update.
- c. The changed records identified through the Z4CHANGE processing must then be matched and coded using current CASS-certified address matching software and the current ZIP+4 Product.
- d. The entire address list must be rematched and ZIP+4 coded every 3 years using current CASS-certified software and the current USPS ZIP+4 Product.

[A950.3.2]

### 3.4 Definitions—Mailing and Address Lists

For this section, *mailing list* or *address list* is the group of names and addresses to which mailpieces in the corresponding mailing are addressed. Whether the addresses used in a mailing are obtained from a single list or from two or more lists (whole lists or extracts of those lists), each list used to produce a mailing claimed at an automation rate must meet the standards in 3.0. [A950.4.0]

### 3.5 Documentation

#### 3.5.1 Form 3553

Unless excepted by standard, the mailer must complete a Form 3553 for each mailing claimed at all automation rates and all carrier route rates. A computer-generated facsimile may be used if it contains the required data elements in a format similar to the USPS form. The data recorded on Form 3553 must refer only to the address list used to produce the mailing with which it is presented. The postage statement must be annotated in the block(s) provided to reflect the date when address matching and coding were performed. When a mailing is produced using multiple lists, the mailer must show the earliest (oldest) date of address matching and coding (shown on Form 3553, section B2). The mailer certifies compliance with this standard when signing the corresponding postage statement.

[A950.5.1]

#### 3.5.2 Retention Period

Form 3553 and other documentation must be retained by the mailer or the mailer's agent for 1 year from the date of mailing and be made available to the USPS on 24-hour notice. [A950.5.2]

#### 3.5.3 Using Output Information

The data recorded on Form 3553 is taken from the summary output report generated by the computer process by which address lists are matched and ZIP+4 coded using CASS-certified software. The summary output information may also be generated as a facsimile Form 3553. Form 3553 may show summary output information for a single address list or consolidate summary output information from

## 708.3.5.4

multiple address lists combined to produce a single mailing. Figures on Form 3553 are not required to match total mailpiece figures on the corresponding postage statement. [A950.5.3]

**3.5.4 Providing Required Data**

Summary output reports or computer-generated Forms 3553 must contain this information:

- a. CASS-certified company name as it appears on the CASS certificate; name and software version that received CASS certification; and the software configuration used when processing the address list.
- b. Name of the list processor using the CASS-certified software to match and code the address list, the date the address list was processed, the date of the USPS database used to code the address list, the address list name or identification number, the total number of address records on the list submitted for coding, the total number of address records successfully coded to the appropriate depth of code, and the valid dates for the records successfully coded. [A950.5.4]

**3.5.5 Using a Single List**

When a mailing is produced using all or part of a single address list, the mailer must retain one Form 3553 and other required documentation reflecting the summary output information for the entire list, as obtained when the list was coded. When the same address list is used for other mailings within 180 days of the date it was matched and coded, a copy of the Form 3553 must be retained with the documentation for each mailing. [A950.5.5]

**3.5.6 Using Multiple Lists**

When a mailing is produced using multiple address lists, the mailer must retain a consolidated Form 3553 summarizing the individual summary output and/or facsimile Forms 3553 for each list used (and other required documentation). As an alternative, the mailer may combine the addresses selected from the multiple lists into a single new list, reprocess the addresses using CASS-certified address matching software, and retain one Form 3553 for the summary output generated by that process. [A950.5.6]

**3.5.7 Using CASS Certificate**

If the name of the CASS-certified company entered on Form 3553 does not appear on the list published by the USPS, a copy of the CASS certificate for the software used also must be retained by the mailer with the documentation. [A950.5.7]

**3.6 CASS Certification****3.6.1 Testing Arrangements**

To obtain information on standards and arrange for testing of carrier route, ZIP+4, or delivery point address matching software, contact the National Customer Support Center by calling 1-800-238-3150, or by writing to CASS/ZIP+4 Matching, National Customer Support Center (see [608.8.0](#) for address). [A950.6.1]

### 3.6.2 CASS Stage I

The CASS certification process is a two-stage procedure. Stage I is a test file with answers supplied on request to customers wanting to certify an address matching software product. The Stage I file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements. The correct answers supplied on this Stage I test file allow self-assessment of address matching software/hardware accuracy so that software/hardware vendors or users can predetermine product readiness for the actual test. [A950.6.2]

### 3.6.3 CASS Stage II

The Stage II file is the actual test without answers. This test measures the accuracy of address matching software/hardware. Similar to the Stage I file, the Stage II file contains fabricated sample addresses from address ranges across the country with missing or incorrect address elements that the address matching software must correct. Software vendors or users process the Stage II file against their address matching products, appending the correct or missing information in each address record. After completing the test, the vendor or user returns the Stage II file to the USPS for analysis, scoring, and, if qualified, certification. For multiline optical character readers (MLOCs) and encoding stations, CASS certification is obtained by barcoding sample mailpieces in a test deck. After completing the test, the vendor or user returns the test deck to the USPS for analysis, scoring, and, if qualified, certification. [A950.6.3]

### 3.6.4 Certification Standards

To be CASS-certified:

- a. Delivery point code address matching software/hardware must correctly ZIP+4 code the addresses in the Stage II file or test deck with 98% accuracy and must correctly append the additional two digits of the delivery point code (plus a check digit) to the Stage II file or test deck with 100% accuracy.
- b. A 2-digit utility (separate or stand-alone address matching software that appends only the correct 2-digit DP9019C information) must use the standardized address information returned by DPC address matching software when determining the correct delivery point code. A 2-digit utility must assign the 2-digit delivery point code (plus a check digit) to the addresses in the Stage II file with 100% accuracy.
- c. Address matching software used to assign 5-digit ZIP Codes and carrier route codes must assign the appropriate codes to the Stage II file with 98% accuracy.

[A950.6.4]

### 3.6.5 Customer Notification

The USPS sends written notice informing the customer of the results of the analysis and the product certification status. Follow-up notification is mailed to remind previously certified vendors and users of the next certification. [A950.6.5]

## 4.0 Barcoding Standards for Letters and Flats

### 4.1 General

#### 4.1.1 POSTNET Barcode

POSTNET (Postal Numeric Encoding Technique) is the USPS-developed barcode method to encode ZIP Code information on mail that can be read for sorting by automated machines. A POSTNET barcode can represent a 5-digit ZIP Code (32 bars), a 9-digit ZIP+4 code (52 bars), or an 11-digit delivery point code (62 bars). The information content of the barcode is based on the combination of tall (full) bars and short (half) bars. A tall bar represents "1," and a short bar represents "0." When separated into groups of five, these bars sequentially represent each of the digits of the ZIP Code (or ZIP+4 code or delivery point code) for the delivery address, plus an additional digit designated as the *correction digit*. The correction digit is derived from adding the numbers in the ZIP Code (or ZIP+4 or delivery point code) and determining which single-digit number must be added to that sum to make the total a multiple of 10. The first and last bars of the barcode are *frame bars* and must always be full bars. [C840.1.1]

#### 4.1.2 5-Digit Barcode

A 5-digit barcode is a single field of 32 bars consisting of a frame bar, a series of 25 bars that represent the correct 5-digit ZIP Code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar. [C840.1.2]

#### 4.1.3 ZIP+4 Barcode

A ZIP+4 barcode is a single field of 52 bars consisting of a frame bar, a series of 45 bars that represent the correct ZIP+4 code for the address on the piece, 5 bars that represent the correction digit, and a final frame bar. [C840.1.3]

#### 4.1.4 Delivery Point Barcode

A delivery point barcode (DPBC) is formed by adding 10 bars (representing two additional digits) to the ZIP+4 barcode. The correct DPBC must be derived from a CASS-certified delivery point code address matching process. To obtain information on the rules for delivery point code calculation, contact the National Customer Support Center by calling (toll-free) 1-800-642-2914, or by writing to CASS/ZIP+4 Matching, National Customer Support Center (see [608.8.0](#) for address). The following unique codes are also valid DPBCs:

- a. For a firm (unique) 5-digit ZIP Code, the correct DPBC represents the 5-digit ZIP Code: either the USPS-assigned -0001 or (if the customer assigns four-digit add-ons to internal separations) the correct four digits applicable to the point of delivery, followed by the last two digits of the primary street number, post office box number, or rural/highway contract route box number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point code address matching process.
- b. For an individual (unique) ZIP+4 code assigned to a business customer, the correct DPBC represents the ZIP+4 code followed by the last two digits of the primary street number derived from the standardized address returned by the CASS-certified ZIP+4 or delivery point address matching process. [C840.1.4]

## 4.2 Barcode Dimensions and Spacing

Barcodes are subject to these standards for bar dimensions and spacing. Extraneous ink or ink voids must not cause any bar to fail to meet these standards:

- a. A full bar must be  $0.125 \pm 0.010$  inch high.
- b. A half bar must be  $0.050 \pm 0.010$  inch high.
- c. All bars must be  $0.020 \pm 0.005$  inch wide.
- d. Measured over any 1/2 inch, horizontal spacing of the bars must be  $22 \pm 2$  bars per inch, and pitch (a bar and a space) must average at least 0.0416 inch but no more than 0.05 inch. The clear vertical space between bars must not be less than 0.012 inch or more than 0.04 inch. [C840.4.0]

## 4.3 Reflectance

### 4.3.1 Background Reflectance

A background reflectance of at least 50% in the red portion and 45% in the green portion of the optical spectrum must be produced in the following locations when measured with a USPS or USPS-licensed envelope reflectance meter:

- a. The barcode clear zone of a card-size or a letter-size piece barcoded in the lower right corner.
- b. The area surrounding the barcode (within 1/8 inch of the leftmost and rightmost bars and 1/25 inch above and below the barcode) of a card-size, letter-size, or flat-size piece barcoded in the address block and of a flat-size piece barcoded elsewhere. [C840.5.1]

### 4.3.2 Print Reflectance Difference

A print reflectance difference (PRD) of at least 30% in the red and green portions of the optical spectrum is required between the background material of the mailpiece and the barcode, when measured with a USPS or USPS-licensed envelope reflectance meter. (PRD equals the reflectance of the background minus the reflectance of the ink.) [C840.5.2]

### 4.3.3 Opacity

The material on which the barcode appears must have enough opacity to prevent printing from “showing through” to the extent that it interferes with postal equipment that reads the barcode. The PCR of print (other than the barcode) that shows through the barcode clear zone or the barcode area in the address block must not exceed 15% when measured in the red and green portions of the optical spectrum. [C840.5.3]

### 4.3.4 Dark Fibers and Background Patterns

Dark fibers or background patterns (e.g., checks) that produce a print contrast ratio of more than 15% when measured in the red and green portions of the optical spectrum are prohibited in these locations:

- a. The area of the address block or the barcode clear zone where the barcode appears on a card-size or a letter-size piece mailed at automation rates or at Enhanced Carrier Route saturation or high density rates.

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- b. The area of the address block or the area of the mailpiece where the barcode appears on a flat-size piece in an automation rate mailing. [C840.5.4]

**4.4 Skew and Baseline Shift****4.4.1 Card-Size and Letter-Size Pieces**

For a barcode on a card-size or a letter-size piece, the combined effects of positional skew (slant or tilt of the entire barcode baseline) and rotational skew (slant or tilt of the individual barcode bars) must be limited to a maximum rotation of the bars of  $\pm 5$  degrees from a perpendicular to the bottom edge of the piece. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for card-size and letter-size pieces, see [202.5.0](#). [C840.6.1]

**4.4.2 Flat-Size Piece**

For a barcode on a flat-size piece, the maximum rotational skew (slant or tilt of the individual barcode bars) is  $\pm 10$  degrees from a perpendicular to the baseline of the barcode; there is no positional skew requirement. The individual bars of a barcode must not shift (be vertically offset) more than 0.015 inch from the average baseline of the barcode. For information on barcode placement for flat-size pieces, see [302.4.0](#). [C840.6.2]

**4.5 Barcode Software and Hardware Certification****4.5.1 Purpose**

To help mailers evaluate the quality of their equipment producing barcodes, the USPS offers optional testing and certification to manufacturers of barcoding software and hardware. Certified barcoding equipment ensures that the equipment can produce dimensionally correct barcodes meeting postal specifications. Certification does not ensure that barcodes produced from that equipment can meet the requirements for automation rates because many other variables in barcode production (e.g., ink color and quality, paper color and contrast, equipment operation and maintenance) affect the quality of the barcodes printed on mailpieces. [C840.10.1]

**4.5.2 Testing Arrangements**

Manufacturers who want their products tested and mailers who want information on available certified products should contact the National Customer Support Center (see [608.8.0](#) for address). [C840.10.2]

**5.0 Barcoding Standards for Parcels****5.1 Basic Requirements for Postal Routing Barcodes**

The postal routing barcode discount applies to machinable parcels that meet the eligibility requirements in [443.5.5](#) for Standard Mail, [453.3.1](#) for Parcel Post, [463.4.1](#) for Bound Printed Matter, [473.3.4](#) for Media Mail, or [483.3.4](#) for Library Mail. To be eligible for the barcode discount, each machinable parcel (see [401.1.5](#)) must bear a properly prepared UCC/EAN Code 128 barcode symbology as described in [5.3](#) that accurately represents the correct ZIP Code or ZIP+4 code of the delivery address. For information on barcode placement for parcels, see [402.4.0](#). [C850.1.1]



## 5.2 Basic Elements of Postal Routing Barcodes

UCC/EAN Code128 postal routing barcode data elements (see Exhibit 1.2) include:

- Barcode Type.* UCC/EAN Code 128 is the only acceptable barcode and must be printed within Subset C.
- Start Code.* Postal routing barcodes must start with a Symbol Start Code, which is not shown in the human-readable text.
- Function One (FNC1).* The FNC1 numeric character for UCC/EAN Code 128 follows the symbol start character, is part of the symbology overhead, and is not shown in the human-readable text.
- Application Identifier (AI).* The AI for a postal routing barcode is “420” for domestic mail and is not shown in the human-readable text.
- ZIP Code or ZIP+4 Code.* Postal routing barcodes must include the 5-digit ZIP Code or ZIP+4 code of the address. Only the 5-digit ZIP Code appears in the human-readable text.
- Check Digit.* A check digit must be added at the end of the sequence of numbers to validate the authenticity of the number. UCC/EAN Code 128 postal routing barcodes must utilize a MOD 103 check digit, which is not shown in the human-readable text.
- Stop Code.* The UCC/EAN Code 128 postal routing barcode must end with a Symbol Stop Code, which is not shown in the human-readable text. [C850.1.2]

### Exhibit 5.2 Postal Routing UCC/EAN Code 128 Barcode Format

UCC/EAN Code 128 Format (as described in a-g)

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



ZIP 22021



22021

[Exhibit C850.1.2]

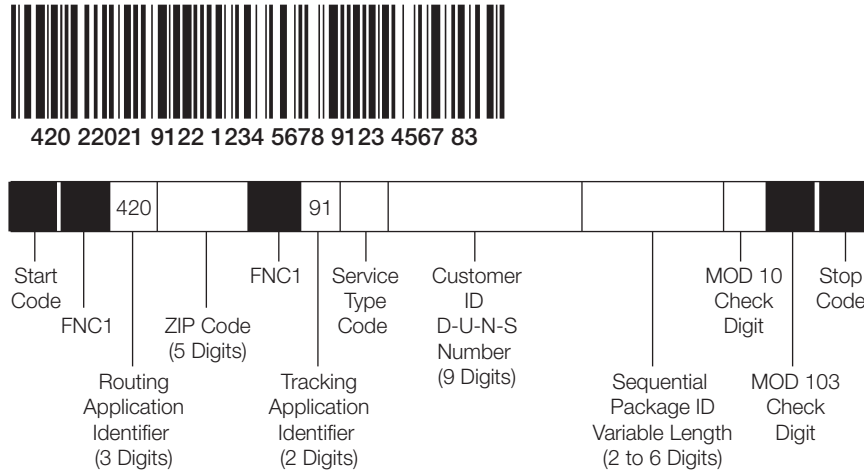
## 5.3 Use With Delivery Confirmation or Signature Confirmation Service

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

- The Single Concatenated Barcode (see [Exhibit 5.3a](#)). Mailers may place a single concatenated barcode that combines the postal routing information and Delivery Confirmation or Signature Confirmation information. Single concatenated barcodes must be prepared in accordance with the technical specifications and requirements in [503.9.0](#) for Delivery Confirmation service, [503.10.0](#) for Signature Confirmation service, and Publication 91, Confirmation

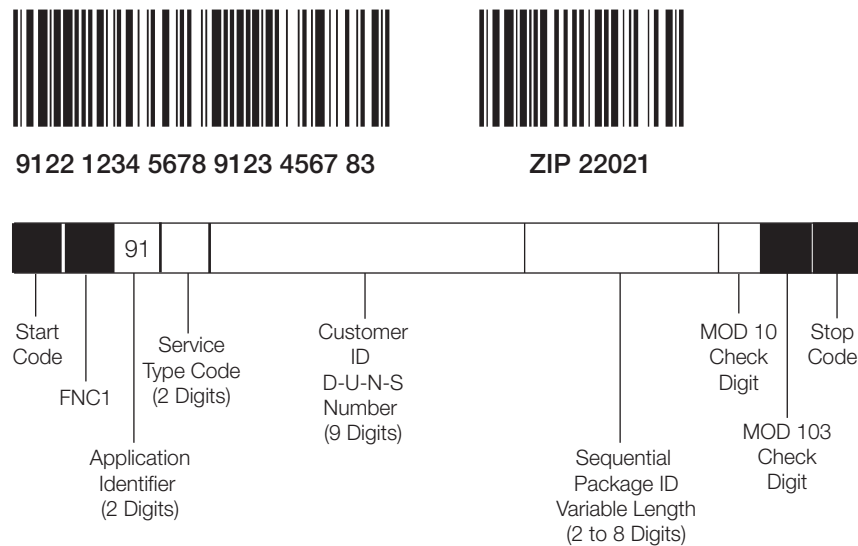
Services Technical Guide. If a parcel bears a single concatenated barcode, then no other barcode that contains the postal routing barcode may be affixed to the package.

**Exhibit 5.3a Confirmation Services Concatenated UCC/EAN Code 128 Barcode Format**



- b. Separate Barcodes (see [Exhibit 5.3b](#)). Mailers may place both a postal routing barcode described in 5.2 and a Delivery Confirmation barcode described in 503.9.0 or a Signature Confirmation barcode described in 503.10.0 (and Publication 91) on the same parcel.

**Exhibit 5.3b Confirmation Services UCC/EAN Code 128 Barcode Format Using a Separate Postal Routing Barcode**



[C850.1.3]

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

To eliminate the need to place one barcode for Delivery Confirmation or Signature Confirmation and another barcode for insurance, eligible machinable parcels may qualify for the barcode discount by placing a single integrated barcode that combines Delivery Confirmation or Signature Confirmation and insurance using one of the following options:

- a. Single Concatenated Integrated Barcode. Mailers may place a single concatenated integrated barcode that combines postal routing information and postal insurance (see [503.9.0](#)) with Delivery Confirmation service or Signature Confirmation service. The single concatenated integrated barcode option allows electronic option mailers to combine multiple special services into a single barcode on their packages. Single concatenated integrated barcodes must be prepared in accordance with the technical specifications and requirements in [503.9.0](#) for Delivery Confirmation service, [503.10.0](#) for Signature Confirmation service, and Publication 91. If a parcel bears a single concatenated integrated barcode then no other barcode that contains the postal routing barcode may be affixed to the package.
- b. Separate Barcodes. Mailers may place both a postal routing barcode described in [5.2](#) and an integrated barcode that combines insurance as described in [5.4a](#) on the same parcel with Delivery Confirmation in [503.9.0](#) or Signature Confirmation in [503.10.0](#). The integrated barcode option allows electronic mailers to combine multiple special services into a single barcode on their packages. [C850.1.4]

**5.5 Dimensions**

The preferred range of widths of narrow bars and spaces is 0.015 inch to 0.017 inch. The width of the narrow bars or spaces must be at least 0.013 inch but no more than 0.021 inch. All bars must be at least 0.75 inch high. [C850.2.1]

**5.6 Location**

The address and barcode must be placed squarely onto the largest surface area of the parcel, except when its shape and contents requires specific orientation for stability during processing; then the address and barcode(s) must be placed on the top. The address and barcode label(s) must not overlap any side of the parcel or other label. The barcode should be placed immediately adjacent to the delivery address and at least 1 inch from the edge of the parcel. The delivery address and barcode may be printed on an attachment or enclosure in a window envelope affixed to the parcel, subject to the reflectance standards in [4.3](#). The barcode may be placed on a separate label or in an alternate location on the address label, subject to the clearance standards in [5.7](#). Barcodes that are not placed immediately adjacent to the delivery address must not encroach the return address, postage, applicable markings, endorsements, and extra service labels. [C850.3.0]

**5.7 Clear Zone**

The barcode must be located as specified in [5.6](#). No printing may appear in an area 1/8 inch above and below the barcode. A minimum clear (quiet) zone equal to 10 times the average measured narrow element (bars or space) width must be maintained to the left and right of the barcode. [C850.2.2]

708.5.8

**5.8 Reflectance**

When measured in the red spectral range between 630 nanometers and 675 nanometers, the minimum white bar (space) reflectance (Rs) must be greater than 50%, and the maximum bar reflectance (Rb) must be less than 25%. The minimum print reflectance difference (Rs-Rb) is 40%. Reflectance must be measured with a USPS-specified reflectance meter or barcode verifier. [C850.2.3]

**5.9 Quality**

All barcodes in each mailing must measure American National Standards Institute (ANSI) grade C or above. ANSI grade barcodes D or F are unacceptable. It is strongly recommended that all printing processes be tested to ensure that they meet specification requirements. Information concerning ANSI guidelines X3.182-1990 may be obtained from the American National Standards Institute (see [608.8.0](#)). [C850.2.4]

**5.10 Human-Readable Information**

The human-readable information on the barcode must conform to one of the following options:

- a. For postal routing barcodes printed under [5.2](#), [5.3b](#), and [5.4b](#), if the postal routing barcode is printed on a separate label, the human-readable equivalent of the ZIP Code or ZIP+4 code encoded in the barcode preceded by the word “ZIP” must be printed between 1/8 inch and 1/2 inch below the barcode in 10-point or larger bold sans-serif type. Alternatively, the word “ZIP” may be placed no less than 10 times the average narrow bar or space element width and no more than 1/2 inch to the left of the barcode, in 10-point or larger bold sans-serif type (see [Exhibit 5.2](#)). While not recommended, if the postal routing barcode is printed on the delivery address label and is in close proximity to the address, the human-readable equivalent of the ZIP Code (and the word “ZIP”) may be omitted.
- b. For barcodes printed under [5.3b](#) or [5.4b](#) the human-readable information for the concatenated or concatenated/integrated barcode must include as text the application identifiers (AI) 420 and 91 and the full tracking identification number. When the AI 420 and ZIP Code information is used, it must be parsed separately from the main body of text. The first group will contain the 420 AI, space, 5-digit ZIP Code, space, +4 code (if used), space, with the remaining human-readable text parsed in groups of four with the remaining digits grouped at the end (e.g., 420 22021 9122 1234 5678 9123 4567 83). [C850.2.5]

**5.11 Technical Specifications**

Postal routing codes must meet the technical specifications in the UCC/EAN-128 Application Identifier Standard, which can be obtained from Uniform Code Council Inc. (see [608.8.0](#)), and the barcode characteristics in [5.0](#). [C850.2.6]

**5.12 Substrate Material**

Barcodes must be printed on substrate material that preserves the optical specification as described in the AIM-USA Uniform Symbology Specification documents. Typically, white label stock commonly used for barcode generation is suitable, providing it is not glossy (causing mirror-like, specular reflection) or prone to smearing or smudging. [C850.2.7]

## 6.0 Barcoding Standards for Container Labels

### 6.1 Basic Standards—Tray and Sack Labels

#### 6.1.1 Use

Exhibit 6.1.1 shows the types of mail requiring barcoded tray or sack labels. Barcoded labels must meet these general standards:

- a. Barcoded tray labels and sack labels must not be interchanged. Tray labels must be used only for trays, and sack labels must be used only for sacks.
- b. Mailer-produced barcoded labels must meet the standards in 6.0.
- c. All information on barcoded labels must be machine-printed. Alterations to preprinted barcoded labels (e.g., handwritten changes) may not be made.
- d. Barcoded labels must be inserted completely into the label holder on the tray or sack to prevent their loss during transport and processing. [M032.1.1]

#### Exhibit 6.1.1 Required Barcoded Container Labels

| RATE OR TYPE   | PROCESSING CATEGORY  |
|--|--|
| <b>First-Class Mail</b>  |  |
| Automation rate  | Letter-size, flat-size   |
| Cobundled and cotrayed under 705.9.0 through 705.13.0                                | Flat-size  |
| <b>Periodicals</b>   |  |
| Automation rate  | Letter-size, flat-size   |
| Cobundled and cosacked under 705.9.0 through 705.13.0                                | Flat-size  |
| <b>Standard Mail</b>   |  |
| Automation rate  | Letter-size, flat-size   |
| Enhanced Carrier Route high-density and saturation letter rates                      | Letter-size (barcoded labels not required for letter-size pieces at nonletter rates) |
| Cobundled and cosacked under 705.9.0 through 705.13.0                                | Flat-size  |
| Automation, Presorted, and Enhanced Carrier Route in letter trays under 345.3.0      | Flat-size  |
| Automation and Presorted in letter trays cotrayed under 705.9.0 using 345.3.0 option | Flat-size  |
| <b>Bound Printed Matter</b>  |  |
| Barcoded   | Flat-size  |

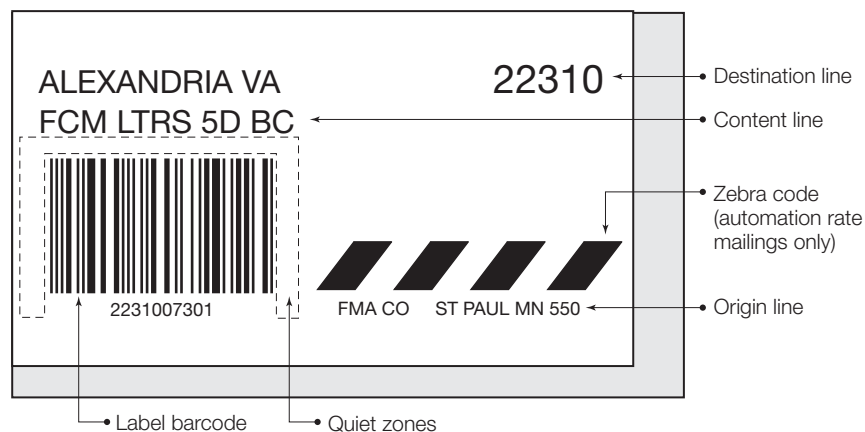
[Exhibit M032.1.1]

### 6.1.2 Line 1 (Destination Line)

The destination line must meet these standards:

- a. *Placement.* The destination line must be the top line of the label, placed in the position shown in [Exhibit 6.1.2a Barcoded Tray Labels](#) or [Exhibit 6.1.2b Barcoded Sack Labels](#) (above the barcode on tray labels and to the right of the barcode on sack labels). An exception is that one line of extraneous information may appear above the destination line on tray and sack labels as provided in [6.2.2, Printed Human-Readable Lines](#), and [6.2.2f](#). The destination line must be completely visible when placed in the label holder. This visibility is ensured if the destination line is no less than 1/8 (0.125) inch below the top of the label when the label is cut and prepared.

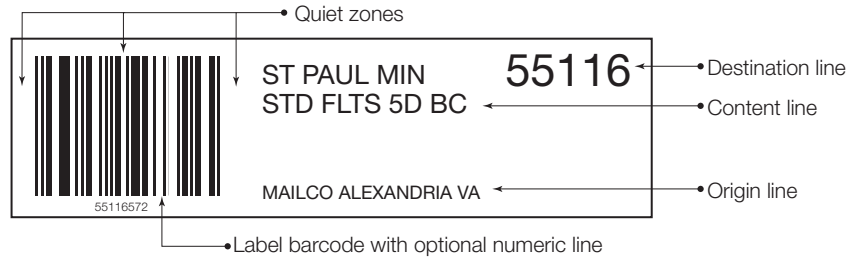
#### Exhibit 6.1.2a Barcoded Tray Labels



[Exhibit M032.1.2a]

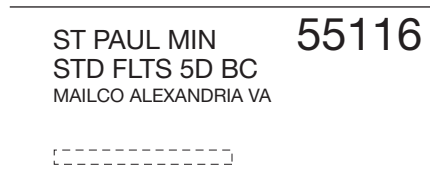
- b. *Information.* The destination line must contain only the information required by the applicable standards for the class, processing category, sortation level of the tray or sack, and the rates claimed. This information is contained in module L labeling lists for all sortation and rate levels except trays and sacks to carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit destinations, and except for automation letter trays to 5-digit scheme destinations. For the destination line of carrier route, 5-digit carrier routes, merged 5-digit, and 5-digit trays and sacks, the city, two-letter state abbreviation, and 5-digit ZIP Code of the destination 5-digit ZIP Code area must be shown. For 5-digit scheme trays, the city, two-letter state abbreviation, and ZIP Code for the destination scheme must be obtained from the City State Product. The destination line may contain abbreviated city and state information if such abbreviations are those in the City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*.

### Exhibit 6.1.2b Barcoded Sack Labels

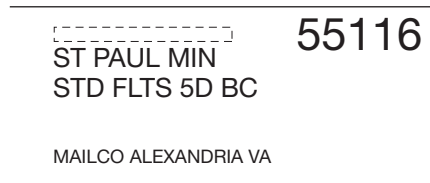


Extraneous  
Information  
Placement:

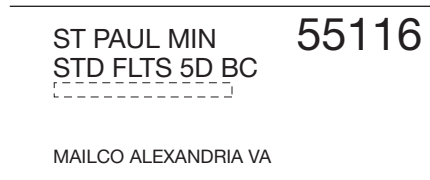
Below origin line



Above destination line



Between content and origin lines



[Exhibit M032.1.2b]

- c. *Overseas Military Mail.* The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information as required in modules L and M when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote. [M032.1.2]

### 6.1.3 Line 2 (Content Line)

The content line must meet these standards:

- a. *General.* The content line must appear directly below the destination line as shown in [Exhibit 6.1.2a Barcoded Tray Labels](#) or [Exhibit 6.1.2b Barcoded Sack Labels](#). This line must show the class, processing category, and the sortation level of the tray or sack as required by the applicable standards for the mailing in module M. The appropriate content identifier number (CIN) in [6.1.4](#) that corresponds to that content line must be used in the barcode.
- b. *Periodicals.* Except as provided in [705.8.15](#) for copalletized mailings and in [707.26.2](#) for combined mailings, Periodicals publications must use one of the following for Line 2 class information:
  1. “PER.”
  2. “NEWS” if published weekly or more often or if authorized newspaper treatment as of March 1, 1984.
- c. *Additional Information.* For 3-digit scheme trays as specified by the labeling list, the content line for some destinations must be followed by the letter “A,” “B,” or “C,” which is not required to be right-justified. For carrier route trays and sacks, the content information must be followed by a one-letter carrier route type description followed by a space and a 3-digit route number for the route to which the tray is destined. [[M032.1.3](#)]

### 6.1.4 3-Digit Content Identifier Numbers

The exact content identifier number (CIN) that matches the level of tray or sack must be used in the barcode and barcode numeric line on barcoded tray or sack labels. The required second line of information that corresponds to the CIN must appear on the human-readable content line of the label. The human-readable content line is automatically printed when labels are obtained through the PASSPORT system or ordered on Form 1578-B for printing at the Label Printing Center in Topeka, Kansas. A footnote at the end of the content line information means that the mailer must add appropriate information as required in modules L and M when ordering and printing tray and sack labels. Any mailer using PASSPORT to order labels must also add the appropriate additional information to the human-readable content line for those content lines marked with a footnote. See [Exhibit 6.1.4 3-Digit Content Identifier Numbers](#).

[[Exhibit M032.1.3](#)]

### 6.1.5 Line 3 (Origin Line)

The origin line must appear below the content line in a location appropriate for a tray or sack as shown in [Exhibit 6.1.2a Barcoded Tray Labels](#) or [Exhibit 6.1.2b Barcoded Sack Labels](#). This line must show the city and state of the entry post office or the mailer’s name and the city and state of the mailer’s location. It is recommended that the mailer’s name also appear with the city and state of the entry post office. The origin line may contain abbreviated city and state information if such abbreviations are those in the USPS City State Product or in Publication 65, *National Five-Digit ZIP Code and Post Office Directory*. A mailer code assigned by the USPS or such words as “Mailer,” “From” (or “FR”), or “Entered at” may appear before the required information on this line. [[M032.1.4](#)]



## Exhibit 6.1.4 3-Digit Content Identifier Numbers

| CLASS AND MAILING                            | CIN | HUMAN-READABLE CONTENT LINE |
|--|-----|-----------------------------|
| <b>EXPRESS MAIL</b>                          |     |                             |
| drop ship, all sack levels                   | 143 | EXPRESS DROP SHIP           |
| <b>PRIORITY MAIL</b>                         |     |                             |
| drop ship, all sack levels                   | 165 | PRIORITY DROP SHIP          |
| <b>FIRST-CLASS MAIL</b>                      |     |                             |
| <b>FCM Letters – Automation</b>              |     |                             |
| carrier route trays                          | 263 | FCM LTR CR BC               |
| 5-digit carrier routes trays                 | 264 | FCM LTR 5D CR-RT BC         |
| 3-digit carrier routes trays                 | 265 | FCM LTR 3D CR-RT BC         |
| 5-digit scheme trays                         | 241 | FCM LTR BC 5D SCHEME        |
| 5-digit trays                                | 242 | FCM LTR 5D BC               |
| 3-digit scheme trays                         | 243 | FCM LTR BC SCHEME           |
| 3-digit trays                                | 244 | FCM LTR 3D BC               |
| AADC trays                                   | 245 | FCM LTR AADC BC             |
| mixed AADC trays                             | 246 | FCM LTR BC WKG              |
| <b>FCM Letters – Presorted Machinable</b>    |     |                             |
| 5-digit trays                                | 252 | FCM LTR 5D MACH             |
| 3-digit trays                                | 255 | FCM LTR 3D MACH             |
| AADC trays                                   | 258 | FCM LTR AADC MACH           |
| mixed AADC trays                             | 260 | FCM LTR MACH WKG            |
| <b>FCM Letters – Presorted Nonmachinable</b> |     |                             |
| 5-digit trays                                | 267 | FCM LTR 5D MANUAL           |
| 3-digit trays                                | 269 | FCM LTR 3D MANUAL           |
| ADC trays                                    | 270 | FCM LTR ADC MANUAL          |
| mixed ADC trays                              | 268 | FCM LTR MANUAL WKG          |
| <b>FCM Flats – Automation</b>                |     |                             |
| 5-digit trays                                | 272 | FCM FLTS 5D BC              |
| 3-digit trays                                | 273 | FCM FLTS 3D BC              |
| ADC trays                                    | 274 | FCM FLTS ADC BC             |
| mixed ADC trays                              | 275 | FCM FLTS BC WKG             |
| <b>FCM Flats – Presorted</b>                 |     |                             |
| 5-digit trays                                | 278 | FCM FLTS 5D NON BC          |
| 3-digit trays                                | 279 | FCM FLTS 3D NON BC          |
| ADC trays                                    | 280 | FCM FLTS ADC NON BC         |
| mixed ADC trays                              | 282 | FCM FLTS NON BC WKG         |

| CLASS AND MAILING                                    | CIN | HUMAN-READABLE CONTENT LINE |
|--|-----|-----------------------------|
| <b>FCM Flats – Cotrayed Automation and Presorted</b> |     |                             |
| 5-digit trays  | 221 | FCM FLTS 5D BC/NBC          |
| 3-digit trays  | 222 | FCM FLTS 3D BC/NBC          |
| ADC trays  | 231 | FCM FLTS ADC BC/NBC         |
| mixed ADC trays                                      | 232 | FCM FLTS BC/NBC WKG         |
| <b>FCM Parcels – Presorted</b>                       |     |                             |
| 5-digit sacks  | 289 | FCM PARCELS 5D              |
| 3-digit sacks  | 290 | FCM PARCELS 3D              |
| ADC sacks  | 291 | FCM PARCELS ADC             |
| mixed ADC sacks                                      | 292 | FCM PARCELS WKG             |
| <b>PERIODICALS (PER)</b>                             |     |                             |
| <b>PER Letters – Carrier Route</b>                   |     |                             |
| saturation rate trays                                | 369 | PER LTRS WSS1               |
| high density rate trays                              | 370 | PER LTRS WSH1               |
| basic rate trays                                     | 366 | PER LTRS CR1                |
| 5-digit carrier routes trays                         | 367 | PER LTRS CR-RTS             |
| 3-digit carrier routes trays                         | 368 | PER LTRS 3D CR-RTS          |
| <b>PER Letters – Automation</b>                      |     |                             |
| 5-digit scheme trays                                 | 341 | PER LTRS BC 5D SCHEME       |
| 5-digit trays  | 342 | PER LTRS 5D BC              |
| 3-digit scheme trays                                 | 343 | PER LTRS BC SCHEME2         |
| 3-digit trays  | 344 | PER LTRS 3D BC              |
| AADC trays   | 345 | PER LTRS AADC BC            |
| mixed AADC trays                                     | 346 | PER LTRS BC WKG             |
| <b>PER Letters – Nonautomation</b>                   |     |                             |
| 5-digit trays  | 350 | PER LTRS 5D NON BC          |
| 3-digit trays  | 353 | PER LTRS 3D NON BC          |
| ADC trays  | 356 | PER LTRS ADC NON BC         |
| mixed ADC trays                                      | 359 | PER LTRS NON BC WKG         |
| <b>PER Flats – Carrier Route</b>                     |     |                             |
| car. rt. sacks – saturation                          | 387 | PER FLTS WSS1               |
| car. rt. sacks – high density                        | 388 | PER FLTS WSH1               |
| car. rt. sacks – basic                               | 385 | PER FLTS CR1                |
| 5-digit carrier routes sacks                         | 386 | PER FLTS CR-RTS             |
| 5-digit scheme car. rts. sacks                       | 371 | PER FLTS CR-RTS SCH         |

## Exhibit 6.1.4 3-Digit Content Identifier Numbers

| CLASS AND MAILING  | CIN | HUMAN-READABLE<br>CONTENT LINE | CLASS AND MAILING                            | CIN | HUMAN-READABLE<br>CONTENT LINE |
|--|-----|--------------------------------|--|-----|--------------------------------|
| <b>PER Flats — Automation</b>                                      |     |                                | <b>PER Irregular Parcels — Nonautomation</b> |     |                                |
| 5-digit sacks  | 372 | PER FLTS 5D BC                 | 5-digit sacks                                | 389 | PER IRREG 5D                   |
| 5-digit scheme sacks   | 372 | PER FLTS 5D SCH BC             | 3-digit sacks                                | 390 | PER IRREG 3D                   |
| 3-digit sacks  | 373 | PER FLTS 3D BC                 | SCF sacks                                    | 394 | PER IRREG SCF                  |
| SCF sacks  | 377 | PER FLTS SCF BC                | ADC sacks                                    | 391 | PER IRREG ADC                  |
| ADC sacks  | 374 | PER FLTS ADC BC                | mixed ADC sacks                              | 392 | PER IRREG WKG                  |
| mixed ADC sacks  | 375 | PER FLTS BC WKG                | <b>PERIODICALS (NEWS)</b>                    |     |                                |
| <b>PER Flats — Nonautomation</b>                                   |     |                                | <b>NEWS Letters — Carrier Route</b>          |     |                                |
| 5-digit sacks  | 378 | PER FLTS 5D NON BC             | saturation rate trays                        | 469 | NEWS LTRS WSS1                 |
| 3-digit sacks  | 379 | PER FLTS 3D NON BC             | high density rate trays                      | 470 | NEWS LTRS WSH1                 |
| SCF sacks  | 384 | PER FLTS SCF NON BC            | basic rate trays                             | 466 | NEWS LTRS CR1                  |
| ADC sacks  | 380 | PER FLTS ADC NON BC            | 5-digit carrier routes trays                 | 467 | NEWS LTRS CR-RTS               |
| mixed ADC sacks  | 382 | PER FLTS NON BC WKG            | 3-digit carrier routes trays                 | 468 | NEWS LTRS 3D CR-RTS            |
| <b>PER Flats — Cosacked Automation and Presorted</b>               |     |                                | <b>NEWS Letters — Automation</b>             |     |                                |
| 5-digit sacks  | 321 | PER FLTS 5D BC/NBC             | 5-digit scheme trays                         | 441 | NEWS LTR BC 5D SCHEME          |
| 3-digit sacks  | 322 | PER FLTS 3D BC/NBC             | 5-digit trays                                | 442 | NEWS LTRS 5D BC                |
| SCF sacks  | 329 | PER FLTS SCF BC/NBC            | 3-digit scheme trays                         | 443 | NEWS LTRS BC SCHEME2           |
| ADC sacks  | 331 | PER FLTS ADC BC/NBC            | 3-digit trays                                | 444 | NEWS LTRS 3D BC                |
| mixed ADC sacks  | 332 | PER FLTS BC/NBC WKG            | AADC trays                                   | 445 | NEWS LTRS AADC BC              |
| <b>PER Flats — Merged Carrier Route, Automation, and Presorted</b> |     |                                | mixed AADC trays                             | 446 | NEWS LTRS BC WKG               |
| merged 5-digit sacks   | 339 | PER FLTS CR/5D                 | <b>NEWS Letters — Nonautomation</b>          |     |                                |
| merged 5-digit scheme sacks  | 349 | PER FLTS CR/5D SCH             | 5-digit trays                                | 450 | NEWS LTRS 5D NON BC            |
| <b>PER Irregular Parcels — Merged Carrier Route and Presorted</b>  |     |                                | 3-digit trays                                | 453 | NEWS LTRS 3D NON BC            |
| merged 5-digit sacks   | 340 | PER IRREG CR/5D                | ADC trays                                    | 456 | NEWS LTRS ADC NON BC           |
| merged 5-digit scheme sacks  | 365 | PER IRREG CR/5D SCH            | mixed ADC trays                              | 459 | NEWS LTRS NON BC WKG           |
| <b>PER Irregular Parcels — Carrier Route</b>                       |     |                                | <b>NEWS Flats — Carrier Route</b>            |     |                                |
| saturation rate sacks  | 397 | PER IRREG WSS1                 | car. rt. sacks — saturation                  | 487 | NEWS FLTS WSS1                 |
| high density rate sacks  | 398 | PER IRREG WSH1                 | car. rt. sacks — high density                | 488 | NEWS FLTS WSH1                 |
| basic rate sacks   | 395 | PER IRREG CR1                  | car. rt. sacks — basic                       | 485 | NEWS FLTS CR1                  |
| 5-digit carrier routes sacks                                       | 396 | PER IRREG CR-RTS               | 5-digit carrier routes sacks                 | 486 | NEWS FLTS CR-RTS               |
| 5-digit scheme car. rts. sacks                                     | 399 | PER IRREG CR-RTS SCH           | 5-digit scheme car. rts. sacks               | 471 | NEWS FLTS CR-RTS SCH           |
|  |     |                                | <b>NEWS Flats — Automation</b>               |     |                                |
|  |     |                                | 5-digit sacks                                | 472 | NEWS FLTS 5D BC                |
|  |     |                                | 5-digit scheme sacks                         | 472 | NEWS FLTS 5D SCH BC            |

## Exhibit 6.1.4 3-Digit Content Identifier Numbers

| CLASS AND MAILING   | CIN | HUMAN-READABLE CONTENT LINE |
|---|-----|-----------------------------|
| 3-digit sacks   | 473 | NEWS FLTS 3D BC             |
| SCF sacks   | 477 | NEWS FLTS SCF BC            |
| ADC sacks   | 474 | NEWS FLTS ADC BC            |
| mixed ADC sacks   | 475 | NEWS FLTS BC WKG            |
| <b>NEWS Flats – Nonautomation</b>                                   |     |                             |
| 5-digit sacks   | 478 | NEWS FLTS 5D NON BC         |
| 3-digit sacks   | 479 | NEWS FLTS 3D NON BC         |
| SCF sacks   | 484 | NEWS FLTS SCF NON BC        |
| ADC sacks   | 480 | NEWS FLTS ADC NON BC        |
| mixed ADC sacks   | 482 | NEWS FLTS NON BC WKG        |
| <b>NEWS Flats – Cosacked Automation and Presorted</b>               |     |                             |
| 5-digit sacks   | 421 | NEWS FLTS 5D BC/NBC         |
| 3-digit sacks   | 422 | NEWS FLTS 3D BC/NBC         |
| SCF and origin/entry SCF sacks                                      | 429 | NEWS FLTS SCF BC/NBC        |
| ADC sacks   | 431 | NEWS FLTS ADC BC/NBC        |
| mixed ADC sacks   | 432 | NEWS FLTS BC/NBC WKG        |
| <b>NEWS Flats – Merged Carrier Route, Automation, and Presorted</b> |     |                             |
| merged 5-digit  | 439 | NEWS FLTS CR/5D             |
| merged 5-digit scheme   | 449 | NEWS FLTS CR/5D SCH         |
| <b>NEWS Irregular Parcels – Merged Carrier Route and Presorted</b>  |     |                             |
| merged 5-digit  | 440 | NEWS IRREG CR/5D            |
| merged 5-digit scheme   | 465 | NEWS IRREG CR/5D SCH        |
| <b>NEWS Irregular Parcels – Carrier Route</b>                       |     |                             |
| saturation rate sacks   | 497 | NEWS IRREG WSS1             |
| high density rate sacks   | 498 | NEWS IRREG WSH1             |
| basic rate sacks  | 495 | NEWS IRREG CR1              |
| 5-digit carrier routes sacks  | 496 | NEWS IRREG CR-RTS           |
| 5-digit scheme car. rts. sacks                                      | 499 | NEWS IRREG CR-RTS SCH       |
| <b>NEWS Irregular Parcels – Nonautomation</b>                       |     |                             |
| 5-digit sacks   | 489 | NEWS IRREG 5D               |
| 3-digit sacks   | 490 | NEWS IRREG 3D               |
| SCF sacks   | 494 | NEWS IRREG SCF              |
| ADC sacks   | 491 | NEWS IRREG ADC              |
| mixed ADC sacks   | 492 | NEWS IRREG WKG              |

| CLASS AND MAILING                                  | CIN | HUMAN-READABLE CONTENT LINE |
|--|-----|-----------------------------|
| <b>STANDARD MAIL</b>                               |     |                             |
| <b>ECR Letters – Automation</b>                    |     |                             |
| carrier route trays                                | 563 | STD LTR CR BC1              |
| 5-digit carrier routes trays                       | 564 | STD LTR 5D CR-RT BC         |
| 3-digit carrier routes trays                       | 565 | STD LTR 3D CR-RT BC         |
| <b>ECR Letters – Barcoded</b>                      |     |                             |
| saturation rate                                    | 557 | STD LTR BC WSS1             |
| high density rate                                  | 557 | STD LTR BC WSH1             |
| basic rate   | 557 | STD LTR BC LOT1             |
| 5-digit carrier routes trays                       | 564 | STD LTR 5D CR-RT BC         |
| 3-digit carrier routes trays                       | 565 | STD LTR 3D CR-RT BC         |
| <b>ECR Letters – Nonautomation (Machinable)</b>    |     |                             |
| saturation rate                                    | 569 | STD LTR MACH WSS1           |
| high density rate                                  | 569 | STD LTR MACH WSH1           |
| basic rate   | 569 | STD LTR MACH LOT1           |
| 5-digit carrier routes trays                       | 567 | STD LTR 5D CR-RT MACH       |
| 3-digit carrier routes trays                       | 568 | STD LTR 3D CR-RT MACH       |
| <b>ECR Letters – Nonautomation (Nonmachinable)</b> |     |                             |
| saturation rate                                    | 608 | STD LTR MAN WSS1            |
| high density rate                                  | 608 | STD LTR MAN WSH1            |
| basic rate   | 608 | STD LTR MAN LOT1            |
| 5-digit carrier routes trays                       | 609 | STD LTR 5D CR-RT MAN        |
| 3-digit carrier routes trays                       | 611 | STD LTR 3D CR-RT MAN        |
| <b>STD Letters – Automation</b>                    |     |                             |
| 5-digit scheme trays                               | 541 | STD LTR BC 5D SCHEME        |
| 5-digit trays                                      | 542 | STD LTR 5D BC               |
| 3-digit scheme trays                               | 543 | STD LTR BC SCHEME2          |
| 3-digit trays                                      | 544 | STD LTR 3D BC               |
| AADC trays   | 545 | STD LTR AADC BC             |
| mixed AADC trays                                   | 546 | STD LTR BC WKG              |
| <b>STD Letters – Presorted Machinable</b>          |     |                             |
| 5-digit trays                                      | 552 | STD LTR 5D MACH             |
| 3-digit trays                                      | 555 | STD LTR 3D MACH             |
| AADC trays   | 558 | STD LTR AADC MACH           |
| mixed AADC trays                                   | 560 | STD LTR MACH WKG            |

## Exhibit 6.1.4 3-Digit Content Identifier Numbers

| CLASS AND MAILING  | CIN | HUMAN-READABLE<br>CONTENT LINE | CLASS AND MAILING                                       | CIN | HUMAN-READABLE<br>CONTENT LINE |
|--|-----|--------------------------------|---|-----|--------------------------------|
| <b>STD Letters – Presorted Nonmachinable</b>                       |     |                                | <b>ECR Irregular Parcels – Nonautomation</b>            |     |                                |
| 5-digit trays  | 604 | STD LTR 5D MANUAL              | saturation rate sacks                                   | 599 | STD IRREG WSS1                 |
| 3-digit trays  | 606 | STD LTR 3D MANUAL              | high density rate sacks                                 | 600 | STD IRREG WSH1                 |
| ADC trays  | 607 | STD LTR ADC MANUAL             | basic rate sacks  | 601 | STD IRREG LOT1                 |
| mixed ADC trays  | 605 | STD LTR MANUAL WKG             | 5-digit carrier routes sacks                            | 598 | STD IRREG CR-RTS               |
| <b>Enhanced Carrier Route Flats – Nonautomation</b>                |     |                                | <b>STD Irregular Parcels – Presorted</b>                |     |                                |
| saturation rate sacks  | 587 | STD FLTS ECRWSS1               | 5-digit sacks   | 590 | STD IRREG 5D                   |
| high density rate sacks  | 588 | STD FLTS ECRWSH1               | 5-digit scheme sacks                                    | 590 | STD IRREG 5D SCH               |
| basic rate sacks   | 589 | STD FLTS ECRLOT1               | 3-digit sacks   | 591 | STD IRREG 3D                   |
| 5-digit carrier routes sacks                                       | 586 | STD FLTS CR-RTS                | ADC sacks   | 592 | STD IRREG ADC                  |
| 5-digit scheme car. rts. sacks                                     | 529 | STD FLTS CR-RTS SCH            | mixed ADC sacks   | 594 | STD IRREG WKG                  |
| <b>STD Flats – Cosacked Automation and Presorted</b>               |     |                                | <b>STD Machinable Parcels – Presorted</b>               |     |                                |
| 5-digit sacks  | 521 | STD FLTS 5D BC/NBC             | 5-digit sacks   | 670 | STD MACH 5D                    |
| 3-digit and origin/entry 3-digit sacks                             | 522 | STD FLTS 3D BC/NBC             | 5-digit scheme sacks                                    | 670 | STD MACH 5D SCH                |
| ADC sacks  | 531 | STD FLTS ADC BC/NBC            | ASF sacks   | 672 | STD MACH ASF                   |
| mixed ADC sacks  | 532 | STD FLTS BC/NBC WKG            | BMC sacks   | 673 | STD MACH BMC                   |
| <b>STD Flats – Merged Carrier Route, Automation, and Presorted</b> |     |                                | mixed BMC sacks   | 674 | STD MACH WKG                   |
| merged 5-digit   | 539 | STD FLTS CR/5D                 | <b>STD Machinable and Irregular Parcels – Presorted</b> |     |                                |
| merged 5-digit scheme  | 549 | STD FLTS CR/5D SCH             | 5-digit sacks   | 603 | STD MACH-IRREG 5D              |
| <b>STD Flats – Automation</b>                                      |     |                                | 5-digit scheme sacks                                    | 603 | STD MACH-IRREG 5D SCH          |
| 5-digit sacks  | 572 | STD FLTS 5D BC                 | <b>PACKAGE SERVICES</b>                                 |     |                                |
| 5-digit scheme sacks   | 572 | STD FLTS 5D SCH BC             | <b>Carrier Route BPM – Flats</b>                        |     |                                |
| 3-digit sacks  | 573 | STD FLTS 3D BC                 | carrier route sacks                                     | 657 | PSVC FLTS CR1                  |
| ADC sacks  | 574 | STD FLTS ADC BC                | 5-digit scheme car. rts. sacks                          | 659 | PSVC FLTS CR-RTS SCH           |
| mixed ADC sacks  | 575 | STD FLTS BC WKG                | 5-digit carrier routes sacks                            | 658 | PSVC FLTS CR-RTS               |
| <b>STD Flats – Presorted</b>                                       |     |                                | <b>Presorted BPM – Flats</b>                            |     |                                |
| 5-digit sacks  | 578 | STD FLTS 5D NON BC             | 5-digit sacks   | 649 | PSVC FLTS 5D NON BC            |
| 3-digit sacks  | 579 | STD FLTS 3D NON BC             | 3-digit sacks   | 650 | PSVC FLTS 3D NON BC            |
| ADC sacks  | 580 | STD FLTS ADC NON BC            | SCF sacks   | 654 | PSVC FLTS SCF NON BC           |
| mixed ADC sacks  | 582 | STD FLTS NON BC WKG            | ADC sacks   | 651 | PSVC FLTS ADC NON BC           |
| <b>Customized MarketMail (CMM)</b>                                 |     |                                | mixed ADC sacks   | 653 | PSVC FLTS NON BC WKG           |
| CMM letter trays   | 206 | DEL LTR STD CMM MAN            | <b>Presorted BPM – Automation Flats</b>                 |     |                                |
| CMM flat trays   | 207 | DEL FLTS STD CMM MAN           | 5-digit sacks   | 635 | PSVC FLTS 5D BC                |
| CMM sacks  | 205 | DEL STD CMM MAN                | 5-digit scheme sacks                                    | 635 | PSVC FLTS 5D SCH BC            |
|  |     |                                | 3-digit sacks   | 636 | PSVC FLTS 3D BC                |
|  |     |                                | SCF sacks   | 637 | PSVC FLTS SCF BC               |

**Exhibit 6.1.4 3-Digit Content Identifier Numbers**

| <b>CLASS AND MAILING</b>  | <b>CIN</b> | <b>HUMAN-READABLE<br/>CONTENT LINE</b> |
|---|------------|--|
| ADC sacks   | 638        | PSVC FLTS ADC BC                       |
| mixed ADC sacks   | 639        | PSVC FLTS BC WKG                       |
| <b><i>BPM Flats – Cosacked Barcoded and Presorted</i></b>               |            |  |
| 5-digit sacks   | 648        | PSVC FLTS 5D BC/NBC                    |
| 3-digit sacks   | 661        | PSVC FLTS 3D BC/NBC                    |
| SCF sacks   | 667        | PSVC FLTS SCF BC/NBC                   |
| ADC sacks   | 668        | PSVC FLTS ADC BC/NBC                   |
| mixed ADC sacks   | 669        | PSVC FLTS BC/NBC WKG                   |
| <b><i>Carrier Route BPM – Irregular Parcels</i></b>                     |            |  |
| carrier route sacks   | 697        | PSVC IRREG CR1                         |
| 5-digit carrier routes sacks  | 698        | PSVC IRREG CR-RTS                      |
| 5-digit scheme car. rt. sacks   | 698        | PSVC IRREG CR-RTS SCH                  |
| <b><i>Presorted BPM – Irregular Parcels</i></b>                         |            |  |
| 5-digit sacks   | 690        | PSVC IRREG 5D                          |
| 5-digit scheme sacks  | 690        | PSVC IRREG 5D SCH                      |
| 3-digit sacks   | 691        | PSVC IRREG 3D                          |
| SCF sacks   | 696        | PSVC IRREG SCF                         |
| ADC sacks   | 692        | PSVC IRREG ADC                         |
| mixed ADC sacks   | 694        | PSVC IRREG WKG                         |
| <b><i>Carrier Route BPM – Machinable Parcels</i></b>                    |            |  |
| carrier route sacks   | 687        | PSVC MACH CR1                          |
| <b><i>Presorted BPM – Machinable Parcels</i></b>                        |            |  |
| 5-digit sacks   | 680        | PSVC MACH 5D                           |
| 5-digit scheme sacks  | 680        | PSVC MACH 5D SCH                       |
| ASF sacks   | 682        | PSVC MACH ASF                          |
| BMC sacks   | 683        | PSVC MACH BMC                          |
| mixed BMC sacks   | 684        | PSVC MACH WKG                          |
| <b><i>Media Mail and Library Mail Flats – Presorted</i></b>             |            |  |
| 5-digit sacks   | 649        | PSVC FLTS 5D NON BC                    |
| 3-digit sacks   | 650        | PSVC FLTS 3D NON BC                    |
| ADC sacks   | 651        | PSVC FLTS ADC NON BC                   |
| mixed ADC sacks   | 653        | PSVC FLTS NON BC WKG                   |
| <b><i>Media Mail and Library Mail Irregular Parcels – Presorted</i></b> |            |  |
| 5-digit scheme sacks  | 690        | PSVC IRREG 5D SCH                      |
| 5-digit sacks   | 690        | PSVC IRREG 5D                          |
| 3-digit sacks   | 691        | PSVC IRREG 3D                          |

| <b>CLASS AND MAILING</b>   | <b>CIN</b> | <b>HUMAN-READABLE<br/>CONTENT LINE</b> |
|--|------------|--|
| ADC sacks  | 692        | PSVC IRREG ADC                         |
| mixed ADC sacks  | 694        | PSVC IRREG WKG                         |
| <b><i>Media Mail and Library Mail Machinable Parcels – Presorted</i></b> |            |  |
| 5-digit scheme sacks   | 680        | PSVC MACH 5D SCH                       |
| 5-digit sacks  | 680        | PSVC MACH 5D                           |
| 3-digit sacks  | 682        | PSVC MACH ASF                          |
| ADC sacks  | 683        | PSVC MACH BMC                          |
| mixed ADC sacks  | 684        | PSVC MACH WKG                          |
| <b><i>Parcel Post Machinable Parcels</i></b>                             |            |  |
| 5-digit sacks  | 680        | PSVC MACH 5D                           |
| 5-digit scheme sacks   | 680        | PSVC MACH 5D SCH                       |
| ASF sacks  | 682        | PSVC MACH ASF                          |
| BMC sacks  | 683        | PSVC MACH BMC                          |
| mixed BMC sacks  | 684        | PSVC MACH WKG                          |
| <b><i>Parcel Post DSCF and DDU Rates</i></b>                             |            |  |
| 5-digit sacks  | 688        | PSVC PARCELS 5D                        |
| 5-digit scheme sacks   | 688        | PSVC PARCELS 5D SCH                    |
| <b><i>Parcel Post – Irregular (Nonmachinable) Parcels</i></b>            |            |  |
| 3-digit sacks  | 691        | PSVC IRREG 3D                          |
| <b><i>Combined PSVC Parcels</i></b>                                      |            |  |
| 5-digit sacks  | 688        | PSVC PARCELS 5D                        |
| 5-digit scheme sacks   | 688        | PSVC PARCELS 5D SCH                    |
| <b><i>Combined STD &amp; PSVC Machinable Parcels</i></b>                 |            |  |
| 5-digit sacks  | 660        | STD/PSVC MACH 5D                       |
| 5-digit scheme sacks   | 660        | STD/PSVC MACH 5D SCH                   |
| ASF sacks  | 662        | STD/PSVC MACH ASF                      |
| BMC sacks  | 663        | STD/PSVC MACH BMC                      |
| mixed BMC sacks  | 664        | STD/PSVC MACH WKG                      |

[Exhibit M032.1.3]

## 6.2 Additional Standards—Barcoded Tray Labels

### 6.2.1 Paper Stock, Size, and Color

A barcoded tray label must meet these specifications:

- a. Color: white or manila for First-Class Mail and Standard Mail; pink for Periodicals.
- b. Reflectance: minimum reflectance requirements in [6.2.4i](#).
- c. Perforations: perforations are not permitted through the barcode and barcode quiet zone on labels.
- d. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- e. Height: 1.860 inches minimum; 2.015 inches maximum.
- f. Length: 3.250 inches minimum; 3.515 inches maximum.
- g. Thickness: 0.005 inch minimum. [[M032.2.1](#)]

### 6.2.2 Printed Human-Readable Lines

The printed human-readable text lines must meet these specifications:

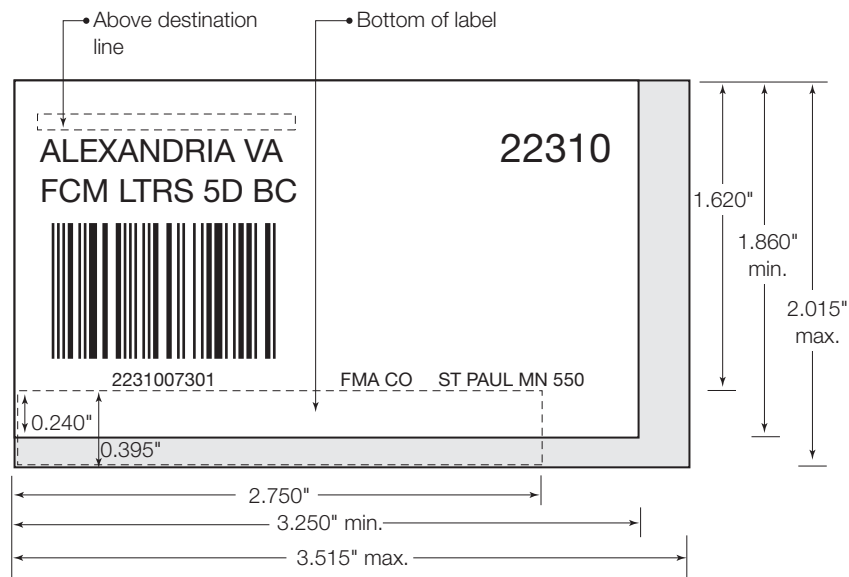
- a. *General*. The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used.
- b. *Destination Line (Line 1)*. The printed destination line must have a minimum character height of 0.120 inch and a maximum character density of 17 characters per inch. The corresponding ZIP Code must have a minimum character height of 0.190 inch and a maximum character density of 10 characters per inch. The destination line must accommodate at least 21 characters for the destination city and state and any required prefixes, and 5 characters for the ZIP Code. Only the correct 3-digit ZIP Code prefix is to be printed when the required labeling for a tray includes only a 3-digit ZIP Code prefix for Line 1 (i.e., trailing zeros are not permitted).
- c. *Content Line (Line 2)*. The printed content line must have a minimum character height of 0.120 inch. The content line must accommodate at least 21 characters and have an effective font density of no greater than 17 characters per inch.
- d. *Origin Line (Line 3)*. The printed origin line must have a maximum character height of 0.085 inch and must accommodate at least 21 characters.
- e. *Barcode Numeric Line*. The barcode numeric line must consist of a numeric representation of the information contained in the barcode as required by [6.2.4b](#) (5-digit ZIP Code, CIN, processing code). The printed numeric barcode line must have a maximum character height of 0.085 inch, must accommodate 10 characters, and must be placed below the barcode and lower barcode quiet zone as shown in [Exhibit 6.1.2a Barcoded Tray Labels](#).
- f. *Extraneous Information Lines*. Extraneous information may be printed only at the top of the label and/or at the bottom of the label. The preferred location is the bottom of the label. If placed at the bottom of the label, the information

must appear only in a rectangular area that begins 1.620 inches from the top of the label and extends to the bottom of the label. Within this lower area, the information may extend 2.75 inches to the right from the left edge of the label. See [Exhibit 6.2.2f](#). Extraneous information at the bottom of the label must appear below the barcode numeric and origin lines. There are no font restrictions for information printed in this area at the bottom of the label with one exception: if information in this area resembles a day of the week or a USPS air stop code it must be in 10-point or smaller type. Extraneous information printed at the top of the label must have a maximum character height of 0.083 inch. Barcodes for a mailer's internal use may not be placed in extraneous information areas or anywhere else on the label, unless approved on a case-by-case test basis by USPS Engineering (see [608.8.0](#) for address).

[M032.2.2]

### Exhibit 6.2.2f Extraneous Information Area

Extraneous Information Placement:



[Exhibit M032.2.2f]

### 6.2.3 Zebra Code

The zebra code is a series of diagonal or vertical marks to the right of the barcode that serves as a visual indication that a tray contains automation rate mail. The diagonal or vertical marks must each be from 0.25 to 0.375 inch high, and from 0.125 to 0.25 inch wide, separated by blank spaces equal in size to the diagonal or vertical marks. The zebra code is required on tray labels in automation rate mailings; it is not required on cotrayed automation and Presorted rate mailings. The zebra code must not appear on tray labels for nonautomation rate mail. [M032.2.3]

**6.2.4 Barcode**

The label barcode must meet these specifications:

- a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.
- b. *Information.* The barcode must represent three numeric elements:
  1. The 5-digit ZIP Code destination of the tray. For a 3-digit tray destination, the 3-digit ZIP Code prefix is followed by two zeros.
  2. The applicable 3-digit content identifier number (CIN) for the tray as shown in [6.1.4](#).
  3. The applicable 2-digit USPS processing code: (a) Code "01" is used for all automation rate and machinable letter-size pieces, for First-Class Mail automation rate flat-size pieces, and for First-Class Mail cotrayed automation rate and Presorted rate flat-size pieces. Code "01" is used also for certain Standard Mail flat-size pieces prepared in letter trays under [345.3.0](#): Standard Mail automation rate flat-size pieces and Standard Mail cotrayed automation rate and Presorted rate flat-size pieces. (b) Code "07" is used for all other mail (e.g., manual and nonmachinable letter-size pieces). Code "07" is also used for certain Standard Mail flat-size pieces prepared in letter trays under [345.3.0](#): Enhanced Carrier Route Standard Mail nonautomation rate and Standard Mail Presorted rate.
- c. *Placement.* The barcode must be on the left side of the tray label, below the destination and content lines. The top of the barcode must be not less than 0.6 inch from the top of the label. The bottom of the barcode must be no more than 1.5 inches from the top of the label. The barcode must not extend more than 2.0 inches to the right from the left edge of the label.
- d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see [6.2.4f](#)) and extending the full height of the barcode. Two additional quiet zones must be maintained, one above and one below the barcode for its full width, each measuring at least 0.070 inch. The quiet zones must meet the space reflectance specification in [6.2.4i](#).
- e. *Height.* The height of the barcode must be from 0.65 to 0.75 inch.
- f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.
- g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and uniform within the barcode. The optimum ratio is 3 to 1.
- h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X



dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

- i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%. [M032.2.4]

### 6.3 Additional Standards—Barcoded Sack Labels

#### 6.3.1 Paper Stock, Size, and Color

A barcoded sack label must meet these specifications:

- a. Color: white or manila for First-Class Mail and Standard Mail and Package Services; pink for Periodicals.
- b. Reflectance: minimum reflectance requirements in [6.3.3i](#).
- c. Weight: minimum 70-pound paper stock (500 sheets, 24 by 36 inches).
- d. Height: 0.937 inch minimum; 0.980 inch maximum.
- e. Length: 3.250 inches minimum; 3.375 inches maximum. [M032.3.1]

#### 6.3.2 Printed Human-Readable Lines

The printed human-readable text lines must meet these specifications:

- a. *General.* The human-readable lines must be printed in uppercase letters, with no run-on letters or numerals. The letters and numerals in the destination, content, and origin lines must be easy to read. The character spacing can be proportional with respect to the type font used, and should not exceed 17 characters per inch. When the information cannot be shortened by acceptable postal abbreviations, it may be printed in a compressed font. The information must appear to the right of the right barcode quiet zone.
- b. *Destination Line (Line 1).* The printed destination line must have a minimum character height of 0.083 inch. The corresponding ZIP Code must have a minimum character height of 0.111 inch. The destination line must accommodate at least 22 characters.
- c. *Content Line (Line 2).* The printed content line must have a minimum character height of 0.083 inch. The content line must accommodate at least 21 characters.
- d. *Origin Line (Line 3).* The printed origin line must have a minimum character height of 0.083 inch.
- e. *Barcode Numeric Line.* A barcode numeric line is optional. If used, the numeric line must consist of a numeric representation of the eight digits of information contained in the barcode as required by [6.3.3b](#) (5-digit ZIP Code and CIN). The printed numeric barcode line must have a maximum character height of 0.085 inch. It must be placed a minimum of 0.070 inch below the barcode (see [Exhibit 6.1.2b Barcoded Sack Labels](#)).

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- f. *Extraneous Information Lines.* Extraneous information may be printed only to the right of the right quiet zone if it does not interfere with scanning and sorting by automated equipment. Extraneous information may be placed (1) below the origin line; (2) above the destination line; or (3) either between the content and origin lines or to the right of required information on the origin line, provided that the information does not consist of numerals that resemble a ZIP Code or 3-digit ZIP Code prefix. It is recommended that this information be placed below the origin line. If placed above the destination line, the maximum height of the type is 0.083 inch, and it is further recommended that the information be printed in a size of type much smaller than the size used on the destination line. Extraneous information must not be placed between the destination and content lines. [M032.3.2]

### 6.3.3 Barcode

The label barcode must meet these specifications:

- a. *Type of Barcode.* The barcode must be an interleaved 2-of-5 code according to the Automatic Identification Manufacturers' Uniform Symbology Specification (AIM/USS-I 2/5) with the exceptions noted below.
- b. *Information.* The barcode must represent the following information: the 5-digit ZIP Code destination of the sack (for sacks with a 3-digit destination, this is the 3-digit ZIP Code prefix followed by two zeros); and the 3-digit content identifier number (CIN) applicable to the content of the sack in [Exhibit, 6.1.4 3-Digit Content Identifier Numbers](#).
- c. *Placement.* The barcode must be on the left side of the sack label.
- d. *Quiet Zones.* Two quiet zones (clear areas) must be maintained, one to the left and one to the right of the barcode, each measuring at least 10 times the X dimension (see 3.3f) and extending the full height of the barcode. The quiet zones must meet the space reflectance specification in [6.3.3i](#).
- e. *Height.* The height of the barcode must be at least 0.700 inch.
- f. *X Dimension.* The width of the narrow bar element and narrow space element is defined as the X dimension. It must be selected as a single dimension and it must be uniform within the barcode. The minimum X dimension or narrow element width is 0.012 inch and the maximum is 0.016 inch. The optimum X dimension or narrow bar/space width is 0.015 inch.
- g. *Wide-to-Narrow Bar Ratio.* The wide-to-narrow ratio for bars and spaces within the barcode must be between 3 to 1 and 2.3 to 1 and be uniform within the barcode. The optimum ratio is 3 to 1.
- h. *Printing Tolerances.* The maximum irregularity in the edge straightness of any bar element is 0.3 times the X dimension. The printing tolerance for any (narrow or wide) bar or space is +0.004 inch and is not cumulative. Example 1: If an X dimension of 0.015 inch is selected, each individual narrow bar or narrow space element on the printing of the barcode must not be less than 0.011 inch or more than 0.019 inch. Example 2: If the wide bar/space dimension of 0.045 inch is selected, each individual wide bar or space must not be less than 0.041 inch or more than 0.049 inch.

- i. *Reflectance.* When measured at 633 nanometers, bar reflectance must be less than 30% and space reflectance must be more than 40%. The bar-to-space reflectance difference must be more than 40%. [M032.3.3]

## 7.0 Optional Endorsement Lines (OEL)

### 7.1 OEL Use

#### 7.1.1 Basic Standards

An optional endorsement line (OEL) may be used to label bundles instead of applying pressure-sensitive bundle labels or facing slips to the top piece of bundles. The OEL must show carrier route information or the type of bundle and ZIP Code information as shown in [Exhibit 7.1.1, OEL Formats](#). Use of OELs on bundles is subject to the standards for the rate claimed. OELs are required with 5-digit scheme and 3-digit scheme bundles. At the mailer's option, pieces in trays of noncarrier route automation letter-size mail may bear OEL information that corresponds to the sortation level of the tray in which the pieces are placed. The ZIP Code for use on OELs must include the 3-digit ZIP Code prefix or 5-digit ZIP Code as required. [M013.1.1]

### Exhibit 7.1.1 OEL Formats

| <b>SORTATION LEVEL</b>  | <b>OEL EXAMPLE</b>                                   |
|---|--|
| Firm—Periodicals  | ***** FIRM 12345                                     |
| Carrier Route—Periodicals basic                               | ***** CAR-RT LOT**C-001<br>***** CR LOT 1234A**C-001 |
| Carrier Route—Periodicals high density                        | ***** CAR-RT WSH**C-001                              |
| Carrier Route—Periodicals saturation                          | ***** CAR-RT WSS**C-001                              |
| ECR—Standard Mail basic                                       | ***** ECRLOT**C-001<br>***** ECRLOT 1234A**C-001     |
| ECR—Standard Mail high density                                | ***** ECRWSH**C-001                                  |
| ECR—Standard Mail saturation                                  | ***** ECRWSS**C-001                                  |
| Carrier Route—Automation (First-Class Mail and Standard Mail) | ***** AUTOOCR**C-001                                 |
| Carrier Route—Bound Printed Matter                            | ***** CAR-RT SORT**C-001                             |
| 5-Digit   | ***** 5-DIGIT 12345                                  |
| 5-Digit Scheme (AFSM 100-compatible flats)                    | ***** SCH 5-DIGIT 12345                              |
| 3-Digit   | ***** 3-DIGIT 771                                    |
| 3-Digit Scheme (AFSM 100-compatible flats)                    | ***** SCH 5-DIGIT 006                                |
| ADC (3-digit ZIP Code prefix)                                 | ***** ALL FOR ADC 105                                |
| ADC (5-digit ZIP Code)  | ***** ALL FOR ADC 90197                              |
| Mixed ADC (3-digit ZIP Code prefix)                           | ***** MIXED ADC 640                                  |
| Mixed ADC (5-digit ZIP Code)                                  | ***** MIXED ADC 60821                                |
| <b>Optional tray level piece ID for automation letters:</b>   |  |
| AADC (3-digit ZIP Code prefix)                                | ***** ALL FOR AADC 050                               |
| AADC (5-digit ZIP Code)                                       | ***** ALL FOR AADC 07099                             |
| Mixed AADC (3-digit ZIP Code prefix)                          | ***** MIXED AADC 870                                 |
| Mixed AADC (5-digit ZIP Code)                                 | ***** MIXED AADC 75197                               |
| <b>Optional tray level for manual processing:</b>             |  |
| 5-Digit   | ***** 5-DIGIT 23456 MANUAL ONLY                      |
| 3-Digit   | ***** 3-DIGIT 090 MANUAL ONLY                        |
| ADC (3-digit ZIP Code prefix)                                 | ***** ALL FOR ADC 103 MANUAL ONLY                    |
| ADC (5-digit ZIP Code)  | ***** ALL FOR ADC 98765 MANUAL ONLY                  |
| Mixed ADC (3-digit ZIP Code prefix)                           | ***** MIXED ADC 630 MANUAL ONLY                      |
| Mixed ADC (5-digit ZIP Code)                                  | ***** MIXED ADC 12345 MANUAL ONLY                    |

[Exhibit M013.1.1]

### 7.1.2 Keyline

A mailer's keyline or comparable information may not be placed on the same line as the OEL or on the line above the OEL. A keyline used on valid ACS mailpieces is subject also to [7.2.4, No ACS Code in OEL](#). [M013.1.2]

### 7.1.3 Firm Bundles

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT SORT” in the carrier route information line under [6.0](#). [M013.1.3]

### 7.1.4 Rate Markings

At the mailer’s option, rate markings required by the standards for the rate claimed may be included in the OEL if the OEL appears on each piece in the mailing and if it remains a single line with the basic bundle label information (required by [7.1.1](#)) at the right end (e.g., on a carrier route bundle of Enhanced Carrier Route Saturation Standard Mail: \* \* \* \* ECRWSS\*\*C-001; on an automation Standard Mail 3-digit bundle: \* \* \* \* AUTO\*\*3-DIGIT 750). [M013.1.4]

### 7.1.5 Exceptional Address Format

The exceptional address format may appear above the OEL as specified in [602.3.0, Use of Alternative Addressing](#). [M013.1.5]

### 7.1.6 OEL With LOT Information

At the mailer’s option, line-of-travel (LOT) information for carrier route Periodicals and Enhanced Carrier Route Standard Mail may be included in the OEL using the applicable format in [7.1.1](#). All other OEL requirements apply. If there is insufficient space within the OEL to include any other information required (e.g., ACS participant code), this OEL format may not be used. [M013.1.6]

## 7.2 OEL Format

### 7.2.1 Presort Identification

Except when an address block barcode is placed above the optional endorsement line (OEL), the appropriate presort identification must be the first line at the top of the address block or label. A mailer receiving address corrections through Address Change Service (ACS) may use the first eight positions on the left side of the OEL for the ACS participant code. [M013.2.1]

### 7.2.2 Style and Size of Type

The information in the OEL must be in capital letters with letter size and line spacing no less than the size and line spacing of the largest letters or characters in the address block or any part of the address label. Letters in the endorsement line must be the same type font as those in the address block. Only capital letters of the alphabet, Arabic numerals, or asterisks may be used in the OEL. [M013.2.2]

### 7.2.3 ACS Code in OEL

If an Address Change Service (ACS) participant code (see [507.3.2](#)) is used in an OEL on a label or in an address block, the delimiter symbol (#) must be in the first position at the left margin of the OEL, followed by the seven-character USPS-assigned ACS participant code, then one blank space. The remaining blank spaces between the left-justified delimiter and ACS participant code and the first character of the right-justified mail sortation information of the OEL must be filled with asterisks. [M013.2.3]

### 7.2.4 No ACS Code in OEL

If an ACS participant code is not placed in the OEL as permitted by [507.3.2.4](#) or is not used at all, the OEL must be filled with asterisks from the left margin of the label or address block (as defined by the position of the first character printed at the left

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margin in the label or address block) up to the first character in the OEL. A keyline prepared under [7.1.2](#) is required on valid ACS mailpieces if an ACS participant wants to receive notification of nondelivery information under [507.1.4.1](#) in addition to address correction service. [M013.2.4]

**7.2.5 ZIP Code Information**

Except for carrier route bundles, the OEL must include the ZIP Code information (5-digit ZIP Code or 3-digit ZIP Code prefix) determined by the sortation level and, when applicable, by the labeling list designated in [Exhibit 7.2.5](#) for ADC, mixed ADC, AADC, or mixed AADC sortation levels. Carrier route OELs must show carrier route information as specified in [6.0](#). [M013.2.5]

**Exhibit 7.2.5 OEL Labeling Lists**

| <b>PROCESSING CATEGORY AND PRESORT TYPE</b> | <b>ADC/AADC</b>   | <b>MIXED ADC/MIXED AADC</b> |
|---|-------------------|-----------------------------|
| <b>First-Class Mail</b>                     |                   |                             |
| Letters, nonmachinable                      | L004              | L002, Column C              |
| Letters, machinable                         | L801              | L002, Column C              |
| Letters, automation                         | L801              | L002, Column C              |
| Flats, nonautomation                        | L004              | L002, Column C              |
| Flats, automation                           | L004              | L002, Column C              |
| Parcels                                     | L004              | L002, Column C              |
| <b>Periodicals <sup>1</sup></b>             |                   |                             |
| Letters, nonautomation                      | L004              | L004                        |
| Letters, automation                         | L801              | L011 <sup>2</sup>           |
| Flats, nonautomation                        | L004              | L009 <sup>3</sup>           |
| Flats, automation                           | L004              | L009 <sup>3</sup>           |
| Irregular parcels                           | L004              | L009 <sup>3</sup>           |
| <b>Standard Mail <sup>1</sup></b>           |                   |                             |
| Letters, nonmachinable                      | L004              | L004 <sup>2</sup>           |
| Letters, machinable                         | L801              | L011 <sup>2</sup>           |
| Letters, automation                         | L801              | L011 <sup>2</sup>           |
| Flats, nonautomation                        | L004              | L009 <sup>3</sup>           |
| Flats, automation                           | L004              | L009 <sup>3</sup>           |
| Irregular parcels                           | L603 <sup>4</sup> | L604 <sup>4</sup>           |
| <b>Bound Printed Matter <sup>1</sup></b>    |                   |                             |
| Flats, nonbarcoded                          | L004              | L009 <sup>3</sup>           |
| Flats, barcoded                             | L004              | L009 <sup>3</sup>           |
| Irregular parcels                           | L004              | L004 <sup>2</sup>           |
| <b>Media Mail</b>                           |                   |                             |
| Flats, nonautomation                        | L004              | L009                        |
| Irregular parcels                           | L004              | L004 <sup>2</sup>           |
| <b>Library Mail</b>                         |                   |                             |
| Flats, nonautomation                        | L004              | L009                        |
| Irregular parcels                           | L004              | L004 <sup>2</sup>           |

1. For AFSM 100-compatible flats, label according to [L007](#) for optional 5-digit scheme preparation.
2. [L010](#) if mail entered by mailer at a destination ASF or BMC or for mail placed on an ASF or BMC pallets under [705.8.0](#).
3. Effective May 15, 2005, mailers must use [L009](#), but until then may use either [L009](#), [L004](#), or [L011](#), as appropriate, or [L010](#) if entered at a BMC or ASF facility.
4. For irregular parcels of uniform thickness (see [445.5.4.1](#)), recommended use of [L004](#) (for ADCs) and [L009](#) (for mixed ADCs) immediately (required use of [L004](#) and [L009](#) effective May 15, 2005).

[Exhibit M013.2.5]

708.8.1

## 8.0 Carrier Route Information Lines

### 8.1 Basic Information

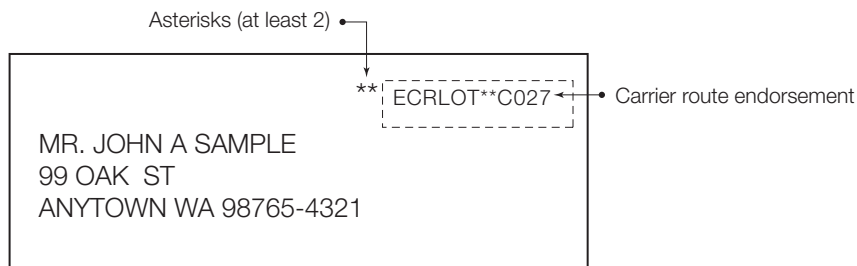
Bundles for individual carrier routes, rural routes, highway contract routes, post office box sections, or general delivery units must be prepared with facing slips under [235.2.11](#) for First-Class Mail Letters, [245.2.11](#) for Standard Mail Letters, [345.2.12](#) for Standard Mail Flats, [365.2.11](#) for Bound Printed Matter Flats, [445.2.11](#) for Standard Mail Parcels, [465.2.10](#) for Bound Printed Matter Parcels, and [707.19.15](#) for Periodicals, optional endorsement lines under [7.0](#), or carrier route information lines under [8.2](#). These standards apply to automation Carrier Route First-Class Mail, Carrier Route Periodicals, Enhanced Carrier Route Standard Mail, and Carrier Route Bound Printed Matter mailings. Carrier route information lines may be on all pieces in a mailing, regardless of presort level. [M014.1.0]

### 8.2 Format and Content

#### 8.2.1 Route Information

Carrier route information consisting of a descriptive prefix (or its abbreviation), plus a route number or numeric code, must be on the top line of the address, either alone or with other information (e.g., addressee, account data). Alternatively, when permitted by standard, the carrier route information may appear with the applicable carrier route endorsement on the line above or two lines above the address if the carrier route rate marking is in the address area (see [Exhibit 8.2.1](#)). [M014.2.1]

#### Exhibit 8.2.1 Address Format With Carrier Route Information



[Exhibit M014.2.1]

#### 8.2.2 Descriptive Prefix

The authorized descriptive prefixes and their abbreviations are “Carrier Route” (“C”), “Rural Route” (“R”), “Highway Contract Route” (“H”), “Post Office Box Section” (“B”), and “General Delivery Unit” (“G”). [M014.2.2]

#### 8.2.3 Route Code

These conditions apply to the carrier route code:

- The one-character descriptive prefix in [8.2.2](#) must be followed by a 3-digit route or post office box section number.
- On Periodicals and Standard Mail pieces bearing a simplified address that does not include a ZIP Code, the descriptive prefix in [8.2.2](#) must be followed by the last two digits of the 5-digit ZIP Code and the 3-digit route number or post office box section number.



- c. The route code required for simplified address mailings in 8.2.3b may also be used on mailings of any class that contain a ZIP Code in the address. [M014.2.3]

#### 8.2.4 Other Elements

The following elements also are included in the carrier route information line:

- a. The carrier route code must be preceded by at least two asterisks (\*\*).
- b. At least 10 spaces must be reserved for the carrier route code if other information is included on the top line.
- c. The carrier route information line may also contain the basic markings required by standard for the class of mail and rate claimed, prepared under 202 for letters, 302 for flats, and 402 for parcels.
- d. The carrier route information line may also include information to identify bundles of Periodicals matter mailed at:
  1. carrier route saturation rates (“SATURATION WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSS”),
  2. high density walk-sequenced rates (“HIGH DENSITY WALK-SEQUENCED CARRIER ROUTE MAIL” or the abbreviation “CAR-RT WSH”), or
  3. basic carrier route rates (“CARRIER ROUTE LINE-OF-TRAVEL” or the abbreviation “CAR-RT LOT”). [M014.2.4]

#### 8.2.5 Firm Bundle

On a firm bundle of carrier route presorted Periodicals, “FIRM” may precede “CAR-RT LOT” or “CAR-RT WSH” or “CAR-RT WSS,” as applicable, in the carrier route information line. [M014.2.5]

## 9.0 Facing Identification Mark (FIM)

### 9.1 Using FIMs



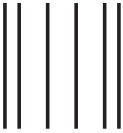

The facing identification mark (FIM) serves to orient and separate certain types of First-Class Mail during the facing-canceling process. The appropriate FIM is required on all letter-size business reply mail (BRM) under 507.8.0. The appropriate FIM also is required on letter-size courtesy reply mail (CRM) and meter reply mail (MRM) provided as enclosures in automation rate mailings under 201.3.0. Letter-size mail with IBI printed with nonfluorescent ink directly onto the envelope by an IBI meter or a PC postage system must use FIM D. A FIM must not be used on any other type of mail. [C100.5.1]

### 9.2 Pattern

The FIM pattern is a nine-bit binary code represented by vertical bars (with corresponding space element). A printed bar is considered binary 1; a nonprinted bar (placeholder), binary 0. The required FIM pattern as shown below depends on the type of mail and the presence of a POSTNET barcode as follows:

708.9.3

- a. FIM A is used for CRM and MRM with a preprinted barcode. (FIM A binary code is 110010011.)
- b. FIM B is used for BRM without a preprinted BRM ZIP+4 barcode. (FIM B binary code is 101101101.)
- c. FIM C is used for BRM with a preprinted BRM ZIP+4 barcode. (FIM C binary code is 110101011.)
- d. FIM D is used for letter-size First-Class Mail with IBI printed with nonfluorescent ink directly on the envelope. (FIM D binary code is 111010111.)

| NAME  | PATTERN   | USE                                     | POSTNET BARCODED? |
|-------|---|---|-------------------|
| FIM A |    | Courtesy reply mail<br>Meter reply mail | Yes               |
| FIM B |    | Business reply mail                     | No                |
| FIM C |  | Business reply mail                     | Yes               |
| FIM D |  | IBI meters and<br>PC Postage systems    | Not required      |

[C100.5.2]

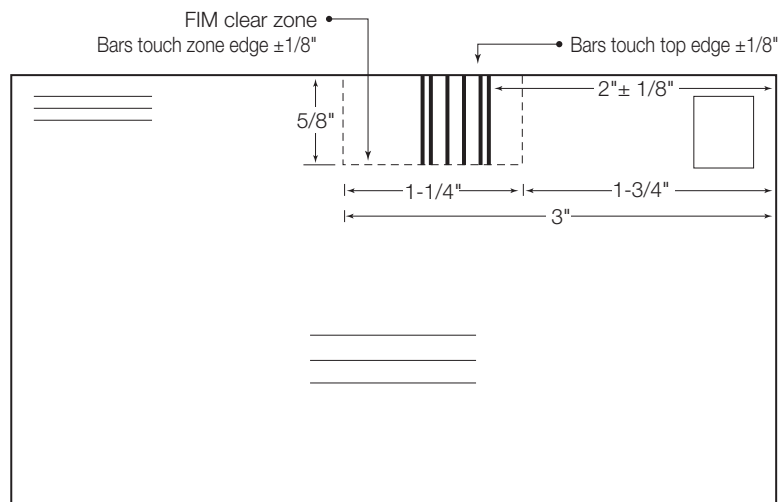
**9.3 Specification**

The FIM must meet these specifications:

- a. A FIM clear zone to the upper right of the address side of the mailpiece must be maintained and must contain no printing other than the FIM. [Exhibit 9.3](#) shows the FIM position and the FIM clear zone as defined by these boundaries:
  - 1. Left: 3 inches from the right edge of the piece.
  - 2. Right: 1-3/4 inches from the right edge of the piece.
  - 3. Top: top edge of the piece.
  - 4. Bottom: 5/8 inch from the top edge of the piece.
- b. The FIM bars must be 5/8 inch (±1/8 inch) high and 1/32 inch (±0.008 inch) wide and positioned as follows:

1. The right edge of the rightmost bar of the FIM must be 2 inches ( $\pm 1/8$  inch) from the right edge of the piece.
2. The tops of the FIM bars must be no lower than  $1/8$  inch from the top edge of the piece. The tops of the bars may extend over the top edge of the piece to the back (flap) of the piece if at least a  $1/2$ -inch bar height is maintained on the address side.
3. The bottoms of the FIM bars must touch the bottom boundary of the FIM clear zone or be no more than  $1/8$  inch above or below this boundary.  
[C100.5.3]

### Exhibit 9.3 Position of FIM



[Exhibit C100.5.3]

#### 9.4 Dimensional Tolerances

Extraneous ink must not cause a FIM bar to exceed the specifications in 9.3. The combined effects of positional skew (slant of the entire FIM) and rotational skew (slant of the individual FIM bars) must be limited to  $\pm 5$  degrees from the perpendicular edge of the printed FIM to the top edge of the mailpiece. Mail required to bear a FIM is considered nonmailable when the FIM has insufficient ink coverage, improper measurement, or ink in the space between the bars or when the FIM is enlarged or reduced. Camera-ready positives of FIMs, which must not be enlarged or reduced, are available at no charge from the USPS. [C100.5.4]

#### 9.5 Reflectance

There must be at least a 30% print reflectance difference between the ink used for printing the FIM and the background material on which the FIM is printed in the red and green portions of the optical spectrum when measured with a USPS or USPS-licensed envelope reflectance meter. [C100.5.5]

708.10.1

## 10.0 Postal Zones

### 10.1 Basis

Postal rates for certain subclasses of mail are based on the weight of the individual piece and the distance that the piece travels from origin to destination (i.e., the number of postal zones crossed). For the administration of these postal zones, the earth is divided into units of area 30 minutes square, identical with a quarter of the area formed by the intersecting parallels of latitude and meridians of longitude. Postal zones are based on the distance between these units of area. The distance is measured from the center of the unit of area containing the SCF serving the origin post office to the SCF serving the destination post office. The SCFs serving the origin and destination post offices are determined by using [L005](#), Column B. [G030.1.1]

### 10.2 Application

Zones are used to compute postage on zoned mail sent between USPS facilities, including military post offices (MPOs), as follows:

- a. For the purposes of computing postal zone information, except for items [10.2b](#) and [10.2c](#), the following table applies to MPOs not listed in [L005](#).

| 3-DIGIT ZIP CODE PREFIX GROUP | SCF SERVING THE DESTINATION OFFICE |
|-------------------------------|------------------------------------|
| 090-098                       | SCF New York NY 100                |
| 340                           | SCF Miami FL 331                   |
| 962-966                       | SCF San Francisco CA 940           |

- b. The postage rates for zoned mail transported between the United States, the Canal Zone, Puerto Rico, or U.S. territories or possessions, including the Trust Territory of the Pacific on the one hand, and MPOs on the other, or, among the MPOs, are the applicable zone rates for mail between the place of mailing or delivery and the city of the postmaster serving the MPO concerned.
- c. The postage rate for zoned mail mailed at or addressed to an MPO and transported directly to or from MPOs at Department of Defense expense, without transiting any of the 48 contiguous states (including the District of Columbia), is the applicable local zone rate. If such mail transits any area served by the USPS at USPS expense and the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery is more than the local zone for such mail, postage is assessed by the distance from the place of mailing to the embarkation point or from the debarkation point to the place of delivery of such mail, as the case may be. The word transiting does not include en route transfers at coastal gateway cities necessary to transport military mail directly between MPOs. For example, a parcel mailed at Honolulu, HI, for direct dispatch by the Department of Defense from Honolulu to an MPO in the Pacific is subject to the local zone rate. A parcel mailed at Hilo, HI, and transported at USPS expense to Honolulu, HI, for direct dispatch at Department of Defense expense from Honolulu to an MPO in Japan is subject to zone 2 rates. [G030.1.2]

**10.3 Zone Charts**

The USPS Official National Zone Chart Data Program is administered from the National Customer Support Center (NCSC) in Memphis, TN. Single-page zone charts for originating mail are available at no cost from local post offices or online at <http://pe.usps.com>. Zone chart data for the entire nation can be purchased in print and CD-ROM formats. For more information or to purchase zone charts, call the Zone Chart program administrator at 800-238-3150 or write to the NCSC (see [608.8.0](#) for address). [G030.1.3]

**10.4 Specific Zones****10.4.1 Local Zone**

The local zone applies to mail deposited at any post office for delivery to addresses within the delivery area of that post office. For various types of post offices, the local zone applies to all mail that both originates and destines within:

- a. The 5-digit ZIP Code area(s) assigned to the same post office.
- b. Any of the 5-digit ZIP Codes that are part of any unique 3-digit ZIP Code prefix(es) or other separate 5-digit ZIP Code(s), as applicable, assigned to the same post office. [G030.2.1]

**10.4.2 Nonlocal Zone**

Nonlocal zones are defined as follows:

- a. The zone 1 rate applies to pieces not eligible for the local zone in [10.4.1](#) that are mailed between two post offices with the same 3-digit ZIP Code prefix identified in [L005](#), Column A. Zone 1 includes all units of area outside the local zone lying in whole or in part within a radius of about 50 miles from the center of the area.
- b. Zone 2 includes all units of area outside zone 1 lying in whole or in part within a radius of about 150 miles from the center of a given unit of area.
- c. Zone 3 includes all units of area outside zone 2 lying in whole or in part within a radius of about 300 miles from the center of a given unit of area.
- d. Zone 4 includes all units of area outside zone 3 lying in whole or in part within a radius of about 600 miles from the center of a given unit of area.
- e. Zone 5 includes all units of area outside zone 4 lying in whole or in part within a radius of about 1,000 miles from the center of a given unit of area.
- f. Zone 6 includes all units of area outside zone 5 lying in whole or in part within a radius of about 1,400 miles from the center of a given unit of area.
- g. Zone 7 includes all units of area outside zone 6 lying in whole or in part within a radius of about 1,800 miles from the center of a given unit of area.
- h. Zone 8 includes all units of area outside zone 7. [G030.2.2]

**10.4.3 SCF**

The sectional center facility (SCF) rate applies to mail originating and destinating within the service area of the same SCF as defined by the USPS. [G030.2.3]

**10.4.4 Delivery Unit (Office)**

The delivery unit rate applies to mail destinating within the delivery area of the delivery unit at which it is deposited by the mailer. [G030.2.4]



# 709 Experimental Classifications and Rates

## Overview

- [1.0 General Requirements for Negotiated Service Agreements \(NSAs\)](#)
- [2.0 Capital One Services, Inc. NSA](#)
- [3.0 Outside-County Periodicals Copalletization Drop-Ship Classification](#)
- [4.0 Outside-County Periodicals Copalletization Drop-Ship Discounts for High-Editorial, Heavy-Weight, Small-Circulation Publications](#)
- [5.0 Parcel Return Services](#)
- [6.0 Priority Mail Flat-Rate Box](#)

## 1.0 General Requirements for Negotiated Service Agreements (NSAs)

### 1.1 Basic Information

#### 1.1.1 Definition and Purpose

A negotiated service agreement (NSA) is a customized and mutually beneficial contractual agreement between the USPS and a specific mailer (customer or organization). An NSA provides for customized pricing, rates, and classifications under the terms and conditions established in the NSA and may include modifications to current mailing standards and other postal requirements. Any mailer may submit an application for an NSA if the mailer meets the requirements in [1.2](#) and follows the process in [1.3](#). [G911.1.1]

#### 1.1.2 Legal Framework

Terms and conditions of an NSA affecting rates or classifications require that the USPS request a recommended decision from the Postal Rate Commission before the USPS may approve and implement the NSA. NSAs must be recommended and approved under 39 U.S.C. 36 and the Postal Rate Commission's rules of practice and procedure. [G911.1.2]

### 1.2 Candidate Factors and Requirements

#### 1.2.1 Factors

The USPS considers the following factors in evaluating any candidate's NSA proposal:

- a. Candidate's presentation of information as requested by the USPS to document the following:
  1. Current mailing systems, postage payment systems, and quality control procedures and programs.
  2. Historical data showing mail volumes and use of specific mail services or mailpiece characteristics, as applicable. The candidate, as necessary, must also provide the effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events.

## 709.1.2.2

- b. Candidate's ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for an NSA.
- c. Candidate's ability to collect necessary data in an acceptable format to support an NSA.
- d. Candidate's willingness to establish and maintain electronic systems and quality control programs as specified by the USPS for paying postage and generating records to facilitate monitoring and reconciling mail volumes, rates, and fees, including volumes and postage paid by a mail preparation agent on behalf of the candidate.
- e. Candidate's production of mail using a formal system to ensure proper mail preparation and accurate postage calculations.
- f. Candidate's use or planned implementation of a Certified Mail preparation total quality program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment. [G911.2.1]

**1.2.2 General Requirements**

No proposed NSA may have an overall negative financial impact on the USPS. Any proposed NSA must also contain, at a minimum, the following general candidate requirements and conditions:

- a. The candidate must permit USPS inspection of mail content to determine rate eligibility.
- b. The candidate must prepare mail under current applicable mailing standards, unless they are to be modified under a proposed NSA.
- c. The candidate must meet and adhere to quality management standards for the classes of mail and rates claimed.
- d. The candidate must make available to the USPS necessary records and data related to the NSA in a form that facilitates monitoring of compliance with the terms and conditions of the NSA.
- e. The candidate must provide proper specified notice to cancel the NSA.
- f. The USPS has the right to cancel the NSA at any time with specified proper notice for any failure or, where appropriate, material failure of the mailer to:
  - 1. Use the NSA within the time period specified in the NSA.
  - 2. Provide accurate data, present properly prepared and paid mailings, or comply with any other material term or condition in the NSA.
- g. The candidate must engage counsel and file testimony as necessary in support of the NSA before the Postal Rate Commission. [G911.2.2]

**1.3 Application Process****1.3.1 Initial Proposal**

A mailer seeking to enter into an NSA with the USPS must submit a written proposal, with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see [608.8.0](#) for address). The proposal must contain the reasons



for requesting the NSA along with a summary of the information responding to the applicable candidate features and general requirements described in 1.2. A nondisclosure agreement must be signed before any substantive discussion of the proposal. [G911.3.1]

### 1.3.2 Negotiations and Contractual Agreement

As a result of the proposal, the candidate and the USPS may enter into negotiations to establish an NSA, with terms and conditions specific to the candidate, that is either a functionally equivalent NSA (i.e., comparable to an existing baseline NSA) or a new baseline NSA (i.e., not comparable to an existing NSA). A candidate in the negotiation process may withdraw a proposal for an NSA at any time prior to the execution of the NSA. Once the NSA is executed, the NSA is controlled by its terms and conditions. [G911.3.2]

### 1.3.3 Additional Consideration

If the USPS decides to end negotiations with the candidate before reaching an agreement to enter into an NSA under 1.1, the manager of Pricing Strategy notifies the candidate in writing and gives the reasons for the decision. Within 15 days from the receipt of the written explanation, the candidate may ask for reconsideration of the manager's decision. The candidate's request for reconsideration must include additional information and reasons why negotiations for an NSA should be resumed. The candidate submits the request for reconsideration through the manager of Pricing Strategy to the vice president of Pricing and Classification (see 608.8.0 for address). [G911.3.3]

## 2.0 Capital One Services, Inc. NSA

### 2.1 Agreement

The negotiated service agreement (NSA) that was the subject of Docket MC2002-2 requires Capital One Services, Inc. (Capital One) to receive electronic notification for undeliverable First-Class Mail solicitations instead of physical return of the pieces. The notices are to be provided through the Address Change Service (ACS) program (see 507.3.2) and the usual electronic address correction fee is to be waived. Capital One also agrees to maintain and enhance address and mail preparation quality. In exchange for Capital One's receipt of the electronic notice for its First-Class Mail solicitations and its compliance with the terms of the NSA, Capital One would have available declining block rates of postage for volumes above stated thresholds. A copy of the NSA is filed with the Postal Rate Commission in Docket No. MC2002-2 as Attachment G to the Postal Service's Request for a Recommended Decision and can be found at [www.prc.gov](http://www.prc.gov). [G912.1.0]

### 2.2 Features

#### 2.2.1 Requirements

To be considered comparable to the NSA in 2.1, a proposed NSA must have the following features:

- a. Use of First-Class Mail for matter that qualifies for Standard Mail rates.
- b. Waiver of seal against postal inspection of mail as agreed to by the mailer.

## 709.2.2.2

- c. Computation of First-Class Mail postage by the use of declining block rates specified in the NSA and based on particular volume requirements that define incremental discount thresholds. The mail subject to the NSA must relate only to the mailer's products and services.
- d. Preparation of mail under applicable standards unless otherwise specified in the NSA.
- e. Adherence to the following address quality standards for the rates claimed:
  1. Participation in Address Change Service (ACS) under [507.3.2](#) using the endorsement "Change Service Requested" as described in [507.1.5.1](#) for undeliverable-as-addressed (UAA) mail.
  2. [\[02-03-05\]](#) Use of National Change of Address Linkage System (NCOA<sup>Link</sup>), *FASTforward*, or other premailing USPS-approved method for meeting the move update standards in [233.3.3](#) for letters, [333.3.3](#) for flats, and [433.3.4](#) for parcels, for Presorted First-Class Mail and [233.5.1](#) for letters and [333.5.1](#) for flats for automation rate First-Class Mail. In addition to those standards, addresses used on mailings must be updated more frequently than 180 days or as required by the NSA.
- f. Overall positive financial impact on the USPS. A minimum payment or transactional penalty is required to ensure a positive contribution.
- g. Agreement to make necessary records and data available to the USPS to facilitate and monitor compliance.
- h. Ability of the USPS to cancel the NSA for any failure or, where appropriate, material failure of the mailer:
  1. To provide accurate data.
  2. To present properly prepared and paid mailings.
  3. To comply with a material term of the NSA.
  4. To use the NSA. [\[G912.2.1\]](#)

**2.2.2 Candidate Factors**

The following factors are considered by the USPS in evaluating a proposal for a comparable NSA under [1.0](#):

- a. Presentation by the mailer of at least 3 years of historical data to document mail volumes (including UAA mail), mailing systems and postage payment systems in use, and quality control procedures. The effect on mail volumes of any corporate mergers, acquisitions, divestitures, and similar events must also be provided.
- b. Ability to make and present in an acceptable format accurate forecasts of future mail volumes for USPS products and services proposed for the NSA.
- c. Ability to collect necessary data in an acceptable format to support the NSA.
- d. Willingness to establish and maintain an active Centralized Automated Payment System (CAPS) for postage payment and to generate records monitoring mail volumes and discounts.

- e. Production of mail using an automated system to ensure proper mail preparation and accurate postage calculations.
- f. Implementation of a quality control program to ensure proper mail preparation and to provide accurate documentation of mailings and postage payment. [G912.2.2]

## **2.3 Application**

### **2.3.1 Initial Request**

A mailer seeking to enter into an NSA with the USPS comparable to the NSA under [1.0](#) must submit a written proposal, together with appropriate supporting documentation, to the USPS manager of Pricing Strategy (see [608.8.0](#) for address). The proposal must contain a general statement of the reasons for requesting the NSA, and a summary of the information addressing the elements of comparability described in [2.2.1](#) and [2.2.2](#). [G912.3.1]

### **2.3.2 Negotiation**

As a result of the proposal, the mailer and the USPS may negotiate a service agreement comparable to the NSA under [1.0](#), but with terms and conditions specific to the mailer. To take effect as an experimental mail classification, the comparable NSA must be recommended and approved pursuant to Chapter 36 of Title 39 of the United States Code, and the Postal Rate Commission's rules of practice and procedure. A mailer may withdraw its proposal for a comparable NSA at any time prior to agreement. Once concluded, a comparable NSA is controlled by its terms and conditions. Nothing in these regulations prohibits a mailer from seeking an NSA not comparable to the NSA under [2.1](#). [G912.3.2]

### **2.3.3 Determination Not to Conclude a Comparable NSA**

If negotiations between the mailer and the USPS end without the parties reaching an agreement comparable to the NSA under [2.1](#), the mailer may request that the manager of Pricing Strategy (see [608.8.0](#) for address) explain the determination in writing. The mailer may ask for reconsideration of the decision to end negotiations within 15 days from the receipt of the written explanation. The request for reconsideration may include additional information and reasons why negotiations for a comparable NSA should be resumed, and should be submitted through the manager of Pricing Strategy to the Vice President, Pricing and Classification (see [608.8.0](#) for address). [G912.3.3]

## **3.0 Outside-County Periodicals Copalletization Drop-Ship Classification**

### **3.1 Eligibility**

#### **3.1.1 Description**

The standards in [3.0](#) apply to mailings that are produced by mailers and consolidators who are approved to participate in the Outside-County Periodicals Copalletization Drop-Ship Classification experiment. [G991.1.1]

709.3.1.2

**3.1.2 Rate Application**

The Outside-County Copalletization Drop-Ship Classification discounts apply to pieces meeting the standards in 3.0. [G991.1.2]

**3.1.3 Basic Standards**

The basic standards for copalletized mailings are as follows:

- a. Each mailing must consist of at least two different Periodicals publications or two different editions, segments, or versions of a Periodicals publication.
- b. Each mailing must be presented with the correct postage statement(s). Mailings consisting of different Periodicals publications must be accompanied by a separate postage statement for each publication. Mailings consisting of different editions or versions of the same Periodicals publication must be accompanied by one consolidated postage statement and a register of mailings.
- c. Each mailing must meet the documentation and postage payment standards outlined in 3.0 and 707.16.0.
- d. Each mailing must be entered and postage paid at the post office where consolidation takes place, except that postage for publications authorized under the Centralized Postage Payment (CPP) system may be paid to the Pricing and Classification Service Center (PCSC). Each publication included in a mailing under these standards must be authorized for original entry or additional entry at the post office where the consolidated mailing is entered. [G991.1.3]

**3.1.4 Discount Eligibility**

To be eligible for one of the discounts, mailpieces must be:

- a. Part of a Periodicals mailing meeting the standards in 707.22.0, 707.25.0, or 705.9.0.
- b. Part of a mailing segment with less than 250 pounds per title or version per ADC destination, if independently presorted. This includes mail for an ADC service area that remains after finer levels of pallets are prepared.
- c. Prepared as bundles on pallets.
- d. Prepared on either an ADC or SCF pallet of copalletized pieces. Mailers may build on ADC or SCF pallets of 250 or more pounds prepared as part of the original presort. However, the pieces originally on these pallets (250 or more pounds per title or edition) do not qualify for the copalletization discounts.
- e. Drop-shipped to the appropriate DADC or DSCF. [G991.1.4]

**3.2 Documentation**

Each mailing must be accompanied by documentation meeting the standards in 707.17.0, as well as any other mailing information requested by the USPS to support the postage claimed (e.g., advertising percentage and weight per copy). Documentation must be presented by title and version, segment, or edition; or by codes representing each title and version, segment, or edition included in the copalletized mailing. In addition, documentation for the copalletized mailing must:

- a. Upon request, include presort reports showing how the pieces would have been prepared prior to copalletization.
- b. Include presort and pallet reports showing how the copalletized pieces are prepared and where they will be entered (DADC or DSCF).
- c. Distinguish publications or segments that do not qualify for the copalletization discounts (e.g., because there are 250 or more pounds to an ADC destination) from those that do qualify for the discounts.
- d. Allow easy reconciliation with reports prepared to reflect how mail would have been prepared prior to copalletization if requested to verify compliance with standards for discount eligibility. [G991.2.0]

### **3.3 Data Reporting**

Each month, the mailer or consolidator must provide the following data in spreadsheet format using the model spreadsheet and timelines provided by the USPS. The data must be sent via email to copal@usps.gov.

- a. Number of titles receiving one or both of the copalletization discounts.
- b. Number of sacks that would have been prepared without copalletization, as well as the weight and the number of addressed pieces that would have been in these sacks.
- c. Number of pallets that would have been prepared without copalletization, as well as the weight and the number of addressed pieces that would have been prepared on pallets.
- d. Number of sacks prepared after copalletization, as well as the weight and the number of addressed pieces in these sacks.
- e. Number of pallets containing mail qualifying for the ADC copalletization discount, as well as the weight and the number of addressed pieces receiving the ADC discount on these pallets.
- f. Number of pallets containing mail qualifying for the SCF copalletization discount, as well as the weight and the number of addressed pieces receiving the SCF discount on these pallets. [G991.3.0]

### **3.4 Available Discounts**

The following discounts are available:

- a. For pieces sorted to an SCF or ADC pallet of 250 or more pounds and drop shipped to the appropriate DADC: \$0.007 per piece.
- b. For pieces sorted to an SCF pallet of 250 or more pounds and drop shipped to the appropriate DSCF: \$0.01 per piece.
- c. Copalletized pieces sorted to overflow DSCF or DADC pallets qualify for the corresponding copalletization discount.
- d. Copalletized pieces sorted to ADC pallets weighing between 100 and 250 pounds and drop shipped to the appropriate DADC: \$0.007 per piece. [G991.4.0]

### 3.5 Request to Participate

A mailer or consolidator may request approval to mail in the experimental Outside-County Periodicals Copalletization Drop-Ship test by submitting a written request to the manager, Mailing Standards (see [608.8.0](#) for address). The request must be accompanied by the following:

- a. A completed application form (available from the manager, Mailing Standards).
- b. A process map and narrative demonstrating how and where presort and copalletization reports (including “before” and “after” data) are created as they relate to mail movement and consolidation of bundles to be copalletized. The map and narrative must also describe mail movement from production through the copalletization process to dispatch to destination entry postal facilities.
- c. Samples of all required documentation that must be provided at the time of mailing, including “before” and “after” reports and postage statements. The sample reports must demonstrate:
  1. How the copalletized portion of the mailing is segregated from other mailing segments on the “before” reports.
  2. How mailing jobs, mailing segments, and containers will be identified in both “before” and “after” reports to allow reconciliation of the reports.
  3. How pieces appearing on the “after” reports that qualify for the copalletization discounts (mailing segments with less than 250 pounds to an ADC) are differentiated from those that do not (mailing segments with 250 or more pounds to an ADC).
- d. An explanation of how data for mailings included under the copalletization experiment will be collected and reported to the USPS, including whether the model spreadsheet provided by the USPS can be used.
- e. A list of the publications to be included initially in the test and evidence that each publication has obtained the appropriate additional entry authorization at the office where mailings will be verified and postage paid. The list must indicate if the publications are authorized under the Centralized Postage Payment (CPP) system. If the applicant is not a printer and/or is consolidating publications for other printers, a list of these printers must be included with the application. [G991.5.0]

### 3.6 Decision on Request

The manager, Mailing Standards, approves or denies a written request to participate in the experimental Outside-County Periodicals Copalletization Drop-Ship Classification test. If the application is approved, the mailer or consolidator will be notified in writing by the manager, Mailing Standards. Initial approval is for a conditional 90-day period. When the mailer or consolidator has demonstrated the ability to prepare and enter mailings under the standards in [3.0](#), final authorization will be granted. If the application is denied, the mailer or consolidator may file at a later date or submit additional information needed to support the request.

[G991.6.0]

**3.7 USPS Suspension**

The manager, Mailing Standards, may suspend at any time an approval to participate in the experiment when there is an indication that postal revenue is not fully protected. The manager will notify the participant in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification.

[G991.7.0]

**4.0 Outside-County Periodicals Copalletization Drop-Ship Discounts for High-Editorial, Heavy-Weight, Small-Circulation Publications**

**4.1 Eligibility**

**4.1.1 Description**

The standards in 4.0 apply to mailings that are produced by mailers and consolidators who are approved to use the outside-county Periodicals copalletization drop-ship discounts for high-editorial, heavy-weight, small-circulation publications. [G992.1.1]

**4.1.2 Rate Application**

The outside-county copalletization drop-ship per-pound discounts apply to pieces meeting the standards in 4.0. [G992.1.2]

**4.1.3 Basic Standards**

The basic standards for eligibility under 4.0 are as follows:

- a. The advertising content of the publication must be 15 percent or less.
- b. The weight per copy must be 9 ounces or more.
- c. The total mailed circulation must be 75,000 addressed pieces or less (including all editions, issues, and supplemental mailings).
- d. Each mailing must consist of at least two different Periodicals publications or two different editions, segments, or versions of a Periodicals publication. Each mailing must be presented with the correct postage statement(s) and register of mailing. Mailings consisting of different Periodicals publications must be accompanied by separate postage statements for each publication. Mailings consisting of different editions or versions of the same Periodicals publication must be accompanied by one consolidated postage statement and a register of mailings.
- e. Each mailing must meet the documentation and postage payment standards outlined in 4.2 and 707.16.0 and 707.17.0.
- f. Each mailing must be entered, and postage must be paid, at the post office where consolidation takes place, except that postage for publications authorized under the Centralized Postage Payment (CPP) system may be paid to the Pricing and Classification Service Center (PCSC). Each publication included in a mailing under these standards must be authorized for original entry or additional entry at the post office where the copalletized mailing is entered. [G992.1.3]

709.4.1.4

#### 4.1.4 Discount Eligibility

To be eligible for the discounts, mailpieces must be:

- a. Part of a Periodicals mailing meeting the standards in [705.9.0](#) through [705.13.0](#), [707.22.0](#), [707.23.0](#), [707.25.0](#), or [707.26.0](#).
- b. Part of a mailing segment with less than 250 pounds per title or version per ADC destination, if independently presorted. This includes mail for an ADC service area that remains after finer levels of pallets are prepared.
- c. Prepared as bundles on pallets under [705.8.0](#), or under [705.9.0](#) through [705.13.0](#).
- d. Prepared on either an ADC or SCF pallet of copalletized pieces. Mailers may build on ADC or SCF pallets of 250 or more pounds prepared as part of the original presort. However, the pieces originally on these pallets (250 or more pounds per title or edition) do not qualify for the copalletization discounts.

[G992.1.4]

#### 4.2 Documentation

Each mailing must be accompanied by documentation meeting the standards in [708.1.0](#), as well as any other mailing information requested by the USPS to support the postage claimed (e.g., advertising percentage and weight per copy).

Documentation must be presented by title and version, segment, or edition; or by codes representing each title and version, segment, or edition included in the copalletized mailing. In addition, documentation for the copalletized mailing must:

- a. Include a detailed listing documenting the distribution of total advertising and editorial pounds to each zone “before” copalletization, based on origin entry of the mail (i.e., entry at the plant or the local post office for the plant, where it is printed and presorted into bundles ready for copalletization and mailing).
- b. Upon request, include presort reports showing how the pieces would have been prepared prior to copalletization.
- c. Include presort and pallet reports showing how the copalletized pieces are prepared and where they will be entered (DADC or DSCF).
- d. Distinguish publications or segments that do not qualify for the copalletization discounts (e.g., because there are 250 or more pounds to an ADC destination) from those that do qualify for the discounts (e.g., existing per-piece copalletization discounts and new per-pound discount).
- e. Allow easy reconciliation with reports prepared to reflect how mail would have been prepared prior to copalletization if requested to verify compliance with standards for discount eligibility. [G992.2.0]

#### 4.3 Data Reporting

Each month, the mailer or consolidator must provide the following data via e-mail to [copal@usps.gov](mailto:copal@usps.gov) in spreadsheet format using the model spreadsheet and timelines provided by the USPS:

- a. Number of titles receiving the new copalletization discounts for high editorial publications.



- b. Number of sacks that would have been prepared without copalletization, as well as the total weight, the editorial weight, and the number of addressed pieces that would have been in these sacks, by destination ADC and destination SCF.
- c. Number of sacks prepared after copalletization, as well as the weight and the number of addressed pieces in these sacks.
- d. Number of pallets containing mail qualifying for the ADC copalletization discounts, as well as the weight and the number of addressed pieces receiving the ADC discount on these pallets. Pallets containing some bundles that use the per-piece discounts and some bundles that use the per-pound discount must be counted separately.
- e. Number of pallets containing mail qualifying for the SCF copalletization discounts, as well as the weight and the number of addressed pieces receiving the SCF discount on these pallets. Pallets containing some bundles that use the per-piece discounts and some bundles that use the per-pound discount must be counted separately. [G992.3.0]

#### **4.4 Discounts**

##### **4.4.1 Basic Standards**

Pieces must be prepared on one of the following:

- a. An SCF or ADC pallet of 250 or more pounds drop shipped to the appropriate DADC.
- b. An SCF pallet of 250 or more pounds drop shipped to the appropriate DSCF.
- c. An overflow DSCF or DADC pallet drop shipped to the appropriate DSCF or DADC.
- d. An ADC pallet weighing between 100 and 250 pounds and drop shipped to the appropriate DADC. [G992.4.1]

709.4.4.2

**4.4.2 Discounts and Description**

The discounts in [Exhibit 4.4.2](#) are applicable to editorial pounds of the copalletized pieces prepared on an ADC or SCF pallet and entered at the destination ADC and SCF. The discounts are dependent on the applicable zones that would have resulted from origin entry of the publications without copalletization. [G992.4.2]

**Exhibit 4.4.2 Discount for Copalletized Pieces Prepared on an ADC or SCF Pallet**

| ZONE  | DISCOUNT |         |
|-------|----------|---------|
|       | DADC     | DSCF    |
| 1 & 2 | \$0.008  | \$0.014 |
| 3     | 0.013    | 0.019   |
| 4     | 0.028    | 0.034   |
| 5     | 0.050    | 0.056   |
| 6     | 0.073    | 0.079   |
| 7     | 0.101    | 0.107   |
| 8     | 0.125    | 0.131   |

[Exhibit G992.4.2]

**4.5 Request to Participate**

A mailer or consolidator may request approval to use the outside-county Periodicals copalletization drop-ship per-pound discounts by submitting a written request to the manager, Mailing Standards (see [608.8.0](#) for address). The request must be accompanied by the following:

- a. A completed application form (available from the manager, Mailing Standards).
- b. A process map and narrative demonstrating how and where presort and copalletization reports (including “before” and “after” data) are created as they relate to mail movement and consolidation of bundles to be copalletized. The map and narrative must also describe mail movement from production through the copalletization process including dispatch to destination entry Postal Service facilities.
- c. Samples of all required documentation that will be used to substantiate eligibility for the discounts, and of the documentation that must be provided at the time of mailing, including “before” and “after” reports and postage statements. The sample reports must demonstrate:
  1. How the copalletized portion of the mailing is segregated from other mailing segments on the “before” reports.
  2. How mailing jobs, mailing segments, and containers will be identified in both “before” and “after” reports to allow reconciliation of the reports.
  3. How pieces appearing on the “after” reports that qualify for the copalletization discounts (mailing segments with less than 250 pounds to an ADC) are differentiated from those that do not (mailing segments with 250 or more pounds to an ADC).

4. How pieces receiving the per-pound discounts are differentiated from those receiving the per-piece discounts.
- d. A detailed listing documenting the distribution of total advertising and editorial pounds to each zone “before” copalletization, based on origin entry of the mail (i.e., entry at the plant or the local post office for the plant, where it is printed and presorted into bundles ready for copalletization and mailing).
- e. An explanation of how data for mailings included under the copalletization experiment will be collected and reported to the USPS, including whether the model spreadsheet provided by the USPS can be used.
- f. A list of the publications to be included initially in the test and evidence that each publication has obtained the appropriate additional entry authorization at the office where mailings will be verified and postage paid. The list must indicate if the publications are authorized under the Centralized Postage Payment (CPP) system. If the applicant is not a printer and/or is consolidating publications for other printers, a list of those printers must be included with the application.

[G992.5.0]

#### **4.6 Decision on Request**

The manager, Mailing Standards, approves or denies a written request to use the experimental outside-county Periodicals copalletization per-pound discounts. If the application is approved, the mailer or consolidator will be notified in writing by the manager, Mailing Standards. Initial approval is for a conditional 90-day period. When the mailer or consolidator has demonstrated the ability to prepare and enter mailings under the standards in 4.0, final authorization will be granted. If the application is denied, the mailer or consolidator may file at a later date or submit additional information needed to support the request. [G992.6.0]

#### **4.7 USPS Suspension**

The manager, Mailing Standards, may suspend at any time an approval to use the per-pound discounts when there is an indication that Postal Service revenue is not fully protected. The manager will notify the participant in writing of the decision. The suspension becomes effective upon the mailer's receipt of the notification.

[G992.7.0]

## **5.0 Parcel Return Services**

### **5.1 Basic Information**

#### **5.1.1 Description**

The standards in 5.0 apply to parcels that are retrieved in bulk by authorized permit holders or their agents who are approved participants in the Parcel Return Services (PRS) experiment. The permit holder guarantees payment of postage and retrieval of all PRS parcels mailed with a PRS label. The provision, by a merchant or other party, of an approved PRS label to its customers or others constitutes the party's designation of the permit holder identified on the label as the party's agent for receipt of mail bearing that label, and authorizes the Postal Service to provide that mail to the permit holder or its designee. The permit holder has the option of

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retrieving parcels at a designated return delivery unit (one of the postal delivery unit facilities designated as a pickup location for PRS parcels, also known for PRS purposes as an “RDU”) or at the bulk mail center (also known for PRS purposes as an “RBMC”) that serves the post office where returned parcels are deposited by customers. Payment for parcels returned under PRS is deducted from a separate advance deposit (postage due) account that is funded through the Centralized Account Processing System (CAPS). [G993.1.1]

**5.1.2 Applicability**

Parcels may use PRS when all of the following conditions apply:

- a. Parcels contain merchandise being returned to the merchant.
- b. Parcels bear a PRS label that meets the standards in 5.4.
- c. The parcel shows the permit number, and the permit holder has paid the annual PRS permit fee and the annual PRS accounting fee. [G993.1.2]

**5.1.3 Services**

Package Services pieces using Parcel Return Services are not eligible for ancillary or extra services. [G993.1.3]

**5.1.4 Customer Mailing Options**

Returned parcels must be mailed within the service area of the post office shown in the return address on the label. They may be deposited at:

- a. The main post office or any associated office, station, or branch.
- b. In any collection box (except an Express Mail box).
- c. With any rural carrier.
- d. On business routes during regular mail delivery if prior arrangements are made with the carrier.
- e. As part of a collection run for other mail (special arrangements may be required).
- f. At any place designated by the postmaster for the receipt of mail. [G993.1.4]

**5.1.5 Participation**

Companies who wish to participate in this experiment must send a request, on company letterhead, to the manager, Mailing Standards (see 608.8.0 for address). Requests may be sent also via e-mail to sherry.l.freda@usps.gov; or by fax to 202-268-4955. The request must contain the following information:

- a. Company name and address.
- b. Individual contact name, telephone number, fax number, and e-mail address.
- c. The rate category or categories to be used; proposed retrieval locations (delivery units and bulk mail centers); and individual contact information for the company contact or agent at each location.
- d. A list of clients, if the applicant is not the merchant (required for mailer identification number assignment).
- e. Projected volume per quarter for each RDU and/or RBMC.

- f. Label and instruction examples that comply with 5.4.
- g. Date(s) label distribution will begin for each client.
- h. Description of the electronic returns manifesting system to be used to document returns, by location and rate eligibility.
- i. Current Parcel Select and BPM parcel profile (volumes and weights). [G993.1.5]

#### 5.1.6 Evaluation

The electronic returns manifesting system will be subject to approval by the manager, Business Mailer Support (BMS). BMS can provide applicants information for developing and receiving approval for a parcel returns system, electronic file transfer requirements, and certification process. Once approved, participants must comply with the terms of the PRS Service Agreement and pay the annual fees in 5.2.2, and 5.2.3. The manager, Mailing Standards may request additional data and a visit to the applicant's plant. In selecting participants, the manager, Mailing Standards uses the following additional criteria:

- a. The applicant must be prepared to begin operation at a mutually agreed upon time soon after selection.
- b. The applicant must demonstrate the ability to retrieve parcels on a regular schedule mutually agreed upon from the designated RDU, RBMC, or both. [G993.1.6]

#### 5.1.7 Authorization

Participants during the first year of this experiment will be limited to the first 20; depending on the results in year one, 10 additional participants may be approved during the second year. The manager, Mailing Standards will review each request and will proceed as follows:

- a. If the applicant meets the conditions required for the PRS experiment and the application is otherwise consistent with the purposes and goals of the experiment, the manager, Mailing Standards will approve the letter of request. For the purposes of the experiment, the Postal Service may require additional documentation and periodic review and inspection of each participant's PRS processing and accounting operations.
- b. If the application does not appear to meet the conditions required for the PRS experiment, the manager, Mailing Standards will deny the request and send a written notice to the applicant, with the reasons for denial. [G993.1.7]

#### 5.1.8 Procedure

Upon approval and payment of fees, participants must provide a copy of the approval to each contact at each pickup location. The manager, Mailing Standards will provide a copy to each district manager, Business Mail Entry that has a pickup location. Local post offices can determine payment of fees through CAPS. [G993.1.8]

#### 5.1.9 Pickup Schedule

Unless more frequent pickups are specified in the service agreement, parcels must be retrieved on a regular schedule: from RBMCs, a minimum of every 48 hours excluding Sundays and USPS holidays; and from RDUs, a minimum of once every

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7 days. Permit holders or their agents will be required to set up a recurring or standing appointment to retrieve PRS parcels. If the permit holder (or agent) already has existing appointments to deliver Parcel Select parcels to a BMC or DDU that meet these standards, the same appointment can be used for retrieving PRS parcels. [G993.1.9]

## 5.2 Postage and Fees

### 5.2.1 Postage

There are three PRS rate categories:

- a. *Parcel Select RDU*. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated delivery unit.
- b. *Parcel Select RBMC*. Parcels returned as Parcel Post to, and retrieved in bulk from, a designated BMC.
- c. *Bound Printed Matter RBMC*. Parcels returned as Bound Printed Matter to, and retrieved in bulk from, a designated BMC. [G993.2.1]

### 5.2.2 Permit Fee

A \$150.00 permit fee must be paid annually at the post office where the PRS permit is held. The permit must remain valid during the course of the experiment. [G993.2.2]

### 5.2.3 Advance Deposit Account and Annual Accounting Fee

The participant must pay postage through an advance deposit account and must pay an annual accounting fee of \$475.00. The account must remain valid during the course of the experiment. [G993.2.3]

## 5.3 Rates

### 5.3.1 Parcel Select Return Services—Return Delivery Unit

Regardless of weight (up to the maximum weight of 70 pounds), any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate.

| LENGTH PLUS GIRTH                            | RATE   |
|--|--------|
| Not over 108 inches                          | \$2.00 |
| Oversized (Over 108 inches up to 130 inches) | 7.51   |

[G993.3.1]

### 5.3.2 Parcel Select Return Services—Return BMC Machinable

Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel.

See [Exhibit 5.3.2 Parcel Select Return Services—Return BMC Machinable](#).

[G993.3.2]

**Exhibit 5.3.2 Parcel Select Return Services—Return BMC Machinable**

| <b>WEIGHT<br/>NOT OVER<br/>(pounds)</b> | <b>ZONES<br/>1 &amp; 2</b> | <b>ZONE 3</b> | <b>ZONE 4</b> | <b>ZONE 5</b> |
|---|----------------------------|---------------|---------------|---------------|
| 1                                       | \$2.10                     | \$2.13        | \$2.19        | \$2.28        |
| 2                                       | 2.67                       | 2.70          | 2.77          | 2.88          |
| 3                                       | 3.22                       | 3.25          | 3.34          | 3.46          |
| 4                                       | 3.42                       | 3.76          | 3.86          | 4.00          |
| 5                                       | 3.59                       | 4.16          | 4.29          | 4.49          |
| 6                                       | 3.75                       | 4.52          | 4.65          | 4.94          |
| 7                                       | 3.90                       | 4.83          | 4.98          | 5.35          |
| 8                                       | 4.47                       | 5.12          | 5.28          | 5.74          |
| 9                                       | 4.60                       | 5.36          | 5.59          | 6.09          |
| 10                                      | 4.77                       | 5.67          | 5.88          | 6.42          |
| 11                                      | 4.90                       | 5.88          | 6.14          | 6.72          |
| 12                                      | 5.05                       | 6.08          | 6.40          | 7.01          |
| 13                                      | 5.18                       | 6.24          | 6.64          | 7.27          |
| 14                                      | 5.30                       | 6.36          | 6.89          | 7.52          |
| 15                                      | 5.41                       | 6.53          | 7.10          | 7.76          |
| 16                                      | 5.52                       | 6.70          | 7.30          | 7.98          |
| 17                                      | 5.65                       | 6.86          | 7.52          | 8.19          |
| 18                                      | 5.74                       | 7.01          | 7.71          | 8.38          |
| 19                                      | 5.86                       | 7.16          | 7.89          | 8.57          |
| 20                                      | 5.96                       | 7.30          | 8.05          | 8.74          |
| 21                                      | 6.05                       | 7.44          | 8.20          | 8.91          |
| 22                                      | 6.16                       | 7.56          | 8.34          | 9.06          |
| 23                                      | 6.24                       | 7.72          | 8.48          | 9.21          |
| 24                                      | 6.33                       | 7.84          | 8.60          | 9.36          |
| 25                                      | 6.41                       | 7.96          | 8.72          | 9.49          |
| 26                                      | 6.51                       | 8.07          | 8.85          | 9.62          |
| 27                                      | 6.59                       | 8.20          | 8.96          | 9.74          |
| 28                                      | 6.66                       | 8.32          | 9.05          | 9.86          |
| 29                                      | 6.75                       | 8.44          | 9.16          | 9.97          |
| 30                                      | 6.83                       | 8.54          | 9.26          | 10.07         |
| 31                                      | 6.91                       | 8.62          | 9.35          | 10.18         |
| 32                                      | 7.00                       | 8.74          | 9.45          | 10.27         |
| 33                                      | 7.06                       | 8.84          | 9.53          | 10.37         |
| 34                                      | 7.14                       | 8.92          | 9.61          | 10.45         |
| 35                                      | 7.20                       | 9.03          | 9.69          | 10.54         |

[G993.3.2]

709.5.3.3

**5.3.3 Parcel Select Return Services—Return BMC Nonmachinable**

Parcels that weigh less than 15 pounds but measure more than 84 inches in combined length and girth are charged the applicable rate for a 15-pound parcel. Regardless of weight, any parcel that measures more than 108 inches (but not more than 130 inches) in combined length and girth must pay the oversized rate. See [Exhibit 5.3.3 Parcel Select Return Services—Return BMC Nonmachinable](#).

[G993.3.3]



**Exhibit 5.3.3 Parcel Select Return Services—Return BMC Nonmachinable**

| <b>WEIGHT<br/>NOT OVER<br/>(pounds)</b> | <b>ZONES<br/>1 &amp; 2</b> | <b>ZONE 3</b> | <b>ZONE 4</b> | <b>ZONE 5</b> |
|---|----------------------------|---------------|---------------|---------------|
| 1                                       | \$3.45                     | \$3.48        | \$3.54        | \$3.63        |
| 2                                       | 4.02                       | 4.05          | 4.12          | 4.23          |
| 3                                       | 4.57                       | 4.60          | 4.69          | 4.81          |
| 4                                       | 4.77                       | 5.11          | 5.21          | 5.35          |
| 5                                       | 4.94                       | 5.51          | 5.64          | 5.84          |
| 6                                       | 5.10                       | 5.87          | 6.00          | 6.29          |
| 7                                       | 5.25                       | 6.18          | 6.33          | 6.70          |
| 8                                       | 5.82                       | 6.47          | 6.33          | 7.09          |
| 9                                       | 5.95                       | 6.71          | 6.94          | 7.44          |
| 10                                      | 6.12                       | 7.02          | 7.23          | 7.77          |
| 11                                      | 6.25                       | 7.23          | 7.49          | 8.07          |
| 12                                      | 6.40                       | 7.43          | 7.75          | 8.36          |
| 13                                      | 6.53                       | 7.59          | 7.99          | 8.62          |
| 14                                      | 6.65                       | 7.71          | 8.24          | 8.87          |
| 15                                      | 6.76                       | 7.88          | 8.45          | 9.11          |
| 16                                      | 6.87                       | 8.05          | 8.65          | 9.33          |
| 17                                      | 7.00                       | 8.21          | 8.87          | 9.54          |
| 18                                      | 7.09                       | 8.36          | 9.06          | 9.73          |
| 19                                      | 7.21                       | 8.51          | 9.24          | 9.92          |
| 20                                      | 7.31                       | 8.65          | 9.40          | 10.09         |
| 21                                      | 7.40                       | 8.79          | 9.55          | 10.26         |
| 22                                      | 7.51                       | 8.91          | 9.69          | 10.41         |
| 23                                      | 7.59                       | 9.07          | 9.83          | 10.56         |
| 24                                      | 7.68                       | 9.19          | 9.95          | 10.71         |
| 25                                      | 7.76                       | 9.31          | 10.07         | 10.84         |
| 26                                      | 7.86                       | 9.42          | 10.20         | 10.97         |
| 27                                      | 7.94                       | 9.55          | 10.31         | 11.09         |
| 28                                      | 8.01                       | 9.67          | 10.40         | 11.21         |
| 29                                      | 8.10                       | 9.79          | 10.51         | 11.32         |
| 30                                      | 8.18                       | 9.89          | 10.61         | 11.42         |
| 31                                      | 8.26                       | 9.97          | 10.70         | 11.53         |
| 32                                      | 8.35                       | 10.09         | 10.80         | 11.62         |
| 33                                      | 8.41                       | 10.19         | 10.88         | 11.72         |
| 34                                      | 8.49                       | 10.27         | 10.96         | 11.80         |
| 35                                      | 8.55                       | 10.38         | 11.04         | 11.89         |

709.5.3.3

**Exhibit 5.3.3 Parcel Select Return Services—Return BMC Nonmachinable**

| <b>WEIGHT<br/>NOT OVER<br/>(pounds)</b> | <b>ZONES<br/>1 &amp; 2</b> | <b>ZONE 3</b> | <b>ZONE 4</b> | <b>ZONE 5</b> |
|---|----------------------------|---------------|---------------|---------------|
| 36                                      | \$8.65                     | \$10.49       | \$11.14       | \$12.00       |
| 37                                      | 8.72                       | 10.56         | 11.20         | 12.06         |
| 38                                      | 8.76                       | 10.63         | 11.25         | 12.11         |
| 39                                      | 8.82                       | 10.71         | 11.29         | 12.16         |
| 40                                      | 8.85                       | 10.76         | 11.33         | 12.21         |
| 41                                      | 8.92                       | 10.85         | 11.37         | 12.26         |
| 42                                      | 8.95                       | 10.90         | 11.42         | 12.30         |
| 43                                      | 8.99                       | 10.96         | 11.46         | 12.33         |
| 44                                      | 9.04                       | 11.02         | 11.50         | 12.36         |
| 45                                      | 9.07                       | 11.07         | 11.64         | 12.39         |
| 46                                      | 9.14                       | 11.14         | 11.67         | 12.42         |
| 47                                      | 9.19                       | 11.18         | 11.70         | 12.45         |
| 48                                      | 9.22                       | 11.25         | 11.72         | 12.48         |
| 49                                      | 9.27                       | 11.30         | 11.75         | 12.51         |
| 50                                      | 9.28                       | 11.35         | 11.77         | 12.54         |
| 51                                      | 9.35                       | 11.39         | 11.80         | 12.57         |
| 52                                      | 9.39                       | 11.47         | 11.82         | 12.60         |
| 53                                      | 9.40                       | 11.50         | 11.83         | 12.63         |
| 54                                      | 9.44                       | 11.52         | 11.86         | 12.66         |
| 55                                      | 9.48                       | 11.54         | 11.89         | 12.69         |
| 56                                      | 9.52                       | 11.56         | 11.91         | 12.72         |
| 57                                      | 9.57                       | 11.56         | 11.91         | 12.75         |
| 58                                      | 9.60                       | 11.58         | 11.93         | 12.78         |
| 59                                      | 9.63                       | 11.59         | 11.95         | 12.81         |
| 60                                      | 9.68                       | 11.60         | 11.95         | 12.84         |
| 61                                      | 9.72                       | 11.61         | 11.97         | 12.87         |
| 62                                      | 9.75                       | 11.62         | 12.01         | 12.90         |
| 63                                      | 9.78                       | 11.62         | 12.06         | 12.93         |
| 64                                      | 9.82                       | 11.62         | 12.09         | 12.96         |
| 65                                      | 9.85                       | 11.64         | 12.13         | 12.99         |
| 66                                      | 9.90                       | 11.64         | 12.18         | 13.02         |
| 67                                      | 9.94                       | 11.65         | 12.23         | 13.05         |
| 68                                      | 9.94                       | 11.65         | 12.25         | 13.08         |
| 69                                      | 9.99                       | 11.65         | 12.30         | 13.11         |
| 70                                      | 10.02                      | 11.65         | 12.34         | 13.14         |
| Oversized                               | 25.99                      | 26.31         | 27.00         | 28.05         |

[G993.3.3]

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**5.3.4 Bound Printed Matter Return Services—Return BMC**

| <b>WEIGHT<br/>NOT OVER<br/>(pounds)</b> | <b>ZONES<br/>1 &amp; 2</b> | <b>ZONE 3</b> | <b>ZONE 4</b> | <b>ZONE 5</b> |
|---|----------------------------|---------------|---------------|---------------|
| 1.0                                     | \$1.63                     | \$1.68        | \$1.72        | \$1.80        |
| 1.5                                     | 1.63                       | 1.68          | 1.72          | 1.80          |
| 2.0                                     | 1.70                       | 1.76          | 1.82          | 1.92          |
| 2.5                                     | 1.77                       | 1.85          | 1.92          | 2.05          |
| 3.0                                     | 1.84                       | 1.93          | 2.02          | 2.17          |
| 3.5                                     | 1.91                       | 2.02          | 2.12          | 2.30          |
| 4.0                                     | 1.98                       | 2.10          | 2.22          | 2.42          |
| 4.5                                     | 2.05                       | 2.19          | 2.32          | 2.55          |
| 5.0                                     | 2.12                       | 2.27          | 2.42          | 2.67          |
| 6.0                                     | 2.26                       | 2.44          | 2.62          | 2.92          |
| 7.0                                     | 2.40                       | 2.61          | 2.82          | 3.17          |
| 8.0                                     | 2.54                       | 2.78          | 3.02          | 3.42          |
| 9.0                                     | 2.68                       | 2.95          | 3.22          | 3.67          |
| 10.0                                    | 2.82                       | 3.12          | 3.42          | 3.92          |
| 11.0                                    | 2.96                       | 3.29          | 3.62          | 4.17          |
| 12.0                                    | 3.10                       | 3.46          | 3.82          | 4.42          |
| 13.0                                    | 3.24                       | 3.63          | 4.02          | 4.67          |
| 14.0                                    | 3.38                       | 3.80          | 4.22          | 4.92          |
| 15.0                                    | 3.52                       | 3.97          | 4.42          | 5.17          |

[G993.3.4]

**5.4 Label Formats****5.4.1 Label Preparation**

PRS labels must be certified for use by the Postal Service prior to distribution. In addition, permit holders must obtain Postal Service certification for barcode symbologies. Any photographic, mechanical, or electronic process or any combination of such processes may be used to produce PRS labels. The background of the label may be any light color that allows the address, barcodes, and other required information to be easily distinguished. If labels are electronically transmitted to customers for their local printing, the permit holder must advise customers of these printing requirements as part of the instructions in [5.4.3](#).

[G993.4.1]

**5.4.2 Labeling Methods**

If all applicable content and format standards are approved (including instructions to the user), a PRS label may be distributed by any of the following methods:

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- a. As an enclosure with merchandise when initially shipped, as part of the original invoice accompanying the merchandise, or as a separate label preprinted by the permit holder. If the reverse side of the label bears an adhesive, it must be strong enough to bond the label securely to the mailpiece.
- b. As an electronic file created by the permit holder for local output and printing by the customer. [G993.4.2]

**5.4.3 Instructions**

Regardless of label distribution method, written instructions always must be provided to the user of the PRS label that, at a minimum, direct the user to do the following:

- a. "If your name and address are not already printed in the return address area, please print them neatly in that area or attach a return address label there."
- b. "Attach the label provided by the merchant squarely onto the largest side of the mailpiece, unless you need to use another side to make the parcel more stable. Place the label at least 1 inch from the edge of the parcel, so that it does not fold over to another side. If you are using tape to attach the new label, do not put tape over any barcodes on the label, even if the tape is clear, because the reflection interferes with barcode readers."
- c. "If you are reusing the original container to return the merchandise, use the label to cover your original delivery address and the barcodes and any other postal information on it. If it is not possible to cover all that information with the label, either remove old labels containing these items, mark them out completely with a permanent marker, or cover them completely with blank labels or paper that cannot be seen through. If that cannot be done, or if the original container is no longer sound, please use a new box to return the merchandise and attach the return label to that new box."
- d. "Once repackaged and labeled, you can mail the parcel at a post office, deposit it in a collection box, or give it to the carrier at the original delivery address. If the parcel is addressed to Return Delivery Unit, mail it at a local post office near the original delivery address. If the parcel is addressed to Return Bulk Mail Center, you can mail it at any post office or collection box in the town, city, or metropolitan area of the original delivery address." [G993.4.3]

**5.4.4 Label Format Elements**

There is no minimum size for PRS labels; however, the label must be of a sufficient size to accommodate all of the label elements and standards in this section. All PRS label elements must be legible. Except where a specific type size is required, elements must be of a type size large enough to be legible from a normal reading distance and to separate them from other elements on the label. Examples of PRS label formats are shown in [5.4.5a](#), [5.4.5b](#), [5.4.5c](#), and [5.4.5d](#). The following elements are required:

- a. Postage Guarantee. The imprint "No Postage Necessary if Mailed in the United States" must appear in the upper right corner.

- b. Horizontal Bars. A minimum of three horizontal bars must appear directly below the imprint in the upper right corner. The bars must be uniform in length, at least 1 inch long, 1/16 inch thick, and evenly spaced.
- c. Parcel Return Service Legend. The legend must be placed directly above the address and include:
  - 1. Line 1: In capital letters at least 3/16" high, "PARCEL SELECT RETURN SERVICE" (or "PARCEL SELECT RTN SVC") or "BOUND PRINTED MATTER RETURN SERVICE" (or "BPM RETURN SERVICE"), as appropriate.
  - 2. Line 2: In all capital letters, Permit holder's name, left justified, followed by PERMIT NO., followed by the permit number.
- d. Customer's return address. The return address of the customer using the label to mail the parcel back to the permit holder must appear in the upper left corner. If it is not preprinted by the permit holder or merchant, space must be provided for the customer to enter the return address.
- e. Address for return delivery unit (RDU) labels. The address must be the physical location of the return delivery unit, as provided by the Postal Service specifically for PRS. The address must consist of at least three lines in all capital letters, as specified below. As an option, the PRS participant's or merchant's name may appear above the first line. The ZIP Code may appear left-justified on a line directly below the city and state line.
  - 1. Line 1: "RETURN DELIVERY UNIT."
  - 2. Line 2: Street address, including number, of the RDU.
  - 3. Line 3: City, state, and ZIP Code.
- f. Address for return bulk mail center (RBMC) labels. The address must consist of at least three lines in all capital letters, as specified below. The ZIP Code must be printed in at least 12-point type and may appear left-justified on a line directly below the bulk mail center line.
  - 1. Line 1: PRS participant's or merchant's name.
  - 2. Line 2: "PARCEL RETURN SERVICE" (or "PARCEL RETURN SVC").
  - 3. Line 3: "BULK MAIL CENTER," followed by the unique PRS ZIP Code assigned by the USPS in the service agreement.
- g. Parcel Return Service Barcode. A PRS barcode must be printed directly on the label. The barcode may appear in any location on the label, except the upper left, upper right, and lower right corners. The barcode must meet the standards for barcodes in Publication 91, with the following exceptions:
  - 1. The barcode must be produced using the UCC/EAN Code 128 barcode symbology.
  - 2. The service type code (STC) contained in the barcode must identify the rate associated with the label destination. For labels addressed to a return delivery unit, the STC must be 58. For labels addressed to a return bulk mail center, the STC must be 57.

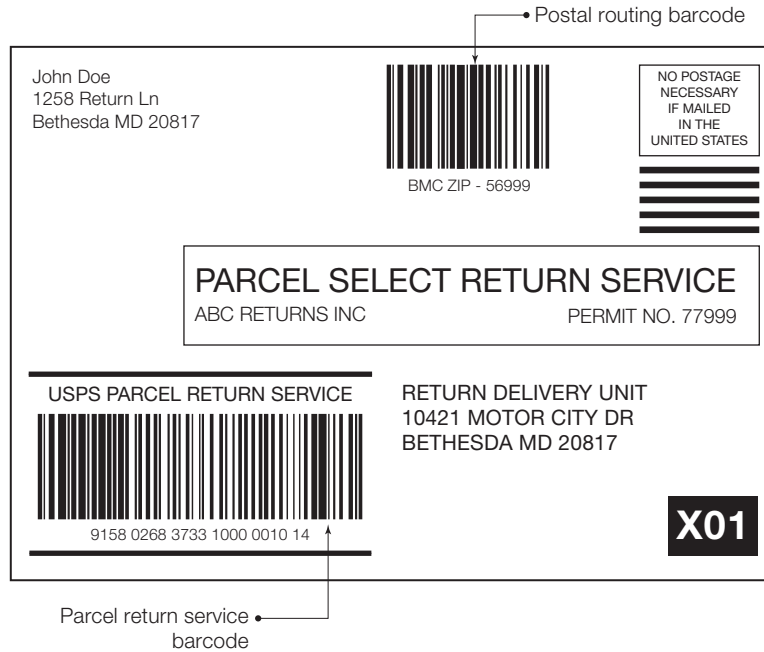
## 709.5.4.4

3. Human-readable text above the barcode must read “USPS PARCEL RETURN SERVICE” (or “USPS PARCEL RTN SVC”). If the barcode is a single concatenated barcode with the postal routing code described in [5.4h](#), the text above the barcode must read “BMC ZIP – USPS PARCEL RETURN SERVICE” (or “BMC ZIP – USPS PARCEL RTN SVC”). In the text below the barcode, the leading application identifier (“420”), ZIP Code information, and subsequent numbers must be parsed as shown in [5.4.5b](#), [5.4.5c](#), and [5.4.5d](#).
4. The clear zone between the barcode, human-readable text, and the horizontal bar above and below the barcode must be at least 1/16 inch.
- h. Postal Routing Barcode. If a single concatenated barcode is not used for the PRS barcode, a postal routing barcode also must be printed directly on the label. The barcode may appear in any location on the label, except the upper left, upper right, and lower right corners. Postal routing barcodes must meet the standards in [708.5.0](#), except that the human readable text below the barcode must read “BMC ZIP -,” followed by the unique PRS ZIP Code assigned by USPS in the service agreement.
- i. Mailer Identification (ID). An individual mailer ID must appear in the lower right corner. The mailer ID is assigned by the permit holder to each individual client (merchant) of the permit holder. The mailer ID must consist of a single, uppercase alpha character followed by a two-digit number, with no spaces or dashes (e.g., A01). The mailer ID must be at least 3/16 inch high and surrounded by a border (box), with a clearance of at least 3/16 inch between the mailer ID characters and the border. The mailer ID may be reverse-printed.
- j. Additional Information. Additional information (e.g., company logo, return authorization number, inventory barcode) is permitted on the PRS label if it does not interfere with any required format elements. Inventory barcodes must not resemble the barcodes described in [708.5.0](#), *Barcoding Standards for Parcels*.  
[G993.4.4]

**5.4.5 PRS Label Format Examples**

The following are PRS label format examples:

- a. Parcel Select Return Services Label Addressed to a Return Delivery Unit With Separate Parcel Return Services and Postal Routing Barcodes



[Exhibit G993.4.4a]

709.5.4.5

- b. Parcel Select Return Services Label Addressed to a Return Delivery Unit With Concatenated Parcel Return Services and Postal Routing Barcodes



[Exhibit G993.4.4b]

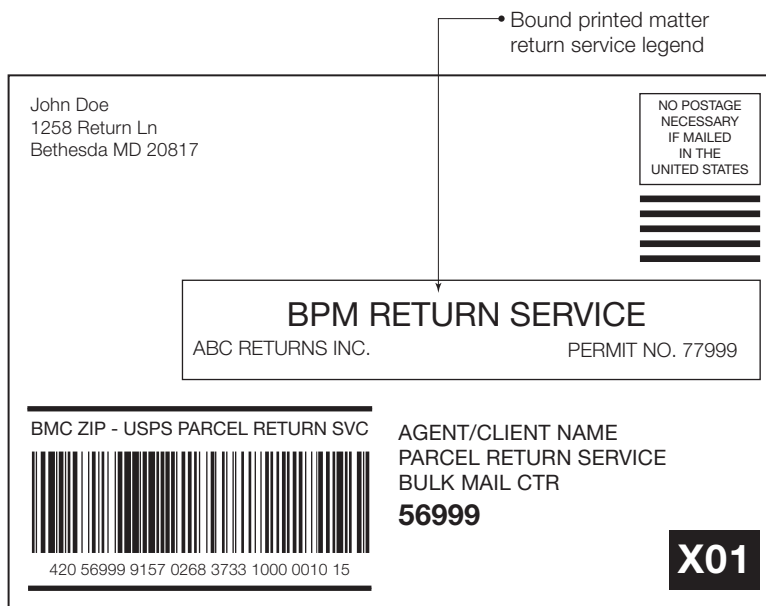
- c. Parcel Select Return Service Label Addressed to a Return Bulk Mail Center



[Exhibit G993.4.4c]



d. Bound Printed Matter Return Service Label



[Exhibit G993.4.4d]

6.0 Priority Mail Flat-Rate Box

6.1 Eligibility

6.1.1 Description

The standards in 6.0 apply to each addressed USPS-produced Priority Mail flat-rate box (Postal Item Numbers: OFRB1 and OFRB2). [G995.1.1]

6.1.2 Rate Application

Each USPS-produced Priority Mail flat-rate box is charged the experimental Priority Mail flat-rate box rate regardless of weight or destination. [G995.1.2]

6.1.3 Basic Standards

Any amount of mailable material can be mailed in a USPS-produced Priority Mail flat-rate box. Only USPS-produced Priority Mail flat-rate boxes are eligible for the flat-rate box rate. All other applicable Priority Mail standards apply. [G995.1.3]

6.1.4 Package Preparation

The box flaps must be able to close within the normal folds. Tape may be applied to the flap and seams for closure or to reinforce the box, provided the design of the box is not enlarged by opening the sides of the box and taping or reconstructing the box in any way. [G995.1.4]

709.6.2

**6.2 Rate****6.2.1 Priority Mail Flat-Rate Box Rate**

The flat-rate box rate is \$7.70. This initial rate is subject to change in a future rate proceeding. [G995.2.1]

**6.2.2 Postage Payment Methods**

Postage may be paid with postage stamps, meter stamps, information-based indicia (IBI) meter, PC Postage system, or permit imprint, providing all the standards for the postage payment method are met. [G995.2.2]

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## Labeling Lists

Labeling lists are available in the online version of the DMM. Because of their dynamic nature, these tables are only maintained and published online. Please consult the online DMM at [pe.usps.com](http://pe.usps.com) for the most current lists.

### **L000 General Use**

[L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels](#)

[L002 3-Digit ZIP Code Prefix Matrix](#)

[L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation](#)

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[L006 5-Digit Metro Scheme](#)

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[L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles](#)

[L009 Mixed ADCs-Periodicals Flats and Irregular Parcels, Standard Mail and Package Services Flats, Standard Mail Irregular Parcels \(of uniform thickness\)](#)

[L010 BMC/ASF Entry—Standard Mail Letters and Package Services Irregular Parcels](#)

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[L601 BMCs](#)

[L602 ASFs](#)

[L603 ADCs—Irregular Standard Mail Parcels](#)

[L604 Originating ADCs—Standard Mail Irregular Parcels](#)

[L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort](#)

[L606 5-Digit Scheme—Standard Mail and Package Services Parcels](#)

### **L800 Automation Rate Mailings**

[L801 AADCs—Letter-Size Mailings](#)



## L001 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

[02-03-05] L001 describes the 5-digit scheme sort list for pallets and sacks of Periodicals, Standard Mail, and Package Services flats and irregular parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit. When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined on pallets or in sacks as follows:

- a. Bundles on merged 5-digit scheme or 5-digit scheme carrier routes pallets.
- b. bundles on 5-digit scheme pallets only for Periodicals and BPM irregular parcels and flats not meeting the dimension, weight, and flexibility criteria of the AFSM 100 (301.3.3), including AFSM 100-compatible flats copalletized with other flats.
- c. Merged 5-digit scheme or 5-digit scheme carrier routes sacks labeled to the corresponding destination shown in Column B.

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 00901, 02                         | SAN JUAN PR 00901              | 02445-47                          | BROOKLINE MA 02446             |
| 00907, 08                         | SAN JUAN PR 00907              | 02451-54                          | WALTHAM MA 02451               |
| 00909, 10                         | SAN JUAN PR 00909              | 02471, 72, 77                     | WATERTOWN MA 02472             |
| 00911-14                          | SAN JUAN PR 00911              | 02474-76                          | ARLINGTON MA 02474             |
| 00915, 16                         | SAN JUAN PR 00915              | 02478, 79                         | BELMONT MA 02478               |
| 00917-19                          | SAN JUAN PR 00917              | 02457, 81                         | WELLESLEY HILLS MA 02481       |
| 00920-22, 68                      | SAN JUAN PR 00920              | 02540, 41                         | FALMOUTH MA 02540              |
| 00923, 24, 29                     | SAN JUAN PR 00923              | 02664, 73                         | SOUTH YARMOUTH MA 02664        |
| 00925, 27, 28                     | SAN JUAN PR 00925              | 02721, 22                         | FALL RIVER MA 02721            |
| 00958, 60                         | BAYAMON PR 00960               | 02725, 26                         | SOMERSET MA 02726              |
| 00956, 57, 59, 61                 | BAYAMON PR 00961               | 02741, 42                         | NEW BEDFORD MA 02741           |
| 00962, 63, 65                     | CATANO PR 00962                | 02779, 80                         | TAUNTON MA 02780               |
| 00966, 69, 70                     | GUAYNABO PR 00970              | 02860, 62                         | PAWTUCKET RI 02860             |
| 00979, 82-88                      | CAROLINA PR 00982              | 02879, 80, 83                     | WAKEFIELD RI 02880             |
| 01013, 14, 20-22                  | CHICOPEE MA 01013              | 02895, 96                         | WOONSOCKET RI 02895            |
| 01701-05                          | FRAMINGHAM MA 01701            | 03045, 46                         | GOFFSTOWN NH 03045             |
| 01830-35                          | HAVERHILL MA 01830             | 03051, 52                         | HUDSON NH 03051                |
| 01840-45                          | LAWRENCE MA 01840              | 03060, 61, 64                     | NASHUA NH 03060                |
| 01850-54                          | LOWELL MA 01850                | 03062, 63                         | NASHUA NH 03062                |
| 01950-52                          | NEWBURYPORT MA 01950           | 03108, 11                         | MANCHESTER NH 03108            |
| 02108, 13, 33                     | BOSTON MA 02108                | 03234, 58                         | EPSOM NH 03234                 |
| 02109-12                          | BOSTON MA 02110                | 03246, 47                         | LACONIA NH 03246               |
| 02118-20                          | ROXBURY MA 02118               | 03301-05, 07                      | CONCORD NH 03301               |
| 02121, 25                         | DORCHESTER MA 02121            | 03431, 35                         | KEENE NH 03431                 |
| 02143-45                          | SOMERVILLE MA 02143            | 03801-04                          | PORTSMOUTH NH 03801            |
| 02153, 55, 56                     | MEDFORD MA 02155               | 03820, 22                         | DOVER NH 03820                 |
| 02420, 21                         | LEXINGTON MA 02420             | 03842, 43                         | HAMPTON NH 03842               |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes      | Column B<br>Label Container To |
|--|--------------------------------|
| 03839, 66-68                           | ROCHESTER NH 03867             |
| 04101, 08                              | PORTLAND ME 04101              |
| 05301-04                               | BRATTLEBORO VT 05301           |
| 05401-07                               | BURLINGTON VT 05401            |
| 05601-04, 09, 20, 33                   | MONTPELIER VT 05601            |
| 05701, 02                              | RUTLAND VT 05701               |
| 06050-53                               | NEW BRITAIN CT 06050           |
| 06701-06, 08, 10, 12, 16,<br>20-26, 49 | WATERBURY CT 06701             |
| 06777, 93, 94                          | WASHINGTON DEPOT CT 06777      |
| 06810-13, 16, 17                       | DANBURY CT 06810               |
| 06830, 31, 36                          | GREENWICH CT 06830             |
| 06850-60                               | NORWALK CT 06850               |
| 06880, 81                              | WESTPORT CT 06880              |
| 07004, 06, 07                          | CALDWELL NJ 07006              |
| 07011-15                               | CLIFTON NJ 07015               |
| 07017-19                               | EAST ORANGE NJ 07019           |
| 07031, 32                              | KEARNY NJ 07032                |
| 07042-44                               | MONTCLAIR NJ 07042             |
| 07050-52                               | ORANGE NJ 07050                |
| 07055, 57                              | PASSAIC NJ 07055               |
| 07059-63                               | PLAINFIELD NJ 07061            |
| 07065-67                               | RAHWAY NJ 07065                |
| 07070-75                               | RUTHERFORD NJ 07070            |
| 07090-92                               | WESTFIELD NJ 07091             |
| 07094, 96                              | SECAUCUS NJ 07094              |
| 07450-52                               | RIDGEWOOD NJ 07450             |
| 07470, 74, 77                          | WAYNE NJ 07470                 |
| 07601-08                               | HACKENSACK NJ 07606            |
| 07631, 32                              | ENGLEWOOD NJ 07631             |
| 07701, 02, 04                          | REDBANK NJ 07701               |
| 07801-03, 06, 69                       | DOVER NJ 07801                 |
| 07901, 02                              | SUMMIT NJ 07901                |
| 07960-63                               | MORRISTOWN NJ 07960            |
| 08002, 03, 34                          | CHERRY HILL NJ 08034           |
| 08540-44                               | PRINCETON NJ 08540             |
| 08723, 24                              | BRICK NJ 08723                 |
| 08753-57                               | TOMS RIVER NJ 08753            |
| 08817, 18, 20, 37                      | EDISON NJ 08817                |
| 08854, 55                              | PISCATAWAY NJ 08854            |
| 08861-63                               | PERTH AMBOY NJ 08861           |
| 08871, 72                              | SAYREVILLE NJ 08872            |
| 08873, 75                              | SOMERSET NJ 08873              |
| 08878, 79                              | SOUTH AMBOY NJ 08879           |
| 10017, 44                              | GRAND CENTRAL NY 10017         |
| 10022, 55                              | FDR NY 10022                   |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 10520, 21                         | CROTON ON HUDSON NY<br>10520   |
| 10550-53, 57, 58                  | MOUNT VERNON NY 10550          |
| 10570-72                          | PLEASANTVILLE NY 10570         |
| 10940, 41, 43                     | MIDDLETOWN NY 10940            |
| 10996, 97                         | WEST POINT NY 10996            |
| 11001, 02, 04, 05                 | FLORAL PARK NY 11001           |
| 11020-27                          | GREAT NECK NY 11022            |
| 11040-44                          | NEW HYDE PARK NY 11040         |
| 11050-55                          | PORT WASHINGTON NY 11050       |
| 11352, 55                         | FLUSHING NY 11355              |
| 11359-61                          | BAYSIDE NY 11360               |
| 11365, 66                         | FRESH MEADOWS NY 11365         |
| 11369-71                          | EAST ELMHURST NY 11369         |
| 11373, 80                         | ELMHURST NY 11373              |
| 11385, 86                         | RIDGEWOOD NY 11385             |
| 11427-29                          | QUEENS VILLAGE NY 11427        |
| 11431-33                          | JAMAICA NY 11431               |
| 11553, 55, 56                     | UNIONDALE NY 11553             |
| 11580-83                          | VALLEY STREAM NY 11580         |
| 11568, 90                         | WESTBURY NY 11590              |
| 11702, 03, 07                     | BABYLON NY 11702               |
| 11776, 77                         | PORT JEFFERSON NY 11776        |
| 12180, 83                         | TROY NY 12180                  |
| 12550-53                          | NEWBURGH NY 12550              |
| 12601, 02                         | POUGHKEEPSIE NY 12601          |
| 12603, 04                         | ARLINGTON NY 12603             |
| 12801, 03, 04                     | GLENS FALLS NY 12801           |
| 12901, 03                         | PLATTSBURGH NY 12901           |
| 13021, 22                         | AUBURN NY 13021                |
| 13088-90                          | LIVERPOOL NY 13088             |
| 13440, 41                         | ROME NY 13440                  |
| 14020, 21                         | BATAVIA NY 14020               |
| 14094, 95                         | LOCKPORT NY 14094              |
| 14150, 51                         | TONAWANDA NY 14150             |
| 14201, 02                         | BUFFALO NY 14202               |
| 14203-05                          | BUFFALO NY 14203               |
| 14208, 09                         | BUFFALO NY 14209               |
| 14301-05                          | NIAGARA FALLS NY 14302         |
| 14850-53, 82                      | ITHACA NY 14850                |
| 14901-05                          | ELMIRA NY 14901                |
| 17001, 11                         | CAMP HILL PA 17011             |
| 17042, 46                         | LEBANON PA 17042               |
| 17701, 03                         | WILLIAMSPORT PA 17701          |
| 18015, 16, 18                     | BETHLEHEM PA 18015             |
| 18017, 20                         | BETHLEHEM PA 18017             |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 18040, 42-45                              | EASTON PA 18042                        |
| 18504, 08, 12, 17-19                      | SCRANTON PA 18504                      |
| 18501, 03, 05, 07, 09, 10, 15             | SCRANTON PA 18505                      |
| 18640-44                                  | PITTSTON PA 18640                      |
| 18701, 02                                 | WILKES BARRE PA 18701                  |
| 18704, 08, 09                             | WILKES BARRE PA 18704                  |
| 18705-07                                  | WILKES BARRE PA 18705                  |
| 18954, 66                                 | SOUTHAMPTON PA 18966                   |
| 19013-16, 22                              | CHESTER PA 19013                       |
| 19020, 21                                 | BENSALEM PA 19020                      |
| 19025, 34                                 | FORT WASHINGTON PA 19025               |
| 19043, 98                                 | HOLMES PA 19043                        |
| 19047-49, 53                              | LANGHORNE PA 19047                     |
| 19054-59                                  | LEVITTOWN PA 19054                     |
| 19037, 63-65, 86, 91                      | MEDIA PA 19063                         |
| 19080, 87-89                              | WAYNE PA 19080                         |
| 19082, 83                                 | UPPER DARBY PA 19082                   |
| 19301, 12, 33                             | PAOLI PA 19301                         |
| 19380-83                                  | WEST CHESTER PA 19380                  |
| 19401, 04                                 | NORRISTOWN PA 19401                    |
| 19403, 07-09                              | EAGLEVILLE PA 19403                    |
| 19405, 06                                 | KING OF PRUSSIA PA 19406               |
| 19464, 65                                 | POTTSTOWN PA 19464                     |
| 19711-18                                  | NEWARK DE 19711                        |
| 20108-10                                  | MANASSAS VA 20110                      |
| 20111-13                                  | MANASSAS VA 20111                      |
| 20121, 22                                 | CENTREVILLE VA 20121                   |
| 20186, 87                                 | WARRENTON VA 20186                     |
| 22401, 02, 04, 07, 08                     | FREDERICKSBURG VA 22401                |
| 22403, 05, 06, 12                         | FREDERICKSBURG VA 22403                |
| 22554, 55                                 | STAFFORD VA 22554                      |
| 22801, 07                                 | HARRISONBURG VA 22801                  |
| 22901-11                                  | CHARLOTTESVILLE VA 22901               |
| 23058-60                                  | GLEN ALLEN VA 23060                    |
| 23185-87                                  | WILLIAMSBURG VA 23185                  |
| 23229, 55, 94                             | RICHMOND VA 23229                      |
| 23233, 38, 42                             | RICHMOND VA 23233                      |
| 23234, 37                                 | RICHMOND VA 23234                      |
| 23430, 31                                 | SMITHFIELD VA 23430                    |
| 23432-39                                  | SUFFOLK VA 23434                       |
| 23690-93                                  | GRAFTON VA 23692                       |
| 23801, 03-06                              | PETERSBURG VA 23801                    |
| 23832, 38                                 | CHESTERFIELD VA 23832                  |
| 23901, 09, 43                             | FARMVILLE VA 23901                     |
| 24001-10                                  | ROANOKE VA 24001                       |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 24011, 13, 16                             | ROANOKE VA 24011                       |
| 24022-38, 40, 42-45, 48                   | ROANOKE VA 24022                       |
| 24060-63                                  | BLACKSBURG VA 24060                    |
| 24068, 73                                 | CHRISTIANSBURG VA 24068                |
| 24112-15                                  | MARTINSVILLE VA 24112                  |
| 24141-43                                  | RADFORD VA 24141                       |
| 24401, 02                                 | STAUNTON VA 24401                      |
| 24540, 41, 43                             | DANVILLE VA 24541                      |
| 25301, 11                                 | CHARLESTON WV 25301                    |
| 25302, 12                                 | CHARLESTON WV 25302                    |
| 25303, 09                                 | CHARLESTON WV 25303                    |
| 25304, 15                                 | CHARLESTON WV 25304                    |
| 25701, 03-05, 71-79                       | HUNTINGTON WV 25701                    |
| 25706-29                                  | HUNTINGTON WV 25706                    |
| 26101-06                                  | PARKERSBURG WV 26101                   |
| 26301, 02                                 | CLARKSBURG WV 26301                    |
| 26501, 02, 04-08                          | MORGANTOWN WV 26505                    |
| 26554, 55                                 | FAIRMONT WV 26554                      |
| 27101, 15                                 | WINSTON SALEM NC 27101                 |
| 27103, 04, 14                             | WINSTON SALEM NC 27103                 |
| 27105, 06, 16                             | WINSTON SALEM NC 27106                 |
| 27107, 17, 27                             | WINSTON SALEM NC 27107                 |
| 27203-05                                  | ASHEBORO NC 27203                      |
| 27215-17, 20                              | BURLINGTON NC 27215                    |
| 27260-65                                  | HIGH POINT NC 27260                    |
| 27284, 85                                 | KERNERSVILLE NC 27284                  |
| 27288, 89                                 | EDEN NC 27288                          |
| 27292-95                                  | LEXINGTON NC 27292                     |
| 27320-23                                  | REIDSVILLE NC 27320                    |
| 27330-32                                  | SANFORD NC 27330                       |
| 27360, 61                                 | THOMASVILLE NC 27360                   |
| 27401-03, 11, 20, 35, 55                  | GREENSBORO NC 27401                    |
| 27405, 15                                 | GREENSBORO NC 27405                    |
| 27406, 16                                 | GREENSBORO NC 27406                    |
| 27408-10                                  | GREENSBORO NC 27408                    |
| 27511-13, 19                              | CARY NC 27511                          |
| 27514, 15, 99                             | CHAPEL HILL NC 27514                   |
| 27530-34                                  | GOLDSBORO NC 27530                     |
| 27587, 88                                 | WAKE FOREST NC 27587                   |
| 27604, 16                                 | RALEIGH NC 27604                       |
| 27603, 06                                 | RALEIGH NC 27606                       |
| 27608, 09                                 | RALEIGH NC 27609                       |
| 27612, 13                                 | RALEIGH NC 27612                       |
| 27614, 15                                 | RALEIGH NC 27615                       |
| 27701, 03                                 | DURHAM NC 27701                        |
| 27705, 15                                 | DURHAM NC 27705                        |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 27707, 17                         | DURHAM NC 27707                |
| 27709, 11, 13                     | DURHAM NC 27709                |
| 27712, 22                         | DURHAM NC 27712                |
| 27801-04                          | ROCKY MOUNT NC 27801           |
| 27833-36, 58                      | GREENVILLE NC 27833            |
| 27893-96                          | WILSON NC 27893                |
| 27906, 07, 09                     | ELIZABETH CITY NC 27909        |
| 28001, 02                         | ALBEMARLE NC 28001             |
| 28025, 26                         | CONCORD NC 28025               |
| 28052, 53                         | GASTONIA NC 28052              |
| 28054-56                          | GASTONIA NC 28054              |
| 28070, 78                         | HUNTERSVILLE NC 28078          |
| 28081-83                          | KANNAPOLIS NC 28081            |
| 28092, 93                         | LINCOLNTON NC 28092            |
| 28104-06                          | MATTHEWS NC 28105              |
| 28110-12                          | MONROE NC 28110                |
| 28144-47                          | SALISBURY NC 28144             |
| 28150-52                          | SHELBY NC 28150                |
| 28328, 29                         | CLINTON NC 28328               |
| 28334, 35                         | DUNN NC 28334                  |
| 28352, 53                         | LAURINBURG NC 28352            |
| 28358-60                          | LUMBERTON NC 28358             |
| 28370, 74                         | PINEHURST NC 28374             |
| 28379, 80                         | ROCKINGHAM NC 28379            |
| 28387, 88                         | SOUTHERN PINES NC 28387        |
| 28461, 65                         | SOUTHPORT NC 28461             |
| 28467-70                          | S BRUNSWICK NC 28470           |
| 28501-04                          | KINSTON NC 28501               |
| 28540, 45                         | JACKSONVILLE NC 28540          |
| 28543, 44, 46                     | JACKSONVILLE NC 28546          |
| 28560-64                          | NEW BERN NC 28560              |
| 28601-03                          | HICKORY NC 28601               |
| 28607, 08                         | BOONE NC 28607                 |
| 28633, 45                         | LENOIR NC 28645                |
| 28655, 80                         | MORGANTON NC 28655             |
| 28625, 77, 87                     | STATESVILLE NC 28677           |
| 28734, 44                         | FRANKLIN NC 28734              |
| 28739, 91-93                      | HENDERSONVILLE NC 28739        |
| 28738, 85, 86                     | WAYNESVILLE NC 28786           |
| 28804, 14                         | ASHEVILLE NC 28804             |
| 28806, 16                         | ASHEVILLE NC 28806             |
| 29071-73                          | LEXINGTON SC 29072             |
| 29115-18                          | ORANGEBURG SC 29115            |
| 29150-54                          | SUMTER SC 29150                |
| 29169-72                          | WEST COLUMBIA SC 29169         |
| 29304, 05, 18, 19                 | SPARTANBURG SC 29304           |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 29302, 03, 06, 07                 | SPARTANBURG SC 29306           |
| 29340-42                          | GAFFNEY SC 29341               |
| 29401, 03, 13                     | CHARLESTON SC 29401            |
| 29405, 15                         | CHARLESTON SC 29405            |
| 29406, 19                         | CHARLESTON SC 29406            |
| 29407, 17                         | CHARLESTON SC 29407            |
| 29412, 22                         | CHARLESTON SC 29412            |
| 29414, 16                         | CHARLESTON SC 29414            |
| 29418, 20, 23                     | CHARLESTON SC 29418            |
| 29455, 57                         | JOHNS ISLAND SC 29455          |
| 29434, 61                         | MONCKS CORNER SC 29461         |
| 29464-66                          | MOUNT PLEASANT SC 29464        |
| 29483, 84                         | SUMMERVILLE SC 29483           |
| 29456, 85                         | SUMMERVILLE SC 29485           |
| 29526-28                          | CONWAY SC 29526                |
| 29532, 40                         | DARLINGTON SC 29532            |
| 29550, 51                         | HARTSVILLE SC 29550            |
| 29572, 75, 77, 78, 87             | MYRTLE BEACH SC 29577          |
| 29582, 97, 98                     | N MYRTLE BEACH SC 29582        |
| 29601, 05, 09                     | GREENVILLE SC 29601            |
| 29602, 13, 14                     | GREENVILLE SC 29602            |
| 29603, 04, 08, 12                 | GREENVILLE SC 29603            |
| 29606, 07                         | GREENVILLE SC 29606            |
| 29610, 11, 17                     | GREENVILLE SC 29610            |
| 29615, 16                         | GREENVILLE SC 29615            |
| 29621-26                          | ANDERSON SC 29621              |
| 29631-34                          | CLEMSON SC 29631               |
| 29640-42                          | EASLEY SC 29640                |
| 29646-49                          | GREENWOOD SC 29646             |
| 29650-52                          | GREER SC 29650                 |
| 29672, 78, 79                     | SENECA SC 29678                |
| 29680, 81                         | SIMPSONVILLE SC 29681          |
| 29708, 15, 16                     | FORT MILL SC 29715             |
| 29720, 21                         | LANCASTER SC 29720             |
| 29730, 31, 33, 34                 | ROCK HILL SC 29730             |
| 29901, 02                         | BEAUFORT SC 29902              |
| 29903-06                          | BEAUFORT SC 29906              |
| 30004, 09                         | ALPHARETTA GA 30004            |
| 30005, 22                         | ALPHARETTA GA 30005            |
| 30013, 94                         | CONYERS GA 30013               |
| 30030, 31, 33                     | DECATUR GA 30030               |
| 30034-37                          | DECATUR GA 30034               |
| 30038, 58                         | LITHONIA GA 30038              |
| 30028, 40                         | CUMMING GA 30040               |
| 30043, 49                         | LAWRENCEVILLE GA 30043         |
| 30042, 44                         | LAWRENCEVILLE GA 30044         |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 30045, 46                         | LAWRENCEVILLE GA 30045         | 32041, 97                         | YULEE FL 32097                 |
| 30047, 48                         | LILBURN GA 30047               | 32205, 20, 21, 36, 54             | JACKSONVILLE FL 32205          |
| 30008, 60                         | MARIETTA GA 30060              | 32207, 47                         | JACKSONVILLE FL 32207          |
| 30003, 71, 91, 93                 | NORCROSS GA 30071              | 32208, 19                         | JACKSONVILLE FL 32208          |
| 30075, 77                         | ROSWELL GA 30075               | 32210, 38                         | JACKSONVILLE FL 32210          |
| 30080-82                          | SMYRNA GA 30080                | 32211, 39, 77                     | JACKSONVILLE FL 32211          |
| 30083, 86, 88                     | STONE MOUNTAIN GA 30083        | 32216, 45, 46                     | JACKSONVILLE FL 32216          |
| 30084, 85                         | TUCKER GA 30084                | 32217, 23, 37, 41, 57             | JACKSONVILLE FL 32217          |
| 30010, 92                         | NORCROSS GA 30092              | 32218, 26                         | JACKSONVILLE FL 32218          |
| 30095, 96, 98, 99                 | DULUTH GA 30096                | 32225, 35                         | JACKSONVILLE FL 32225          |
| 30101, 02                         | ACWORTH GA 30101               | 32227, 33, 66                     | ATLANTIC BEACH FL 32233        |
| 30120, 21                         | CARTERSVILLE GA 30120          | 32240, 50                         | JACKSONVILLE FL 32250          |
| 30133, 34                         | DOUGLASVILLE GA 30134          | 32256, 58, 59                     | JACKSONVILLE FL 32256          |
| 30135, 54                         | DOUGLASVILLE GA 30135          | 32301, 11                         | TALLAHASSEE FL 32301           |
| 30223, 24                         | GRIFFIN GA 30223               | 32303, 15                         | TALLAHASSEE FL 32303           |
| 30240, 41, 61                     | LAGRANGE GA 30241              | 32304, 10, 16                     | TALLAHASSEE FL 32304           |
| 30252, 53                         | MCDONOUGH GA 30252             | 32308, 17                         | TALLAHASSEE FL 32308           |
| 30655, 56                         | MONROE GA 30655                | 32401, 02                         | PANAMA CITY FL 32401           |
| 30701, 03                         | CALHOUN GA 30701               | 32403, 04                         | PANAMA CITY FL 32404           |
| 30719-22                          | DALTON GA 30720                | 32405, 06, 09                     | PANAMA CITY FL 32405           |
| 31201, 11, 17                     | MACON GA 31201                 | 32407, 08, 13, 17                 | PANAMA CITY FL 32407           |
| 31206, 16                         | MACON GA 31206                 | 32501, 03, 13                     | PENSACOLA FL 32503             |
| 31210, 20                         | MACON GA 31210                 | 32504, 24                         | PENSACOLA FL 32504             |
| 31310, 13-15                      | HINESVILLE GA 31310            | 32506, 16, 26                     | PENSACOLA FL 32506             |
| 31401, 15                         | SAVANNAH GA 31401              | 32505, 07, 08                     | PENSACOLA FL 32507             |
| 31403, 05                         | SAVANNAH GA 31403              | 32514, 34                         | PENSACOLA FL 32514             |
| 31404, 14                         | SAVANNAH GA 31404              | 32522, 23                         | PENSACOLA FL 32522             |
| 31406, 11, 16                     | SAVANNAH GA 31406              | 32536, 39                         | CRESTVIEW FL 32536             |
| 31407, 08, 18                     | SAVANNAH GA 31407              | 32540, 41                         | DESTIN FL 32540                |
| 31419, 20                         | SAVANNAH GA 31419              | 32547-49                          | FT WALTON BEACH FL 32547       |
| 31701, 05, 07                     | ALBANY GA 31701                | 32561-63                          | GULF BREEZE FL 32561           |
| 31702, 03, 06, 08                 | ALBANY GA 31702                | 32544, 69                         | MARY ESTHER FL 32569           |
| 31709, 19                         | AMERICUS GA 31709              | 32570, 72, 83                     | MILTON FL 32570                |
| 31757, 92                         | THOMASVILLE GA 31757           | 32578, 88                         | NICEVILLE FL 32578             |
| 31768, 88                         | MOULTRIE GA 31768              | 32615, 16                         | ALACHUA FL 32615               |
| 31793, 94                         | TIFTON GA 31794                | 32626, 44                         | CHIEFLAND FL 32626             |
| 31901, 02                         | COLUMBUS GA 31901              | 32643, 55                         | HIGH SPRINGS FL 32643          |
| 31903, 05                         | COLUMBUS GA 31903              | 32701, 15                         | ALTAMONTE SPRINGS FL 32701     |
| 32003, 65                         | ORANGE PARK FL 32065           | 32707, 18, 30                     | CASSLEBERRY FL 32707           |
| 32034, 35                         | FERNANDINA BEACH FL 32034      | 32708, 19                         | WINTER SPRINGS FL 32708        |
| 32024, 25, 55, 56                 | LAKE CITY FL 32055             | 32703, 04, 12                     | APOPKA FL 32712                |
| 32060, 64                         | LIVE OAK FL 32060              | 32714, 16                         | ALTAMONTE SPRINGS FL 32714     |
| 32050, 68                         | MIDDLEBURG FL 32068            | 32720-22, 24                      | DELAND FL 32720                |
| 32067, 73                         | ORANGE PARK FL 32073           | 32725, 28                         | DELTONA FL 32725               |
| 32080, 86                         | SAINT AUGUSTINE FL 32080       | 32726, 27, 36                     | EUSTIS FL 32726                |
| 32084, 85, 92, 95                 | SAINT AUGUSTINE FL 32084       | 32738, 39                         | DELTONA FL 32738               |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 32746, 95                         | LAKE MARY FL 32746             |
| 32750, 52                         | LONGWOOD FL 32750              |
| 32751, 94                         | MAITLAND FL 32751              |
| 32756, 57                         | MT DORA FL 32757               |
| 32763, 74                         | ORANGE CITY FL 32763           |
| 32762, 65, 66                     | OVIDEO FL 32765                |
| 32771-73                          | SANFORD FL 32771               |
| 32779, 91                         | LONGWOOD FL 32779              |
| 32780-83, 96                      | TITUSVILLE FL 32780            |
| 32789, 90                         | WINTER PARK FL 32789           |
| 32803, 53                         | ORLANDO FL 32803               |
| 32804, 54                         | ORLANDO FL 32804               |
| 32805, 55                         | ORLANDO FL 32805               |
| 32806, 56                         | ORLANDO FL 32806               |
| 32807, 57                         | ORLANDO FL 32807               |
| 32808, 58                         | ORLANDO FL 32808               |
| 32809, 39, 59                     | ORLANDO FL 32809               |
| 32810, 60                         | ORLANDO FL 32810               |
| 32811, 35, 61                     | ORLANDO FL 32811               |
| 32812, 27, 32                     | ORLANDO FL 32812               |
| 32817, 67                         | ORLANDO FL 32817               |
| 32818, 68                         | ORLANDO FL 32818               |
| 32819, 21, 36, 69                 | ORLANDO FL 32819               |
| 32820, 25, 33, 34                 | ORLANDO FL 32820               |
| 32824, 37, 77                     | ORLANDO FL 32824               |
| 32826, 28, 31, 78                 | ORLANDO FL 32826               |
| 32829, 72                         | ORLANDO FL 32829               |
| 32901, 03, 19                     | MELBOURNE FL 32901             |
| 32905, 08                         | PALM BAY FL 32905              |
| 32907-09                          | PALM BAY FL 32907              |
| 32926, 27                         | COCOA FL 32926                 |
| 32931, 32                         | COCOA BEACH FL 32931           |
| 32934-36                          | EAU GALLIE FL 32934            |
| 32940, 41                         | MELBOURNE FL 32940             |
| 32952-54                          | MERRITT ISLAND FL 32952        |
| 32955, 56                         | ROCKLEDGE FL 32955             |
| 32958, 76, 78                     | SEBASTIAN FL 32958             |
| 32961, 67                         | VERO BEACH FL 32961            |
| 32962, 65, 68                     | VERO BEACH FL 32962            |
| 32964, 66, 69                     | VERO BEACH FL 32964            |
| 33008, 09                         | HALLANDALE FL 33009            |
| 33010, 11                         | HIALEAH FL 33010               |
| 33015, 17                         | HIALEAH FL 33015               |
| 33002, 18                         | HIALEAH FL 33018               |
| 33019, 20, 22                     | HOLLYWOOD FL 33020             |
| 33021, 81                         | HOLLYWOOD FL 33021             |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 33023, 83                         | HOLLYWOOD FL 33023             |
| 33024, 84                         | HOLLYWOOD FL 33024             |
| 33030, 33, 90                     | HOMESTEAD FL 33030             |
| 33031, 32, 39, 92                 | HOMESTEAD FL 33032             |
| 33034, 35                         | HOMESTEAD FL 33034             |
| 33040, 41, 45                     | KEY WEST FL 33040              |
| 33055, 56                         | OPA LOCKA FL 33055             |
| 33060-62, 72                      | POMPANO BEACH FL 33060         |
| 33063, 93                         | POMPANO BEACH FL 33063         |
| 33065, 75                         | POMPANO BEACH FL 33065         |
| 33066, 69                         | POMPANO BEACH FL 33066         |
| 33067, 73, 97                     | POMPANO BEACH FL 33067         |
| 33071, 77                         | POMPANO BEACH FL 33071         |
| 33128, 32, 36                     | MIAMI FL 33128                 |
| 33129, 30                         | MIAMI FL 33129                 |
| 33127, 37                         | MIAMI FL 33137                 |
| 33109, 39                         | MIAMI FL 33139                 |
| 33167, 68                         | MIAMI FL 33167                 |
| 33174, 84                         | MIAMI FL 33174                 |
| 33175, 85                         | MIAMI FL 33175                 |
| 33186, 96                         | MIAMI FL 33186                 |
| 33301, 94                         | FT LAUDERDALE FL 33301         |
| 33324, 88                         | FT LAUDERDALE FL 33324         |
| 33404, 19                         | WEST PALM BEACH FL 33404       |
| 33407, 12                         | WEST PALM BEACH FL 33407       |
| 33411, 21                         | WEST PALM BEACH FL 33411       |
| 33413, 15                         | WEST PALM BEACH FL 33413       |
| 33417, 22                         | WEST PALM BEACH FL 33417       |
| 33424, 25, 74                     | BOYNTON BEACH FL 33424         |
| 33427, 29, 81                     | BOCA RATON FL 33427            |
| 33428, 97                         | BOCA RATON FL 33428            |
| 33441, 43                         | DEERFIELD BEACH FL 33441       |
| 33444, 47                         | DELRAY BEACH FL 33444          |
| 33445, 82                         | DELRAY BEACH FL 33445          |
| 33446, 48, 84                     | DELRAY BEACH FL 33446          |
| 33455, 75                         | HOBE SOUND FL 33455            |
| 33461, 66                         | LAKE WORTH FL 33461            |
| 33462, 65                         | LAKE WORTH FL 33462            |
| 33454, 63                         | LAKE WORTH FL 33463            |
| 33468, 77, 78                     | JUPITER FL 33468               |
| 33509, 11                         | BRANDON FL 33511               |
| 33523, 25, 26                     | DADE CITY FL 33525             |
| 33539-41, 43, 44                  | ZEPHYRHILLS FL 33540           |
| 33548, 49                         | LUTZ FL 33549                  |
| 33564-67                          | PLANT CITY FL 33566            |
| 33568, 69                         | RIVERVIEW FL 33569             |



## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 33570, 72, 73                     | RUSKIN FL 33570                | 33914, 91                         | CAPE CORAL FL 33914            |
| 33583, 84                         | SEFFNER FL 33584               | 33931, 32                         | FT MYERS BEACH FL 33931        |
| 33594, 95                         | VALRICO FL 33594               | 33935, 75                         | LABELLE FL 33935               |
| 33602, 72                         | TAMPA FL 33602                 | 33936, 71, 72                     | LEHIGH ACRES FL 33936          |
| 33603, 73                         | TAMPA FL 33603                 | 33948, 53, 81                     | PT CHARLOTTE FL 33948          |
| 33604, 74                         | TAMPA FL 33604                 | 33955, 82                         | PUNTA GORDA FL 33955           |
| 33610, 80                         | TAMPA FL 33610                 | 33980, 83                         | PUNTA GORDA FL 33980           |
| 33611, 81                         | TAMPA FL 33611                 | 34116, 19                         | NAPLES FL 34116                |
| 33612, 82                         | TAMPA FL 33612                 | 34117, 20                         | NAPLES FL 34117                |
| 33614, 84                         | TAMPA FL 33614                 | 34142, 43                         | IMMOKALEE FL 34142             |
| 33615, 85                         | TAMPA FL 33615                 | 34201, 02, 11                     | BRADENTON FL 34201             |
| 33616, 86                         | TAMPA FL 33616                 | 34203, 04, 12                     | BRADENTON FL 34203             |
| 33618, 88                         | TAMPA FL 33618                 | 34205, 06, 08                     | BRADENTON FL 34206             |
| 33624, 26                         | TAMPA FL 33624                 | 34207, 10, 81, 82                 | BRADENTON FL 34207             |
| 33625, 94                         | TAMPA FL 33625                 | 34209, 80                         | BRADENTON FL 34209             |
| 33637, 87                         | TAMPA FL 33637                 | 34217, 18                         | BRADENTON BEACH FL 34217       |
| 33702, 16                         | ST PETERSBURG FL 33702         | 34220, 21                         | PALMETTO FL 34220              |
| 33705, 15                         | ST PETERSBURG FL 33705         | 34223, 24, 95                     | ENGLEWOOD FL 34223             |
| 33707, 11                         | ST PETERSBURG FL 33707         | 34230, 34, 36, 37, 43             | SARASOTA FL 34230              |
| 33709, 10                         | ST.PETERSBURG FL 33709         | 34231, 42, 76                     | SARASOTA FL 34231              |
| 33713, 14                         | ST PETERSBURG FL 33713         | 34232, 33, 35, 40                 | SARASOTA FL 34232              |
| 33755, 57                         | CLEARWATER FL 33755            | 34238, 41                         | SARASOTA FL 34238              |
| 33758, 59, 65, 66                 | CLEARWATER FL 33758            | 34239, 77                         | SARASOTA FL 34239              |
| 33760, 62, 64                     | CLEARWATER FL 33760            | 34265, 66, 69                     | ARCADIA FL 34265               |
| 33761, 63                         | CLEARWATER FL 33761            | 34274, 75                         | NOKOMIS FL 34274               |
| 33770, 71, 73, 78, 79             | LARGO FL 33770                 | 34284, 85, 92                     | VENICE FL 34285                |
| 33772, 74-77                      | SEMINOLE FL 33772              | 34286-89                          | NORTH PORT FL 34287            |
| 33780-82                          | PINELLAS PARK FL 33781         | 34420, 21                         | BELLVIEW FL 34420              |
| 33785, 86                         | INDIAN ROCKS BEACH FL 33785    | 34423, 28, 29                     | CRYSTAL RIVER FL 34428         |
| 33801-03, 15                      | LAKELAND FL 33801              | 34430-34                          | DUNNELLON FL 34430             |
| 33805, 09, 10                     | LAKELAND FL 33805              | 34446-48                          | HOMOSASSA SPRINGS FL 34446     |
| 33807, 11, 13                     | LAKELAND FL 33813              | 34450-53                          | INVERNESS FL 34450             |
| 33825, 26                         | AVON PARK FL 33825             | 34460, 61                         | LECANTO FL 34460               |
| 33830, 31                         | BARTOW FL 33830                | 34464, 65                         | BEVERLY HILLS FL 34464         |
| 33844, 45                         | HAINES CITY FL 33844           | 34470, 74, 75, 78, 79             | OCALA FL 34470                 |
| 33852, 62                         | LAKE PLACID FL 33852           | 34471, 72, 80, 83                 | OCALA FL 34471                 |
| 33853-56, 59, 67                  | LAKE WALES FL 33853            | 34473, 76, 77, 81, 82             | OCALA FL 34473                 |
| 33870, 71, 76                     | SEBRING FL 33870               | 34488, 89                         | SILVER SPRINGS FL 34488        |
| 33872, 75                         | SEBRING FL 33872               | 34491, 92                         | SUMMERFIELD FL 34491           |
| 33880, 82, 83, 88                 | WINTER HAVEN FL 33880          | 34601, 02, 05                     | BROOKSVILLE FL 34601           |
| 33881, 84, 85                     | LAKELAND FL 33881              | 34604, 09, 10                     | BROOKSVILLE FL 34604           |
| 33903, 17                         | NORTH FT MYERS FL 33903        | 34606-08, 11                      | SPRING HILL FL 34606           |
| 33905, 94                         | FT MYERS FL 33905              | 34603, 13, 14                     | BROOKSVILLE FL 34613           |
| 33909, 93                         | CAPE CORAL FL 33909            | 34652-56                          | NEW PORT RICHEY FL 34652       |
| 33912, 13                         | FT MYERS FL 33912              | 34667, 69, 74                     | HUDSON FL 34667                |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 34668, 73                         | PORT RICHEY FL 34668           |
| 34682-85                          | PALM HARBOR FL 34683           |
| 34688, 89                         | TARPON SPRINGS FL 34689        |
| 34697, 98                         | DUNEDIN FL 34698               |
| 34711, 13                         | CLERMONT FL 34711              |
| 34741, 42                         | KISSIMMEE FL 34741             |
| 34743, 44                         | KISSIMMEE FL 34743             |
| 34746, 47                         | KISSIMMEE FL 34746             |
| 34748, 49                         | LEESBURG FL 34748              |
| 34758, 59                         | KISSIMMEE FL 34758             |
| 34769-73                          | ST CLOUD FL 34769              |
| 34788, 89                         | LEESBURG FL 34788              |
| 34945, 81, 82, 86-88              | FT PIERCE FL 34945             |
| 34946, 47, 49, 51                 | FT PIERCE FL 34946             |
| 34948, 54, 79, 85                 | FT PIERCE FL 34948             |
| 34957, 58                         | JENSEN BEACH FL 34957          |
| 34972-74                          | OKEECHOBEE FL 34972            |
| 34990, 91                         | PALM CITY FL 34990             |
| 35010, 11                         | ALEXANDER CITY AL 35010        |
| 35045, 46                         | CLANTON AL 35045               |
| 35150, 51                         | SYLACAUGA AL 35150             |
| 35160, 61                         | TALLADEGA AL 35160             |
| 35475, 76                         | NORTHPORT AL 35476             |
| 35501-04                          | JASPER AL 35501                |
| 35956, 57                         | BOAZ AL 35957                  |
| 36027, 72                         | EUFULA AL 36027                |
| 36066-68                          | PRATTVILLE AL 36067            |
| 36079, 81, 82                     | TROY AL 36081                  |
| 36092, 93                         | WETUMPKA AL 36092              |
| 36330, 31                         | ENTERPRISE AL 36330            |
| 36360, 61                         | OZARK AL 36360                 |
| 36426, 27                         | BREWTON AL 36426               |
| 36460, 61                         | MONROEVILLE AL 36460           |
| 36701-03                          | SELMA AL 36701                 |
| 36801-04                          | OPELIKA AL 36801               |
| 36830-32, 49                      | AUBURN AL 36830                |
| 36867-70                          | PHENIX CITY AL 36867           |
| 37011, 13                         | ANTIOCH TN 37011               |
| 37024, 27                         | BRENTWOOD TN 37024             |
| 37040, 41                         | CLARKSVILLE TN 37040           |
| 37055, 56                         | DICKSON TN 37055               |
| 37064, 65, 67-69                  | FRANKLIN TN 37064              |
| 37070, 72                         | GOODLETTSVILLE TN 37070        |
| 37075, 77                         | HENDERSONVILLE TN 37075        |
| 37087, 88, 90                     | LEBANON TN 37087               |
| 37110, 11                         | MCMINNVILLE TN 37110           |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 37115, 16                         | MADISON TN 37115               |
| 37121, 22                         | MT JULIET TN 37121             |
| 37127, 30, 33                     | MURFREESBORO TN 37127          |
| 37128, 29                         | MURFREESBORO TN 37128          |
| 37160-62                          | SHELBYVILLE TN 37160           |
| 37201, 19                         | NASHVILLE TN 37201             |
| 37204, 20                         | NASHVILLE TN 37204             |
| 37206, 13                         | NASHVILLE TN 37206             |
| 37208, 18, 28                     | NASHVILLE TN 37208             |
| 37210, 24                         | NASHVILLE TN 37210             |
| 37211, 22                         | NASHVILLE TN 37211             |
| 37229, 30                         | NASHVILLE TN 37229             |
| 37303, 71                         | ATHENS TN 37303                |
| 37311, 12, 20, 64                 | CLEVELAND TN 37311             |
| 37349, 55                         | MANCHESTER TN 37355            |
| 37304, 73                         | SALE CREEK TN 37373            |
| 37379, 84                         | SODDY DAISY TN 37379           |
| 37337, 81                         | SPRING CITY TN 37381           |
| 37402, 03, 08, 50                 | CHATTANOOGA TN 37402           |
| 37409, 10, 19                     | CHATTANOOGA TN 37409           |
| 37411, 14                         | CHATTANOOGA TN 37411           |
| 37601, 05                         | JOHNSON CITY TN 37601          |
| 37602, 04                         | JOHNSON CITY TN 37604          |
| 37616, 41                         | CHUCKEY TN 37641               |
| 37642, 45                         | CHURCH HILL TN 37642           |
| 37643, 44                         | ELIZABETHTON TN 37643          |
| 37660, 62, 65                     | KINGSPORT TN 37660             |
| 37716, 17                         | CLINTON TN 37716               |
| 37743-45                          | GREENEVILLE TN 37743           |
| 37771, 72                         | LENOIR CITY TN 37771           |
| 37801-04                          | MARYVILLE TN 37801             |
| 37813-16                          | MORRISTOWN TN 37814            |
| 37821, 22                         | NEWPORT TN 37821               |
| 37824, 25, 79                     | NEW TAZWELL TN 37825           |
| 37830, 31                         | OAK RIDGE TN 37830             |
| 37862, 64, 76                     | SEVIERVILLE TN 37862           |
| 37863, 68                         | PIGEON FORGE TN 37863          |
| 37902, 16, 29                     | KNOXVILLE TN 37902             |
| 37914, 24                         | KNOXVILLE TN 37914             |
| 37917, 27                         | KNOXVILLE TN 37917             |
| 37918, 28                         | KNOXVILLE TN 37918             |
| 37919, 39                         | KNOXVILLE TN 37919             |
| 37920, 40, 98                     | KNOXVILLE TN 37920             |
| 37923, 32                         | KNOXVILLE TN 37923             |
| 37950, 90, 95, 97                 | KNOXVILLE TN 37950             |
| 38017, 27                         | COLLIERVILLE TN 38017          |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

| <b>Column A<br/>Destination ZIP Codes</b>                       | <b>Column B<br/>Label Container To</b> |
|---|--|
| 38016, 18, 88   | CORDOVA TN 38018                       |
| 38024, 25   | DYERSBURG TN 38024                     |
| 38053-55  | MILLINGTON TN 38053                    |
| 38101, 40, 42, 43, 45, 47,<br>48, 50, 51, 59, 61, 66, 94,<br>97 | MEMPHIS TN 38101                       |
| 38103, 46, 63, 65, 73   | MEMPHIS TN 38103                       |
| 38104, 05   | MEMPHIS TN 38104                       |
| 38106, 26, 36   | MEMPHIS TN 38106                       |
| 38108, 12   | MEMPHIS TN 38108                       |
| 38109, 90   | MEMPHIS TN 38109                       |
| 38111, 52   | MEMPHIS TN 38111                       |
| 38115, 75, 88, 93   | MEMPHIS TN 38115                       |
| 38116, 31, 32, 86   | MEMPHIS TN 38116                       |
| 38117, 37, 57, 77   | MEMPHIS TN 38117                       |
| 38118, 81   | MEMPHIS TN 38118                       |
| 38119, 20, 87   | MEMPHIS TN 38119                       |
| 38125, 41   | MEMPHIS TN 38125                       |
| 38127, 67   | MEMPHIS TN 38127                       |
| 38128, 68   | MEMPHIS TN 38128                       |
| 38133, 35   | MEMPHIS TN 38133                       |
| 38134, 84   | MEMPHIS TN 38134                       |
| 38138, 39, 83   | MEMPHIS TN 38138                       |
| 38301, 02, 08   | JACKSON TN 38301                       |
| 38303, 05, 14   | JACKSON TN 38305                       |
| 38501-03, 05, 06  | COOKEVILLE TN 38501                    |
| 38555, 57, 58   | CROSSVILLE TN 38555                    |
| 38634, 35   | HOLLY SPRINGS MS 38634                 |
| 38701-04  | GREENVILLE MS 38701                    |
| 38801-03  | TUPELO MS 38801                        |
| 38901, 02   | GRENADA MS 38901                       |
| 38930, 35   | GREENWOOD MS 38930                     |
| 39042, 43   | BRANDON MS 39042                       |
| 39056, 58, 60   | CLINTON MS 39056                       |
| 39110, 30   | MADISON MS 39110                       |
| 39120-22  | NATCHEZ MS 39120                       |
| 39157, 58   | RIDGELAND MS 39157                     |
| 39180-83  | VICKSBURG MS 39180                     |
| 39201, 02   | JACKSON MS 39201                       |
| 39204, 84   | JACKSON MS 39204                       |
| 39206, 86   | JACKSON MS 39206                       |
| 39208, 88   | JACKSON MS 39208                       |
| 39209, 89   | JACKSON MS 39209                       |
| 39212, 82   | JACKSON MS 39212                       |
| 39213, 83   | JACKSON MS 39213                       |
| 39401-04, 06, 07  | HATTIESBURG MS 39401                   |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 39440-43                                  | LAUREL MS 39440                        |
| 39520-22, 29                              | BAY ST LOUIS MS 39520                  |
| 39564-66                                  | OCEAN SPRINGS MS 39564                 |
| 39601-03                                  | BROOKHAVEN MS 39601                    |
| 39648, 49                                 | MC COMB MS 39648                       |
| 39701-05, 10                              | COLUMBUS MS 39701                      |
| 39759, 60                                 | STARKVILLE MS 39759                    |
| 39817, 19                                 | BAINBRIDGE GA 39817                    |
| 39827, 28                                 | CAIRO GA 39827                         |
| 40201-04, 08, 10, 70                      | LOUISVILLE KY 40202                    |
| 40206, 07, 57, 80                         | LOUISVILLE KY 40207                    |
| 40211, 12, 51                             | LOUISVILLE KY 40211                    |
| 40205, 13, 18                             | LOUISVILLE KY 40213                    |
| 40209, 14                                 | LOUISVILLE KY 40214                    |
| 40216, 56                                 | LOUISVILLE KY 40216                    |
| 40219, 29, 59                             | LOUISVILLE KY 40219                    |
| 40220, 50                                 | LOUISVILLE KY 40220                    |
| 40222, 41, 42, 52                         | LOUISVILLE KY 40222                    |
| 40231-33, 90, 92, 94, 96-<br>98           | LOUISVILLE KY 40232                    |
| 40223, 43, 53                             | LOUISVILLE KY 40243                    |
| 40258, 66, 68, 81, 83                     | LOUISVILLE KY 40258                    |
| 40269, 99                                 | LOUISVILLE KY 40299                    |
| 40502, 17                                 | LEXINGTON KY 40502                     |
| 40503, 13, 14                             | LEXINGTON KY 40503                     |
| 40504, 10                                 | LEXINGTON KY 40504                     |
| 40505, 16                                 | LEXINGTON KY 40505                     |
| 40506, 26, 36, 46                         | LEXINGTON KY 40506                     |
| 40507, 08                                 | LEXINGTON KY 40507                     |
| 40601-04                                  | FRANKFORT KY 40601                     |
| 40701, 02                                 | CORBIN KY 40701                        |
| 40741-45                                  | LONDON KY 40741                        |
| 41011, 12, 14-19                          | COVINGTON KY 41011                     |
| 41071-74                                  | NEWPORT KY 41071                       |
| 41075, 76                                 | NEWPORT KY 41075                       |
| 41101, 02, 05, 14                         | ASHLAND KY 41101                       |
| 41301, 42                                 | CAMPTON KY 41301                       |
| 41501, 02                                 | PIKEVILLE KY 41501                     |
| 41701, 02                                 | HAZARD KY 41701                        |
| 42001, 03                                 | PADUCAH KY 42001                       |
| 42101, 04, 22                             | BOWLING GREEN KY 42101                 |
| 42134, 35                                 | FRANKLIN KY 42134                      |
| 42141, 42                                 | GLASGOW KY 42141                       |
| 42153, 64                                 | SCOTTSVILLE KY 42164                   |
| 42240, 41                                 | HOPKINSVILLE KY 42240                  |
| 42419, 20                                 | HENDERSON KY 42420                     |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes              | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|--|--------------------------------|
| 42431, 36                         | MADISONVILLE KY 42431          | 45662, 63                                      | PORTSMOUTH OH 45662            |
| 42501-03                          | SOMERSET KY 42501              | 45710, 76                                      | ALBANY OH 45710                |
| 42701, 02                         | ELIZABETHTOWN KY 42701         | 45711, 77                                      | AMESVILLE OH 45711             |
| 43016, 17                         | DUBLIN OH 43016                | 45712, 29                                      | BARLOW OH 45712                |
| 43040, 41                         | MARYSVILLE OH 43040            | 45715, 21                                      | BEVERLY OH 45715               |
| 43055, 56, 58, 93                 | NEWARK OH 43055                | 45717, 64                                      | NELSONVILLE OH 45764           |
| 43007, 67                         | RAYMOND OH 43067               | 45734, 67, 89                                  | NEW MATAMORAS OH 45767         |
| 43081, 82, 86                     | WESTERVILLE OH 43081           | 45786, 87                                      | WARTERFORD OH 45786            |
| 43135, 52, 56                     | LAURELVILLE OH 43135           | 46011, 14-16, 18                               | ANDERSON IN 46011              |
| 43150, 63                         | RUSHVILLE OH 43150             | 46012, 13, 17                                  | ANDERSON IN 46012              |
| 43206, 17                         | COLUMBUS OH 43206              | 46032, 33                                      | CARMEL IN 46032                |
| 43222, 23                         | COLUMBUS OH 43222              | 46142, 43                                      | GREENWOOD IN 46142             |
| 43234, 35, 40                     | COLUMBUS OH 43234              | 46202, 23, 25                                  | INDIANAPOLIS IN 46202          |
| 43301, 02                         | MARION OH 43301                | 46204, 82, 44                                  | INDIANAPOLIS IN 46204          |
| 43314, 35                         | CALEDONIA OH 43314             | 46205, 20, 30                                  | INDIANAPOLIS IN 46205          |
| 43330, 59                         | WHARTON OH 43359               | 46206, 07, 83, 85, 98                          | INDIANAPOLIS IN 46206          |
| 43701, 02, 21                     | ZANESVILLE OH 43702            | 46214, 53, 54                                  | INDIANAPOLIS IN 46214          |
| 43725, 50                         | CAMBRIDGE OH 43725             | 46217, 27, 37, 47                              | INDIANAPOLIS IN 46217          |
| 43754, 86                         | LEWISVILLE OH 43754            | 46221, 31                                      | INDIANAPOLIS IN 46221          |
| 43736, 73                         | QUAKER CITY OH 43773           | 46235, 36                                      | INDIANAPOLIS IN 46236          |
| 43803, 40                         | STONE CREEK OH 43840           | 46239, 59                                      | INDIANAPLOIS IN 46239          |
| 44221, 22                         | CUYAHOGA FALLS OH 44221        | 46240, 60, 80, 90                              | INDIANAPOLIS IN 46240          |
| 44256, 58                         | MEDINA OH 44256                | 46241, 42, 51                                  | INDIANAPOLIS IN 46241          |
| 44281, 82                         | WADSWORTH OH 44281             | 46250, 56                                      | INDIANAPOLIS IN 46250          |
| 44646, 47                         | MASSILLON OH 44646             | 46268, 78                                      | INDIANAPOLIS IN 46268          |
| 45011, 12, 25, 26                 | HAMILTON OH 45011              | 46307, 08                                      | CROWN POINT IN 46307           |
| 45014, 18                         | FAIRFIELD OH 45014             | 46320, 25, 27                                  | HAMMOND IN 46320               |
| 45042-44                          | MIDDLETOWN OH 45042            | 46350, 52                                      | LA PORTE IN 46350              |
| 45202, 10                         | CINCINNATI OH 45202            | 46360, 61                                      | MICHIGAN CITY IN 46360         |
| 45203, 04, 14                     | CINCINNATI OH 45203            | 46408, 09                                      | GARY IN 46408                  |
| 45206, 26                         | CINCINNATI OH 45206            | 46410, 11                                      | MERRILLVILLE IN 46410          |
| 45207, 12                         | CINCINNATI OH 45212            | 46516, 17                                      | ELKHART IN 46516               |
| 45216, 17, 32                     | CINCINNATI OH 45217            | 46526-28                                       | GOSHEN IN 46526                |
| 45219, 20                         | CINCINNATI OH 45219            | 46544-46                                       | MISHAWAKA IN 46544             |
| 45223, 25                         | CINCINNATI OH 45223            | 46580, 81                                      | WARSAW IN 46580                |
| 45209, 27                         | CINCINNATI OH 45227            | 46601, 17                                      | SOUTH BEND IN 46601            |
| 45228, 30                         | CINCINNATI OH 45230            | 46613, 14, 80                                  | SOUTH BEND IN 46613            |
| 45213, 36                         | CINCINNATI OH 45236            | 46616, 19                                      | SOUTH BEND IN 46616            |
| 45233, 38                         | CINCINNATI OH 45238            | 46635, 37, 60                                  | SOUTH BEND IN 46635            |
| 45218, 40, 46                     | CINCINNATI OH 45240            | 46901-04                                       | KOKOMO IN 46901                |
| 45244, 45                         | CINCINNATI OH 45245            | 46952, 53                                      | MARION IN 46952                |
| 45239, 47, 51-53                  | CINCINNATI OH 45251            | 47129-32                                       | JEFFERSONVILLE IN 47130        |
| 45502-04                          | SPRINGFIELD OH 45502           | 47150, 51                                      | NEW ALBANY IN 47150            |
| 45505, 06                         | SPRINGFIELD OH 45505           | 47629, 30                                      | NEWBURGH IN 47630              |
| 45613, 83                         | BEAVER OH 45613                | 47701-06, 21, 22, 27, 30-37, 39-41, 44, 47, 50 | EVANSVILLE IN 47701            |
| 45622, 54                         | NEW PLYMOUTH OH 45654          |  |                                |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 47708, 13                         | EVANSVILLE IN 47708            | 48239, 40                         | REDFORD MI 48239               |
| 47711, 24                         | EVANSVILLE IN 47711            | 48301-04                          | BLOOMFIELD HILLS MI 48302      |
| 47712, 19, 20                     | EVANSVILLE IN 47712            | 48306-08, 63                      | ROCHESTER MI 48308             |
| 47714, 28                         | EVANSVILLE IN 47714            | 48310-14                          | STERLING HTS MI 48310          |
| 47715, 16                         | EVANSVILLE IN 47715            | 48315-18                          | SHELBY TWP MI 48315            |
| 47801-05, 07, 08                  | TERRE HAUTE IN 47801           | 48320, 21, 40-43, 87              | PONTIAC MI 48343               |
| 47901-07, 96                      | LAFAYETTE IN 47901             | 48322-25                          | WEST BLOOMFIELD MI 48322       |
| 48001, 28                         | ALGONAC MI 48001               | 48327-30                          | WATERFORD MI 48327             |
| 48007, 84, 85, 98, 99             | TROY MI 48099                  | 48331, 33, 34                     | FARMINGTON HILLS MI 48331      |
| 48009, 12                         | BIRMINGHAM MI 48009            | 48332, 35, 36                     | FARMINGTON MI 48332            |
| 48025, 34, 37, 75, 76, 86         | SOUTHFIELD MI 48025            | 48346-48                          | CLARKSTON MI 48346             |
| 48026, 66                         | FRASER MI 48026                | 48356, 57                         | HIGHLAND MI 48356              |
| 48035, 36, 43, 45, 46             | CLINTON TOWNSHIP MI 48035      | 48359-62                          | LAKE ORION MI 48359            |
| 48038, 42, 44                     | CLINTON TOWNSHIP MI 48038      | 48370, 71                         | OXFORD MI 48370                |
| 48040, 49, 59-61, 74              | MARYSVILLE MI 48040            | 48374, 77                         | NOVI CR ANNEX MI 48374         |
| 48048, 50                         | NEW HAVEN MI 48048             | 48375, 76                         | NOVI MI 48375                  |
| 48062-64                          | RICHMOND MI 48062              | 48380, 81                         | MILFORD MI 48380               |
| 48065, 96                         | ROMEO MI 48065                 | 48383, 86                         | WHITE LAKE MI 48383            |
| 48067-70, 72, 73                  | ROYAL OAK MI 48067             | 48382, 90, 91                     | WALLED LAKE MI 48390           |
| 48080-82                          | SAINT CLAIR SHORES MI 48080    | 48504, 31                         | NORTHWEST ANNEX MI 48504       |
| 48015, 88-93, 48397               | WARREN MI 48089                | 48506, 09                         | NORTHEAST ANNEX MI 48509       |
| 48094, 95                         | WASHINGTON MI 48094            | 48519, 29                         | SOUTHEAST ANNEX MI 48519       |
| 48103, 06, 08, 09                 | ANN ARBOR MI 48103             | 48801, 02                         | ALMA MI 48801                  |
| 48105, 13                         | GREEN ROAD STATION MI 48105    | 48804, 58, 59                     | MOUNT PLEASANT MI 48804        |
| 48104, 07                         | LIBERTY STATION MI 48107       | 48805, 64                         | OKEMOS MI 48805                |
| 48111, 12                         | BELLEVILLE MI 48111            | 48823-26                          | EAST LANSING MI 48823          |
| 48114, 16                         | BRIGHTON MI 48116              | 48843, 44                         | HOWELL MI 48843                |
| 48120-22, 26                      | DEARBORN MI 48120              | 48910-12                          | SOUTHWEST ANNEX MI 48910       |
| 48123-25                          | DEARBORN ANNEX MI 48124        | 49002, 24                         | PORTAGE MI 49002               |
| 48135, 36                         | GARDEN CITY MI 48135           | 49006, 07                         | KALAMAZOO MI 49006             |
| 48150, 51, 54                     | LIVONIA MI 48150               | 49014-17                          | BATTLE CREEK MI 49014          |
| 48152, 53                         | GREENMEAD STA MI 48152         | 49022, 23                         | BENTON HARBOR MI 49022         |
| 48161, 62                         | MONROE MI 48161                | 49068, 69                         | MARSHALL MI 49068              |
| 48167, 75                         | NORTHVILLE MI 48167            | 49103, 04                         | BERRIEN SPRINGS MI 49103       |
| 48174, 80                         | TAYLOR MI 48180                | 49120, 21                         | NILES MI 49120                 |
| 48185, 86                         | WESTLAND MI 48185              | 49504, 14, 44                     | GRAND RAPIDS MI 49504          |
| 48187, 88                         | CANTON MI 48188                | 49505, 15, 25                     | GRAND RAPIDS MI 49505          |
| 48192, 95                         | WYANDOTTE MI 48192             | 49506, 16                         | GRAND RAPIDS MI 49506          |
| 48197, 98                         | YPSILANTI MI 48197             | 49507, 10                         | GRAND RAPIDS MI 49507          |
| 48201, 02, 06, 11                 | NORTHEND STATION MI 48202      | 49508, 12                         | GRAND RAPIDS MI 49508          |
| 48214, 15                         | JEFFERSON STATION MI 48214     | 49518, 48                         | GRAND RAPIDS MI 49518          |
| 48208, 16, 26, 43                 | GRAND SHELBY STA MI 48216      | 49801, 02                         | IRON MOUNTAIN MI 49801         |
| 48217, 18, 29                     | RIVER ROUGE MI 48218           | 50310, 94                         | DES MOINES IA 50310            |
| 48220, 21                         | COLLEGE PARK STA MI 48221      | 50320, 21                         | DES MOINES IA 50320            |
| 48225, 30                         | FOX CREEK STATION MI 48225     | 50701-04, 06, 07                  | WATERLOO IA 50701              |
|                                   |                                | 51101, 02, 05, 11                 | SIOUX CITY IA 51101            |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 51103, 09                         | SIOUX CITY IA 51103            |
| 51104, 08                         | SIOUX CITY IA 51104            |
| 51501-03                          | COUNCIL BLUFFS IA 51501        |
| 52401, 03                         | CEDAR RAPIDS IA 52401          |
| 52402, 10, 11                     | CEDAR RAPIDS IA 52402          |
| 52404, 05, 08, 09                 | CEDAR RAPIDS IA 52408          |
| 52801-03, 05, 08                  | DAVENPORT IA 52801             |
| 52804, 06, 07, 09                 | NORTHWEST STATION IA 52804     |
| 53005, 08, 45                     | BROOKFIELD WI 53005            |
| 53051, 52                         | MENOMONEE FALLS WI 53051       |
| 53081-83                          | SHEBOYGAN WI 53081             |
| 53090, 95                         | WEST BEND WI 53090             |
| 53092, 97                         | MEQUON WI 53092                |
| 53094, 98                         | WATERTOWN WI 53094             |
| 53140-44, 58                      | KENOSHA WI 53140               |
| 53146, 51                         | NEW BERLIN WI 53146            |
| 53186-89                          | WAUKESHA WI 53186              |
| 53202, 03                         | MILWAUKEE WI 53202             |
| 53205, 33                         | MILWAUKEE WI 53205             |
| 53207, 35                         | MILWAUKEE WI 53207             |
| 53213, 26                         | MILWAUKEE WI 53213             |
| 53215, 19, 34                     | MILWAUKEE WI 53215             |
| 53220, 28                         | MILWAUKEE WI 53220             |
| 53222, 25                         | MILWAUKEE WI 53222             |
| 53223, 24                         | MILWAUKEE WI 53223             |
| 53401, 03, 07                     | RACINE WI 53401                |
| 53402, 04                         | RACINE WI 53404                |
| 53405, 06, 08                     | RACINE WI 53406                |
| 53545-47                          | JANESVILLE WI 53545            |
| 53704, 14, 16                     | MADISON WI 53704               |
| 53711, 17, 19, 44                 | MADISON WI 53711               |
| 53713, 15                         | MADISON WI 53713               |
| 54220, 21                         | MANITOWOC WI 54220             |
| 54301, 02, 11                     | GREEN BAY WI 54301             |
| 54303, 04, 13                     | GREEN BAY WI 54303             |
| 54401-03                          | WAUSAU WI 54401                |
| 54494, 95                         | WISCONSIN RAPIDS WI 54494      |
| 54601-03                          | LACROSSE WI 54601              |
| 54901, 02, 04                     | OSHKOSH WI 54901               |
| 54911-15                          | APPLETON WI 54911              |
| 54935-37                          | FOND DU LAC WI 54935           |
| 54956, 57                         | NEENAH WI 54956                |
| 55104, 14                         | ST PAUL MN 55104               |
| 55110, 15                         | ST PAUL MN 55110               |
| 55103, 17                         | ST PAUL MN 55117               |
| 55120, 21                         | ST PAUL MN 55120               |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 55305, 45, 91                     | MINNETONKA MN 55305            |
| 55311, 69                         | MAPLE GROVE MN 55311           |
| 55317, 18, 31, 86                 | CHANHASSEN MN 55317            |
| 55306, 37                         | BURNSVILLE MN 55337            |
| 55344, 46, 47                     | EDEN PRAIRIE MN 55344          |
| 55403, 05                         | MINNEAPOLIS MN 55403           |
| 55404, 54                         | MINNEAPOLIS MN 55404           |
| 55411, 12                         | MINNEAPOLIS MN 55411           |
| 55413, 18                         | MINNEAPOLIS MN 55413           |
| 55414, 55                         | MINNEAPOLIS MN 55414           |
| 55417, 50                         | MINNEAPOLIS MN 55417           |
| 55420, 25                         | MINNEAPOLIS MN 55420           |
| 55424, 36, 39                     | MINNEAPOLIS MN 55424           |
| 55428-30                          | MINNEAPOLIS MN 55428           |
| 55433, 48                         | MINNEAPOLIS MN 55433           |
| 55434, 49                         | MINNEAPOLIS MN 55434           |
| 55437, 38                         | MINNEAPOLIS MN 55437           |
| 55441, 42, 46                     | MINNEAPOLIS MN 55441           |
| 55443-45                          | MINNEAPOLIS MN 55443           |
| 55803, 04                         | DULUTH MN 55803                |
| 55901-03, 05                      | ROCHESTER MN 55901             |
| 55904, 06                         | ROCHESTER MN 55904             |
| 56001-03                          | MANKATO MN 56001               |
| 56301-04                          | ST CLOUD MN 56301              |
| 56501, 02                         | DETROIT LAKES MN 56501         |
| 56537, 38                         | FERGUS FALLS MN 56537          |
| 56560-63                          | MOORHEAD MN 56560              |
| 57103, 04, 10                     | SIOUX FALLS SD 57103           |
| 57105-09                          | SIOUX FALLS SD 57105           |
| 57401, 02                         | ABERDEEN SD 57401              |
| 57701, 02, 09                     | RAPID CITY SD 57701            |
| 58105, 07-09                      | FARGO ND 58107                 |
| 58201-08                          | GRAND FORKS ND 58201           |
| 58401, 02, 05                     | JAMESTOWN ND 58401             |
| 58501, 03-05                      | BISMARCK ND 58501              |
| 58502, 06, 07                     | BISMARCK ND 58502              |
| 58601, 02                         | DICKINSON ND 58601             |
| 58701-05, 07                      | MINOT ND 58701                 |
| 58801, 02                         | WILLISTON ND 58801             |
| 59101, 05                         | BILLINGS MT 59101              |
| 59102, 06                         | BILLINGS MT 59102              |
| 59103, 04, 07, 08                 | BILLINGS MT 59103              |
| 59401, 02, 05                     | GREAT FALLS MT 59401           |
| 59403, 04, 06, 14                 | GREAT FALLS MT 59404           |
| 59701-03, 50                      | BUTTE MT 59701                 |
| 59801, 03                         | MISSOULA MT 59801              |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 59802, 04, 08                             | MISSOULA MT 59802                      | 63366, 67                                 | O'FALLON MO 63366                      |
| 60411, 12                                 | CHICAGO HEIGHTS IL 60411               | 63601, 53                                 | PARK HILLS MO 63601                    |
| 60431, 34, 35                             | JOLIET IL 60431                        | 63701-03                                  | CAPE GIRARDEAU MO 63701                |
| 60432, 33, 36                             | JOLIET IL 60432                        | 63901, 02                                 | POPLAR BLUFF MO 63901                  |
| 60440, 90                                 | BOLINGBROOK IL 60440                   | 64013, 15                                 | BLUE SPRINGS MO 64015                  |
| 60441, 46                                 | LOCKPORT IL 60441                      | 64050, 51, 56, 58                         | INDEPENDENCE MO 64050                  |
| 60453, 59                                 | OAK LAWN IL 60453                      | 64053, 54                                 | INDEPENDENCE MO 64053                  |
| 60415, 54-58                              | OAK LAWN IL 60454                      | 64055, 57                                 | INDEPENDENCE MO 64055                  |
| 60462, 67                                 | ORLAND PARK IL 60462                   | 64064, 86                                 | LEES SUMMIT MO 64064                   |
| 60463-65, 82                              | PALOS HEIGHTS IL 60463                 | 64068, 69                                 | LIBERTY MO 64068                       |
| 60477, 78                                 | TINLEY PARK IL 60477                   | 64081, 82                                 | LEES SUMMIT MO 64081                   |
| 60504, 05                                 | AURORA IL 60504                        | 64101, 02, 05, 96                         | KANSAS CITY MO 64105                   |
| 60506, 07                                 | AURORA IL 60506                        | 64109, 28                                 | KANSAS CITY MO 64109                   |
| 60521-23                                  | HINSDALE IL 60521                      | 64111, 71                                 | KANSAS CITY MO 64111                   |
| 60525, 26                                 | LA GRANGE IL 60525                     | 64116, 17, 60, 61                         | KANSAS CITY MO 64116                   |
| 60564, 65                                 | NAPERVILLE IL 60564                    | 64118, 88                                 | KANSAS CITY MO 64118                   |
| 60566, 67                                 | NAPERVILLE IL 60566                    | 64119, 57, 58, 67                         | KANSAS CITY MO 64119                   |
| 61801-03                                  | CHAMPAIGN IL 61801                     | 64120, 25, 26                             | KANSAS CITY MO 64120                   |
| 61820-22                                  | CHAMPAIGN IL 61821                     | 64123, 24                                 | KANSAS CITY MO 64123                   |
| 61832-34                                  | CHAMPAIGN IL 61832                     | 64129, 30                                 | KANSAS CITY MO 64130                   |
| 62025, 26                                 | EDWARDSVILLE IL 62025                  | 64133, 36                                 | KANSAS CITY MO 64133                   |
| 62201, 02, 05                             | EAST ST LOUIS IL 62201                 | 64134, 37, 92                             | KANSAS CITY MO 64134                   |
| 62203, 06                                 | EAST ST LOUIS IL 62203                 | 64138, 39                                 | KANSAS CITY MO 64138                   |
| 62204, 07                                 | EAST ST LOUIS IL 62204                 | 64114, 45-49                              | KANSAS CITY MO 64145                   |
| 62220-22, 25                              | BELLEVILLE IL 62220                    | 64151, 53, 54, 63, 64, 90                 | KANSAS CITY MO 64153                   |
| 62223, 26                                 | DUTCH HOLLOW STA IL 62223              | 64155, 56, 65, 66                         | KANSAS CITY MO 64155                   |
| 62224, 58                                 | MASCOUTAH IL 62258                     | 64501, 05                                 | ST JOSEPH MO 64501                     |
| 62301, 05, 06                             | QUINCY IL 62301                        | 64801, 02                                 | JOPLIN MO 64801                        |
| 62901-03                                  | CARBONDALE IL 62901                    | 64803, 04                                 | JOPLIN MO 64803                        |
| 63005, 06                                 | CHESTERFIELD MO 63005                  | 65101, 09, 10                             | JEFFERSON CITY MO 65101                |
| 63011, 22                                 | BALLWIN MO 63011                       | 65102-08                                  | JEFFERSON CITY MO 65102                |
| 63021, 24                                 | BALLWIN MO 63021                       | 65201, 02, 11, 12, 15, 16                 | COLUMBIA MO 65201                      |
| 63032-34                                  | FLORISSANT MO 63032                    | 65203, 17, 18                             | COLUMBIA MAIN MO 65203                 |
| 63044, 45                                 | BRIDGETON MO 63044                     | 65401, 02, 09                             | ROLLA MO 65401                         |
| 63101, 02, 69, 88                         | ST LOUIS MO 63101                      | 65616, 72                                 | BRANSON MO 65616                       |
| 63104, 58                                 | ST LOUIS MO 63104                      | 65804, 08, 09                             | SPRINGFIELD MO 65804                   |
| 63108, 56                                 | ST LOUIS MO 63108                      | 65807, 10                                 | SPRINGFIELD MO 65807                   |
| 63109, 39                                 | ST LOUIS MO 63109                      | 66027, 43, 48                             | FT LEAVENWORTH KS 66027                |
| 63113, 20                                 | ST LOUIS MO 63113                      | 66044, 49                                 | LAWRENCE KS 66044                      |
| 63126-28                                  | ST LOUIS MO 63126                      | 66046, 47                                 | LAWRENCE KS 66046                      |
| 63129, 51                                 | ST LOUIS MO 63129                      | 66051, 61                                 | OLATHE KS 66061                        |
| 63134, 40                                 | ST LOUIS MO 63134                      | 66062, 63                                 | OLATHE KS 66062                        |
| 63137, 38                                 | ST LOUIS MO 63137                      | 66101, 15, 17, 18                         | KANSAS CITY KS 66101                   |
| 63155, 80, 82                             | ST LOUIS MO 63155                      | 66102, 10                                 | KANSAS CITY KS 66102                   |
| 63301, 02                                 | ST CHARLES MO 63301                    | 66103, 05                                 | KANSAS CITY KS 66103                   |
| 63303, 04                                 | ST CHARLES MO 63303                    | 66109, 11-13                              | KANSAS CITY KS 66112                   |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 66202, 05, 22                     | SHAWNEE MISSION KS 66202       |
| 66203, 16                         | SHAWNEE MISSION KS 66203       |
| 66210, 25                         | SHAWNEE MISSION KS 66210       |
| 66212, 82                         | SHAWNEE MISSION KS 66212       |
| 66209, 13                         | SHAWNEE MISSION KS 66213       |
| 66214, 15, 85                     | SHAWNEE MISSION KS 66215       |
| 66221, 23, 24                     | SHAWNEE MISSION KS 66223       |
| 66217-20, 26, 27, 86              | SHAWNEE MISSION KS 66226       |
| 66502, 03, 05, 06                 | MANHATTAN KS 66502             |
| 66603, 06, 07, 12, 16, 83         | TOPEKA KS 66603                |
| 66604, 47, 67                     | TOPEKA KS 66604                |
| 66605, 09, 11                     | TOPEKA KS 66605                |
| 66608, 17, 18                     | TOPEKA KS 66608                |
| 66610, 14, 15                     | TOPEKA KS 66610                |
| 66762, 63                         | PITTSBURG KS 66762             |
| 67204, 19                         | WICHITA, KS 67204              |
| 67205, 12, 23                     | WICHITA KS 67205               |
| 67206, 26, 28, 30, 32             | WICHITA KS 67206               |
| 67208, 20                         | WICHITA KS 67208               |
| 67209, 15, 27, 35                 | WICHITA KS 67209               |
| 67210, 16                         | WICHITA KS 67210               |
| 67401, 02                         | SALINA KS 67401                |
| 67501, 02, 04, 05                 | HUTCHINSON KS 67501            |
| 67901, 05                         | LIBERAL KS 67901               |
| 68025, 26                         | FREMONT NE 68025               |
| 68105, 06, 55                     | OMAHA NE 68105                 |
| 68108, 09                         | OMAHA NE 68108                 |
| 68110, 11, 19, 20                 | OMAHA NE 68110                 |
| 68112, 52                         | OMAHA NE 68112                 |
| 68114, 24                         | OMAHA NE 68114                 |
| 68116, 18, 30, 54                 | OMAHA NE 68116                 |
| 68117, 27                         | OMAHA NE 68117                 |
| 68122, 34, 42, 64                 | OMAHA NE 68122                 |
| 68123, 47                         | BELLEVUE NE 68123              |
| 68128, 33, 57                     | PAPILLION NE 68128             |
| 68131, 32                         | OMAHA NE 68131                 |
| 68135-39                          | OMAHA NE 68135                 |
| 68144, 45                         | OMAHA NE 68144                 |
| 68502, 42                         | LINCOLN NE 68502               |
| 68504, 07, 14, 17, 27             | LINCOLN NE 68504               |
| 68506, 20                         | LINCOLN NE 68506               |
| 68512, 22, 23, 32                 | LINCOLN NE 68512               |
| 68516, 26                         | LINCOLN NE 68516               |
| 68521, 24, 28, 31                 | LINCOLN NE 68521               |
| 68601, 02                         | COLUMBUS NE 68601              |
| 68701, 02                         | NORFOLK NE 68701               |

| Column A<br>Destination ZIP Codes                    | Column B<br>Label Container To |
|--|--------------------------------|
| 68801-03   | GRAND ISLAND NE 68801          |
| 68847-49   | KEARNEY NE 68847               |
| 68901, 02  | HASTINGS NE 68901              |
| 70501, 02, 07  | LAFAYETTE LA 70501             |
| 70503, 06, 96  | LAFAYETTE LA 70506             |
| 70508, 98  | LAFAYETTE LA 70508             |
| 70704, 14  | BAKER LA 70704                 |
| 70706, 26, 27  | DENHAM SPRINGS LA 70706        |
| 70707, 37  | GONZALES LA 70707              |
| 70764, 65  | PLAQUEMINE LA 70764            |
| 70801, 02, 25  | BATON ROUGE LA 70801           |
| 70805, 12, 92  | BATON ROUGE LA 70805           |
| 70806, 96  | BATON ROUGE LA 70806           |
| 70807, 11, 18, 37, 74                                | BATON ROUGE LA 70807           |
| 70808, 20  | BATON ROUGE LA 70808           |
| 70809, 10, 36  | BATON ROUGE LA 70809           |
| 70814, 95  | BATON ROUGE LA 70814           |
| 70815, 19, 31  | BATON ROUGE LA 70815           |
| 70816, 17, 27  | BATON ROUGE LA 70816           |
| 70821-23   | BATON ROUGE LA 70821           |
| 70893, 94  | BATON ROUGE LA 70893           |
| 71102, 20, 61-66                                     | SHREVEPORT LA 71102            |
| 71103, 33  | SHREVEPORT LA 71103            |
| 71104, 34  | SHREVEPORT LA 71104            |
| 71105, 15, 35  | SHREVEPORT LA 71105            |
| 71106, 36  | SHREVEPORT LA 71106            |
| 71107, 37  | SHREVEPORT LA 71107            |
| 71108, 18, 38, 48                                    | SHREVEPORT LA 71108            |
| 71109, 19, 29, 49                                    | SHREVEPORT LA 71109            |
| 71111, 71, 72  | BOSSIER CITY LA 71111          |
| 71112, 13  | BOSSIER CITY LA 71112          |
| 71130, 53  | SHREVEPORT LA 71130            |
| 71601-03, 11-13                                      | PINE BLUFF AR 71601            |
| 71901, 09, 13, 23, 53                                | HOT SPRINGS NTL PK AR<br>71901 |
| 72113-20, 24, 90, 99                                 | NORTH LITTLE ROCK AR 72113     |
| 72201-07, 09-12, 14-17,<br>19, 21-23, 25, 31, 60, 95 | LITTLE ROCK AR 72231           |
| 72301, 03  | WEST MEMPHIS AR 72301          |
| 72315, 16, 19  | BLYTHEVILLE AR 72315           |
| 72335, 36  | FORREST CITY AR 72335          |
| 72401-04   | JONESBORO AR 72401             |
| 72450, 51  | PARAGOULD AR 72450             |
| 72501, 03  | BATESVILLE AR 72501            |
| 72701-04   | FAYETTEVILLE AR 72701          |
| 72712, 14-16   | BENTONVILLE AR 72712           |



**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 72901-06, 08, 13, 14, 16, 23              | FORT SMITH AR 72901                    |
| 74003-06                                  | BARTLESVILLE OK 74003                  |
| 74011-14                                  | BROKEN ARROW OK 74011                  |
| 74017, 18                                 | CLAREMORE OK 74017                     |
| 74066, 67                                 | SAPULPA OK 74066                       |
| 74074-78                                  | STILLWATER OK 74074                    |
| 74354, 55                                 | MIAMI OK 74354                         |
| 74361, 62                                 | PRYOR OK 74361                         |
| 74401-03                                  | MUSKOGEE OK 74401                      |
| 74464, 65                                 | TAHLEQUAH OK 74464                     |
| 74467, 77                                 | WAGONER OK 74467                       |
| 74501, 02                                 | MCALESTER OK 74501                     |
| 74601-04                                  | PONCA CITY OK 74601                    |
| 74701, 02                                 | DURANT OK 74701                        |
| 75020, 21                                 | DENISON TX 75020                       |
| 75030, 88, 89                             | ROWLETT TX 75030                       |
| 75032, 87                                 | ROCKWALL TX 75032                      |
| 75034, 35                                 | FRISCO TX 75034                        |
| 75090-92                                  | SHERMAN TX 75090                       |
| 75116, 37                                 | DUNCANVILLE TX 75116                   |
| 75134, 46                                 | LANCASTER TX 75134                     |
| 75160, 61                                 | TERRELL TX 75160                       |
| 75165, 67                                 | WAXAHACHIE TX 75165                    |
| 75401-04                                  | GREENVILLE TX 75401                    |
| 75428, 29                                 | COMMERCE TX 75428                      |
| 75455, 56                                 | MOUNT PLEASANT TX 75455                |
| 75460-62                                  | PARIS TX 75460                         |
| 75482, 83                                 | SULPHUR SPRINGS TX 75482               |
| 75652-54                                  | HENDERSON TX 75652                     |
| 75662, 63                                 | KILGORE TX 75662                       |
| 75670-72                                  | MARSHALL TX 75670                      |
| 76007, 10                                 | ARLINGTON TX 76010                     |
| 76005, 06, 11                             | ARLINGTON TX 76011                     |
| 76012, 94                                 | ARLINGTON TX 76012                     |
| 76004, 13                                 | ARLINGTON TX 76013                     |
| 76003, 14, 18, 96                         | ARLINGTON TX 76014                     |
| 76001, 15-17                              | ARLINGTON TX 76015                     |
| 76301, 05, 06, 09                         | WICHITA FALLS TX 76301                 |
| 76302, 08, 10                             | WICHITA FALLS TX 76302                 |
| 76384, 85                                 | VERNON TX 76384                        |
| 76501-05, 08                              | TEMPLE TX 76501                        |
| 76540, 41, 43                             | KILLEEN TX 76540                       |
| 76542, 47, 48                             | KILLEEN TX 76542                       |
| 76544-46                                  | KILLEEN TX 76544                       |
| 76701, 03, 06, 11                         | WACO TX 76701                          |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 76704, 05, 15                             | WACO TX 76704                          |
| 76707, 08                                 | WACO TX 76707                          |
| 76710, 14                                 | WACO TX 76710                          |
| 76702, 12                                 | WACO TX 76712                          |
| 77301-02, 85                              | CONROE TX 77301                        |
| 77303-06, 84                              | CONROE TX 77303                        |
| 77316, 56                                 | MONTGOMERY TX 77316                    |
| 77318, 78                                 | WILLIS TX 77318                        |
| 77325, 39, 45                             | HUMBLE TX 77325                        |
| 77327, 28                                 | CLEVELAND TX 77327                     |
| 77338, 46, 47, 96                         | HUMBLE TX 77338                        |
| 77340-44, 48, 49                          | HUNTSVILLE TX 77340                    |
| 77353-55                                  | MAGNOLIA TX 77353                      |
| 77373, 83, 88                             | SPRING TX 77373                        |
| 77375, 77                                 | TOMBALL TX 77375                       |
| 77379, 89, 91                             | SPRING TX 77379                        |
| 77380, 86, 87                             | SPRING TX 77380                        |
| 77381, 82, 93                             | SPRING TX 77381                        |
| 77401, 02                                 | BELLAIRE TX 77401                      |
| 77404, 14                                 | BAY CITY TX 77404                      |
| 77406, 69                                 | RICHMOND TX 77406                      |
| 77410, 29, 33                             | CYPRESS TX 77410                       |
| 77449, 50, 91                             | KATY TX 77449                          |
| 77459, 89                                 | MISSOURI CITY TX 77459                 |
| 77477, 97                                 | STAFFORD TX 77477                      |
| 77478, 87                                 | SUGAR LAND TX 77478                    |
| 77479, 96                                 | SUGAR LAND TX 77479                    |
| 77492-94                                  | KATY TX 77493                          |
| 77501, 02, 06                             | PASADENA TX 77501                      |
| 77503-05, 07, 08                          | PASADENA TX 77503                      |
| 77510, 17                                 | SANTA FE TX 77510                      |
| 77511, 12                                 | ALVIN TX 77511                         |
| 77515, 16                                 | ANGLETON TX 77515                      |
| 77520-22                                  | BAYTOWN TX 77520                       |
| 77541, 42                                 | FREEPORT TX 77541                      |
| 77546, 49                                 | FRIENDSWOOD TX 77546                   |
| 77550, 53, 55                             | GALVESTON TX 77550                     |
| 77551, 52, 54                             | GALVESTON TX 77551                     |
| 77571, 72                                 | LA PORTE TX 77571                      |
| 77573, 74                                 | LEAGUE CITY TX 77573                   |
| 77581, 84, 88                             | PEARLAND TX 77581                      |
| 77590, 91, 92                             | TEXAS CITY TX 77590                    |
| 77630, 31, 32                             | ORANGE TX 77630                        |
| 77640-43                                  | PORT ARTHUR TX 77640                   |
| 77662, 70                                 | VIDOR TX 77662                         |
| 77701, 02, 05, 25                         | BEAUMONT TX 77701                      |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes   | Column B<br>Label Container To |
|-------------------------------------|--------------------------------|
| 77703, 08, 13, 26                   | BEAUMONT TX 77703              |
| 77801-03, 05-08                     | BRYAN TX 77801                 |
| 77833, 34                           | BRENHAM TX 77833               |
| 77840-45                            | COLLEGE STATION TX 77840       |
| 77868, 69                           | NAVASOTA TX 77868              |
| 78028, 29                           | KERRVILLE TX 78028             |
| 78040-46                            | LAREDO TX 78040                |
| 78102, 04                           | BEEVILLE TX 78102              |
| 78130-33                            | NEW BRAUNFELS TX 78130         |
| 78148, 50                           | UNIVERSAL CITY TX 78148        |
| 78155, 56                           | SEGUIN TX 78155                |
| 78202, 04, 07, 83                   | SAN ANTONIO TX 78202           |
| 78203, 10                           | SAN ANTONIO TX 78203           |
| 78205, 06, 91-99                    | SAN ANTONIO TX 78205           |
| 78208, 09                           | SAN ANTONIO TX 78208           |
| 78211, 14, 21, 24-26, 64            | SAN ANTONIO TX 78211           |
| 78212, 15                           | SAN ANTONIO TX 78212           |
| 78216, 79                           | SAN ANTONIO TX 78216           |
| 78219, 20, 22, 44, 62, 63           | SAN ANTONIO TX 78219           |
| 78227, 42                           | SAN ANTONIO TX 78227           |
| 78230, 31, 48, 78                   | SAN ANTONIO TX 78230           |
| 78232, 47, 58-61, 70                | SAN ANTONIO TX 78232           |
| 78233, 39, 66                       | SAN ANTONIO TX 78233           |
| 78238, 68                           | SAN ANTONIO TX 78238           |
| 78240, 49, 55-57, 69                | SAN ANTONIO TX 78240           |
| 78245, 50-54                        | SAN ANTONIO TX 78245           |
| 78332, 33                           | ALICE TX 78332                 |
| 78335, 36                           | ARANSAS PASS TX 78336          |
| 78363, 64                           | KINGSVILLE TX 78363            |
| 78381, 82                           | ROCKPORT TX 78382              |
| 78401-03, 07, 08, 70, 71, 73, 75-78 | CORPUS CHRISTI TX 78401        |
| 78404, 63                           | CORPUS CHRISTI TX 78404        |
| 78405, 65                           | CORPUS CHRISTI TX 78405        |
| 78406, 09, 10, 26, 60               | CORPUS CHRISTI TX 78406        |
| 78411, 66                           | CORPUS CHRISTI TX 78411        |
| 78412, 14, 68                       | CORPUS CHRISTI TX 78412        |
| 78413, 27, 72                       | CORPUS CHRISTI TX 78413        |
| 78415-17, 67                        | CORPUS CHRISTI TX 78415        |
| 78418, 19, 80                       | CORPUS CHRISTI TX 78418        |
| 78502, 05                           | MCALLEN TX 78502               |
| 78503, 04                           | MCALLEN TX 78503               |
| 78522, 23, 26                       | BROWNSVILLE TX 78522           |
| 78539, 40                           | EDINBURG TX 78539              |
| 78550-53                            | HARLINGEN TX 78550             |
| 78572, 73                           | MISSION TX 78572               |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 78613, 30                         | CEDAR PARK TX 78613            |
| 78626-28                          | GEORGETOWN TX 78626            |
| 78641, 46                         | LEANDER TX 78641               |
| 78664, 83                         | ROUND ROCK TX 78664            |
| 78666, 67                         | SAN MARCOS TX 78666            |
| 78680, 81                         | ROUND ROCK TX 78680            |
| 78702, 21, 22                     | AUSTIN TX 78702                |
| 78712, 13                         | AUSTIN TX 78712                |
| 78717, 26, 29                     | AUSTIN TX 78717                |
| 78719, 41, 42, 44                 | AUSTIN TX 78719                |
| 78723-25                          | AUSTIN TX 78723                |
| 78728, 53                         | AUSTIN TX 78728                |
| 78730, 31                         | AUSTIN TX 78730                |
| 78732, 34, 38                     | AUSTIN TX 78732                |
| 78733, 46                         | AUSTIN TX 78733                |
| 78735-37                          | AUSTIN TX 78735                |
| 78739, 49                         | AUSTIN TX 78739                |
| 78747, 48                         | AUSTIN TX 78747                |
| 78752, 54                         | AUSTIN TX 78752                |
| 78756, 57                         | AUSTIN TX 78756                |
| 78801, 02                         | UVALDE TX 78801                |
| 78840-43, 47                      | DEL RIO TX 78840               |
| 78852, 53                         | EAGLE PASS TX 78852            |
| 79101-04                          | AMARILLO TX 79101              |
| 79106, 19, 21, 24, 59             | AMARILLO TX 79106              |
| 79107, 08, 11                     | AMARILLO TX 79107              |
| 79110, 14, 18                     | AMARILLO TX 79110              |
| 79401, 03, 05, 08, 11, 15         | LUBBOCK TX 79401               |
| 79404, 12, 23, 52                 | LUBBOCK TX 79404               |
| 79406, 09, 30                     | LUBBOCK TX 79406               |
| 79407, 14                         | LUBBOCK TX 79407               |
| 79410, 13, 93                     | LUBBOCK TX 79410               |
| 79416, 90                         | LUBBOCK TX 79416               |
| 79424, 64                         | LUBBOCK TX 79424               |
| 79701, 02                         | MIDLAND TX 79701               |
| 79703, 05, 07                     | MIDLAND TX 79703               |
| 79761, 63, 66                     | ODESSA TX 79761                |
| 79762, 64, 65                     | ODESSA TX 79762                |
| 79906, 08                         | EL PASO TX 79906               |
| 79907, 17                         | EL PASO TX 79907               |
| 79922, 32                         | EL PASO TX 79922               |
| 79924, 34                         | EL PASO TX 79924               |
| 79940-55                          | EL PASO TX 79940               |
| 80001, 02, 04                     | ARVADA CO 80001                |
| 80003, 05-07                      | ARVADA CO 80003                |
| 80010, 40, 45                     | AURORA CO 80010                |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 80011, 18, 19, 42                         | AURORA CO 80011                        | 81004-06                                  | PUEBLO CO 81004                        |
| 80012, 41                                 | AURORA CO 80012                        | 81101, 02                                 | ALAMOSA CO 81101                       |
| 80014, 44                                 | AURORA CO 80014                        | 81147, 57                                 | PAGOSA SPRINGS CO 81147                |
| 80015, 16, 46                             | AURORA CO 80015                        | 81212, 15                                 | CANON CITY CO 81212                    |
| 80017, 47                                 | AURORA CO 80017                        | 81301, 02                                 | DURANGO CO 81301                       |
| 80020, 21, 38                             | BROOMFIELD CO 80020                    | 82001, 07, 09                             | CHEYENNE WY 82001                      |
| 80033, 34                                 | WHEAT RIDGE CO 80033                   | 82051, 63, 70-73                          | LARAMIE WY 82070                       |
| 80110-12, 55                              | ENGLEWOOD CO 80110                     | 82602, 05                                 | CASPER WY 82602                        |
| 80120, 60                                 | LITTLETON CO 80120                     | 82601, 04, 09                             | CASPER WY 82609                        |
| 80121, 22, 61                             | LITTLETON CO 80121                     | 82716-18                                  | GILLETTE WY 82716                      |
| 80123, 62                                 | LITTLETON CO 80123                     | 82901, 02                                 | ROCK SPRINGS WY 82901                  |
| 80124, 26, 63                             | LITTLETON CO 80124                     | 82930, 31                                 | EVANSTON WY 82930                      |
| 80125, 27, 28                             | LITTLETON CO 80127                     | 83001, 02                                 | JACKSON WY 83001                       |
| 80129, 30                                 | HIGHLANDS RANCH CO 80129               | 83605, 06                                 | CALDWELL ID 83605                      |
| 80202, 65, 90, 93, 94                     | DENVER CO 80202                        | 83642, 80                                 | MERIDIAN ID 83642                      |
| 80203, 64, 95                             | DENVER CO 80203                        | 83647, 48                                 | MOUNTAIN HOME ID 83647                 |
| 80210, 50                                 | DENVER CO 80210                        | 83651-53, 86, 87                          | NAMPA ID 83651                         |
| 80227, 35, 36                             | DENVER CO 80227                        | 83702, 03, 06, 12                         | BOISE ID 83702                         |
| 80233, 41                                 | DENVER CO 80233                        | 83704, 11, 13                             | BOISE ID 83704                         |
| 80239, 49                                 | DENVER CO 80239                        | 83707, 08                                 | BOISE ID 83707                         |
| 80301, 08                                 | BOULDER CO 80301                       | 83709, 19                                 | BOISE ID 83709                         |
| 80302, 06                                 | BOULDER CO 80302                       | 83716, 17                                 | BOISE ID 83716                         |
| 80303, 07                                 | BOULDER CO 80303                       | 83814-16                                  | COEUR D ALENE ID 83814                 |
| 80437, 39                                 | EVERGREEN CO 80437                     | 84003, 04                                 | AMERICAN FORK UT 84003                 |
| 80477, 87                                 | STEAMBOAT SPRINGS CO<br>80477          | 84010, 11                                 | BOUNTFUL UT 84010                      |
| 80501, 04                                 | LONGMONT CO 80501                      | 84015, 89                                 | CLEARFIELD UT 84015                    |
| 80521, 22, 24                             | FT COLLINS CO 80521                    | 84036, 61                                 | KAMAS UT 84036                         |
| 80525-28                                  | FT COLLINS CO 80525                    | 84040, 41                                 | LAYTON UT 84040                        |
| 80537, 39                                 | LOVELAND CO 80537                      | 84042, 62                                 | PLEASANT GROVE UT 84042                |
| 80840, 41                                 | USAF ACADEMY CO 80840                  | 84057, 59                                 | OREM UT 84057                          |
| 80901, 03, 05                             | COLORADO SPGS CO 80901                 | 84058, 97                                 | OREM UT 84058                          |
| 80904, 34                                 | COLORADO SPGS CO 80904                 | 84060, 68, 98                             | PARK CITY UT 84060                     |
| 80906, 37, 60                             | COLORADO SPGS CO 80906                 | 84070, 91, 94                             | SANDY UT 84070                         |
| 80907, 33                                 | COLORADO SPGS CO 80907                 | 84016, 75                                 | SYRACUSE UT 84075                      |
| 80908, 21                                 | COLORADO SPGS CO 80908                 | 84078, 79                                 | VERNAL UT 84078                        |
| 80909, 32                                 | COLORADO SPGS CO 80909                 | 84084, 88                                 | WEST JORDAN UT 84084                   |
| 80910, 35                                 | COLORADO SPGS CO 80910                 | 84090, 92, 93                             | SANDY UT 84090                         |
| 80911, 25, 31                             | COLORADO SPGS CO 80911                 | 84101, 44, 80                             | SALT LAKE CTY UT 84101                 |
| 80913, 26                                 | COLORADO SPGS CO 80913                 | 84106, 52                                 | SALT LAKE CTY UT 84106                 |
| 80915, 22, 28-30, 70                      | COLORADO SPGS CO 80915                 | 84107, 57                                 | SALT LAKE CTY UT 84107                 |
| 80918, 36                                 | COLORADO SPGS CO 80918                 | 84108, 58                                 | SALT LAKE CTY UT 84108                 |
| 80919, 49                                 | COLORADO SPGS CO 80919                 | 84110, 45, 51                             | SALT LAKE CTY UT 84110                 |
| 80920, 62                                 | COLORADO SPGS CO 80920                 | 84111, 33, 38                             | SALT LAKE CTY UT 84111                 |
| 81002, 07                                 | PUEBLO CO 81002                        | 84115, 65                                 | SALT LAKE CTY UT 84115                 |
| 81003, 08                                 | PUEBLO CO 81003                        | 84120, 28, 70                             | SALT LAKE CTY UT 84120                 |
|   |  | 84121, 71                                 | SALT LAKE CTY UT 84121                 |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 84125-27                          | SALT LAKE CTY UT 84125         |
| 84302, 24                         | BRIGHAM CITY UT 84302          |
| 84321, 23                         | LOGAN UT 84321                 |
| 84401, 02, 05, 09                 | OGDEN UT 84401                 |
| 84403, 15                         | OGDEN UT 84403                 |
| 84404, 12, 14                     | OGDEN UT 84404                 |
| 84511, 33                         | BLANDING UT 84511              |
| 84601, 03, 05, 06                 | PROVO UT 84601                 |
| 84663, 64                         | SPRINGVILLE UT 84663           |
| 84701, 32                         | RICHFIELD UT 84701             |
| 84720, 22, 81                     | CEDAR CITY UT 84720            |
| 84770, 71, 82                     | ST GEORGE UT 84770             |
| 85001, 02                         | PHOENIX AZ 85001               |
| 85003, 04, 25, 30, 73             | PHOENIX AZ 85004               |
| 85008, 10                         | PHOENIX AZ 85008               |
| 85005, 07, 09, 98                 | PHOENIX AZ 85009               |
| 85013, 67                         | PHOENIX AZ 85013               |
| 85011, 14                         | PHOENIX AZ 85014               |
| 85016, 64                         | PHOENIX AZ 85016               |
| 85017, 61, 79                     | PHOENIX AZ 85017               |
| 85018, 60                         | PHOENIX AZ 85018               |
| 85021, 69                         | PHOENIX AZ 85021               |
| 85022, 68                         | PHOENIX AZ 85022               |
| 85023, 80                         | PHOENIX AZ 85023               |
| 85024, 50, 54                     | PHOENIX AZ 85024               |
| 85029, 53, 71                     | PHOENIX AZ 85029               |
| 85019, 31, 43, 63                 | PHOENIX AZ 85031               |
| 85032, 46, 78                     | PHOENIX AZ 85032               |
| 85034, 36, 74                     | PHOENIX AZ 85034               |
| 85038, 62, 72, 82, 99             | PHOENIX AZ 85038               |
| 85040, 66                         | PHOENIX AZ 85040               |
| 85044, 76                         | PHOENIX AZ 85044               |
| 85045, 48, 70                     | PHOENIX AZ 85048               |
| 85201, 11                         | MESA AZ 85201                  |
| 85202, 74                         | MESA AZ 85202                  |
| 85203, 13, 75                     | MESA AZ 85203                  |
| 85204, 14                         | MESA AZ 85204                  |
| 85206, 07                         | MESA AZ 85206                  |
| 85208, 12                         | MESA AZ 85208                  |
| 85205, 15, 77                     | MESA AZ 85215                  |
| 85217, 19, 20, 78                 | APACHE JUNCTION AZ 85219       |
| 85222, 30                         | CASA GRANDE AZ 85222           |
| 85224, 46                         | CHANDLER AZ 85224              |
| 85225, 44                         | CHANDLER AZ 85225              |
| 85232, 79                         | FLORENCE AZ 85232              |
| 85233, 34, 96, 99                 | GILBERT AZ 85233               |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 85248, 49                         | CHANDLER AZ 85248              |
| 85250, 53                         | SCOTTSDALE AZ 85250            |
| 85251, 52                         | SCOTTSDALE AZ 85251            |
| 85255, 62, 63                     | SCOTTSDALE AZ 85255            |
| 85256, 57, 71                     | SCOTTSDALE AZ 85256            |
| 85258, 61                         | SCOTTSDALE AZ 85258            |
| 85260, 67                         | SCOTTSDALE AZ 85260            |
| 85264, 68, 69                     | SCOTTSDALE AZ 85268            |
| 85283, 84                         | TEMPE AZ 85283                 |
| 85285, 89                         | TEMPE AZ 85285                 |
| 85301, 03, 05, 07, 09, 11         | GLENDALE AZ 85301              |
| 85302, 04, 06, 12                 | GLENDALE AZ 85302              |
| 85308, 10, 18                     | GLENDALE AZ 85308              |
| 85323, 38                         | AVONDALE AZ 85323              |
| 85345, 80                         | PEORIA AZ 85345                |
| 85351, 72                         | SUN CITY AZ 85351              |
| 85358, 90                         | WICKENBURG AZ 85358            |
| 85364-66, 69                      | YUMA AZ 85364                  |
| 85363, 73                         | SUN CITY AZ 85373              |
| 85374, 78, 79, 87                 | SURPRISE AZ 85374              |
| 85375, 76                         | SUN CITY WEST AZ 85375         |
| 85381, 82                         | PEORIA AZ 85381                |
| 85501, 02                         | GLOBE AZ 85501                 |
| 85541, 47                         | PAYSON AZ 85541                |
| 85546, 48                         | SAFFORD AZ 85546               |
| 85607, 08                         | DOUGLAS AZ 85607               |
| 85614, 22                         | GREEN VALLEY AZ 85614          |
| 85621, 28, 62                     | NOGALES AZ 85621               |
| 85613, 35, 36, 50                 | SIERRA VISTA AZ 85635          |
| 85643, 44                         | WILLCOX AZ 85643               |
| 85701, 02                         | TUCSON AZ 85701                |
| 85706, 77                         | TUCSON AZ 85706                |
| 85713, 14                         | TUCSON AZ 85713                |
| 85715, 50                         | TUCSON AZ 85715                |
| 85720, 21                         | TUCSON AZ 85720                |
| 85726, 44                         | TUCSON AZ 85726                |
| 85730, 47, 48                     | TUCSON AZ 85730                |
| 85737, 39                         | TUCSON AZ 85737                |
| 85741, 42                         | TUCSON AZ 85741                |
| 85735, 36, 46                     | TUCSON AZ 85746                |
| 86001, 02                         | FLAGSTAFF AZ 86001             |
| 86003, 04                         | FLAGSTAFF AZ 86003             |
| 86301-05                          | PRESCOTT AZ 86301              |
| 86312-14                          | PRESCOTT VALLEY AZ 86314       |
| 86322, 24, 31                     | CAMP VERDE AZ 86322            |
| 86336, 39-41, 51                  | SEDONA AZ 86336                |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 86401, 02, 13                             | KINGMAN AZ 86401                       |
| 86403-06                                  | LAKE HAVASU CITY AZ 86403              |
| 86426, 27, 29, 30                         | FORT MOHAVE AZ 86426                   |
| 86440, 46                                 | MOHAVE VALLEY AZ 86440                 |
| 86439, 42                                 | BULLHEAD CITY AZ 86442                 |
| 87102, 04, 94                             | ALBUQUERQUE NM 87102                   |
| 87105, 21, 95                             | ALBUQUERQUE NM 87105                   |
| 87106, 96                                 | ALBUQUERQUE NM 87106                   |
| 87107, 97                                 | ALBUQUERQUE NM 87107                   |
| 87108, 98                                 | ALBUQUERQUE NM 87108                   |
| 87109, 22, 99                             | ALBUQUERQUE NM 87109                   |
| 87110, 76, 90                             | ALBUQUERQUE NM 87110                   |
| 87111, 54, 91                             | ALBUQUERQUE NM 87111                   |
| 87112, 53, 92                             | ALBUQUERQUE NM 87112                   |
| 87114, 84, 87, 93                         | ALBUQUERQUE NM 87114                   |
| 87123, 81                                 | ALBUQUERQUE NM 87123                   |
| 87124, 44, 74                             | ALBUQUERQUE NM 87124                   |
| 87301, 05                                 | GALLUP NM 87301                        |
| 87401, 02, 99                             | FARMINGTON NM 87401                    |
| 87501, 06                                 | SANTA FE NM 87501                      |
| 87505, 07, 08                             | SANTA FE NM 87505                      |
| 87532, 33                                 | ESPANOLA NM 87532                      |
| 88001, 11                                 | LAS CRUCES NM 88001                    |
| 88004, 06                                 | LAS CRUCES NM 88004                    |
| 88005, 07, 12                             | LAS CRUCES NM 88005                    |
| 88030, 31                                 | DEMING NM 88030                        |
| 88061, 62                                 | SILVER CITY NM 88061                   |
| 88101, 02                                 | CLOVIS NM 88101                        |
| 88210, 11                                 | ARTESIA NM 88210                       |
| 88220, 21                                 | CARLSBAD NM 88220                      |
| 88240-42                                  | HOBBS NM 88240                         |
| 88310, 11                                 | ALAMOGORDO NM 88310                    |
| 89005, 06                                 | BOULDER CITY NV 89005                  |
| 89012, 44, 52                             | HENDERSON NV 89012                     |
| 89014, 74                                 | HENDERSON NV 89014                     |
| 89011, 15                                 | HENDERSON NV 89015                     |
| 89018, 70                                 | INDIAN SPRINGS NV 89018                |
| 89019, 26                                 | JEAN NV 89019                          |
| 89028, 29                                 | LAUGHLIN NV 89028                      |
| 89031, 33, 81, 86                         | NORTH LAS VEGAS NV 89031               |
| 89032, 84, 85, 87                         | NORTH LAS VEGAS NV 89032               |
| 89041, 48, 60, 61                         | PAHRUMP NV 89041                       |
| 89101, 06                                 | LAS VEGAS NV 89101                     |
| 89102, 46                                 | LAS VEGAS NV 89102                     |
| 89103, 13, 48                             | LAS VEGAS NV 89103                     |
| 89109, 19                                 | LAS VEGAS NV 89109                     |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 89115, 56                                 | LAS VEGAS NV 89115                     |
| 89117, 47                                 | LAS VEGAS NV 89117                     |
| 89120, 21                                 | LAS VEGAS NV 89120                     |
| 89122, 42                                 | LAS VEGAS NV 89122                     |
| 89123, 39, 41                             | LAS VEGAS NV 89123                     |
| 89129, 49                                 | LAS VEGAS NV 89129                     |
| 89130, 31, 43                             | LAS VEGAS NV 89130                     |
| 89134, 35, 38, 44, 45                     | LAS VEGAS NV 89134                     |
| 89431, 32                                 | SPARKS NV 89431                        |
| 89434-36                                  | SPARKS NV 89434                        |
| 89450-52                                  | INCLINE VILLAGE NV 89450               |
| 89501, 12                                 | RENO NV 89501                          |
| 89503, 13                                 | RENO NV 89503                          |
| 89504, 05                                 | RENO NV 89504                          |
| 89510, 15                                 | RENO NV 89510                          |
| 89523, 33                                 | RENO NV 89523                          |
| 89701-06, 21                              | CARSON CITY NV 89701                   |
| 90201, 02, 70                             | BELL CA 90201                          |
| 90209-13                                  | BEVERLY HILLS CA 90210                 |
| 90220-24                                  | COMPTON CA 90220                       |
| 90230-33                                  | CULVER CITY CA 90230                   |
| 90239-42                                  | DOWNEY CA 90240                        |
| 90245, 66, 67                             | EL SEGUNDO CA 90245                    |
| 90247-49                                  | GARDENA CA 90247                       |
| 90250, 51                                 | HAWTHORNE CA 90250                     |
| 90260, 61                                 | LAWNDALE CA 90260                      |
| 90263-65                                  | MALIBU CA 90265                        |
| 90274, 75                                 | PALOS VERDES CA 90274                  |
| 90254, 77, 78                             | REDONDO BEACH CA 90277                 |
| 90291-96                                  | VENICE CA 90291                        |
| 90401, 06, 07                             | SANTA MONICA CA 90401                  |
| 90402-05, 08-11                           | SANTA MONICA CA 90403                  |
| 90601, 08                                 | WHITTIER CA 90601                      |
| 90602, 07                                 | WHITTIER CA 90602                      |
| 90603, 04, 09                             | WHITTIER CA 90603                      |
| 90605, 06, 10                             | WHITTIER CA 90605                      |
| 90620-24                                  | BUENA PARK CA 90620                    |
| 90631-33                                  | LA HABRA CA 90631                      |
| 90637-39                                  | LA MIRADA CA 90637                     |
| 90650-52                                  | NORWALK CA 90650                       |
| 90660-62, 65                              | PICO RIVERA CA 90660                   |
| 90701-03                                  | ARTESIA CA 90701                       |
| 90706, 07                                 | BELLFLOWER CA 90706                    |
| 90711-14                                  | LAKEWOOD CA 90712                      |
| 90715, 16                                 | LAKEWOOD CA 90715                      |
| 90720, 21                                 | LOS ALAMITOS CA 90720                  |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 90731-34                          | SAN PEDRO CA 90731             |
| 90744, 48                         | WILMINGTON CA 90744            |
| 90745, 47, 49                     | CARSON CA 90745                |
| 90803, 53                         | LONG BEACH CA 90803            |
| 91301, 76, 77                     | AGOURA HILLS CA 91301          |
| 91303-05, 09                      | CANOGA PARK CA 91304           |
| 91306, 96                         | WINNETKA CA 91306              |
| 91307, 08                         | WEST HILLS CA 91307            |
| 91311, 13                         | CHATSWORTH CA 91311            |
| 91316, 91416, 26, 36              | ENCINO CA 91316                |
| 91319, 20, 58                     | NEWBURY PARK CA 91319          |
| 91321, 22, 81                     | NEWHALL CA 91321               |
| 91324, 25, 28-30                  | NORTHRIDGE CA 91324            |
| 91326, 27                         | NORTHRIDGE CA 91326            |
| 91331, 33, 34                     | PACOIMA CA 91331               |
| 91335, 37                         | RESEDA CA 91335                |
| 91340, 42, 92                     | SYLMAR CA 91342                |
| 91343, 93                         | NORTH HILLS CA 91343           |
| 91341, 44-46, 94, 95              | MISSION HILLS CA 91345         |
| 91310, 50, 80, 84, 90             | SANTA CLARITA CA 91350         |
| 91351, 86, 87                     | CANYON COUNTRY CA 91351        |
| 91352, 53                         | SUN VALLEY CA 91352            |
| 91354, 55, 85                     | VALENCIA CA 91355              |
| 91356, 57                         | TARZANA CA 91356               |
| 91359-63                          | THOUSAND OAKS CA 91360         |
| 91302, 64, 65, 67, 71, 72, 99     | WOODLAND HILLS CA 91364        |
| 91401, 04, 07, 08                 | VAN NUYS CA 91401              |
| 91402, 12                         | PANORAMA CITY CA 91402         |
| 91403, 13, 23                     | SHERMAN OAKS CA 91403          |
| 91409, 10                         | VAN NUYS CA 91409              |
| 91501-04, 07, 08, 10              | BURBANK CA 91501               |
| 91505, 06, 21-23                  | BURBANK CA 91505               |
| 91601-03, 10                      | NORTH HOLLYWOOD CA 91601       |
| 91604, 14                         | STUDIO CITY CA 91604           |
| 91605, 06, 08, 09, 11, 12, 15, 18 | NORTH HOLLYWOOD CA 91605       |
| 91607, 16, 17                     | VALLEY VILLAGE CA 91607        |
| 91701, 37                         | ALTA LOMA CA 91701             |
| 91722, 24                         | COVINA CA 91722                |
| 91729, 30, 39                     | RANCHO CUCAMONGA CA 91730      |
| 91731, 32, 34                     | EL MONTE CA 91731              |
| 91740, 41                         | GLENDORA CA 91740              |
| 91744-47, 49                      | LA PUENTE CA 91744             |
| 91754, 55                         | MONTEREY PARK CA 91754         |
| 91761, 62, 64                     | ONTARIO CA 91761               |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 91766-69                          | POMONA CA 91767                |
| 91775, 76, 78                     | SAN GABRIEL CA 91775           |
| 91784-86                          | UPLAND CA 91786                |
| 91788, 89                         | WALNUT CA 91789                |
| 91790-93                          | WEST COVINA CA 91790           |
| 91801-03                          | ALHAMBRA CA 91801              |
| 91901, 03                         | ALPINE CA 91901                |
| 91902, 08                         | BONITA CA 91902                |
| 91909, 11                         | CHULA VISTA CA 91909           |
| 91910, 12                         | CHULA VISTA CA 91910           |
| 91913-15, 21                      | CHULA VISTA CA 91913           |
| 91932, 33                         | IMPERIAL BEACH CA 91932        |
| 91941-44                          | LA MESA CA 91941               |
| 91945, 46                         | LEMON GROVE CA 91945           |
| 91947, 50, 51                     | NATIONAL CITY CA 91950         |
| 91976-79                          | SPRING VALLEY CA 91977         |
| 92008, 18                         | CARLSBAD CA 92008              |
| 92019, 20, 22                     | EL CAJON CA 92020              |
| 92023, 24                         | ENCINITAS CA 92024             |
| 92025, 29, 33, 46                 | ESCONDIDO CA 92025             |
| 92026, 27, 30                     | ESCONDIDO CA 92026             |
| 92028, 88                         | FALLBROOK CA 92028             |
| 92037-39                          | LA JOLLA CA 92037              |
| 92049, 51, 52, 54, 55, 57         | OCEANSIDE CA 92054             |
| 92056, 58                         | OCEANSIDE CA 92056             |
| 92064, 74                         | POWAY CA 92064                 |
| 92067, 91                         | RANCHO SANTA FE CA 92067       |
| 92069, 79, 96                     | SAN MARCOS CA 92069            |
| 92071, 72                         | SANTEE CA 92071                |
| 92084, 85                         | VISTA CA 92084                 |
| 92092, 93                         | LA JOLLA CA 92093              |
| 92201-03                          | INDIO CA 92201                 |
| 92225, 26, 42, 80                 | BLYTHE CA 92225                |
| 92231, 32                         | CALEXICO CA 92231              |
| 92234, 35                         | CATHEDRAL CITY CA 92234        |
| 92243, 44                         | EL CENTRO CA 92243             |
| 92210, 11, 55, 60, 61             | PALM DESERT CA 92260           |
| 92262-64                          | PALM SPRINGS CA 92262          |
| 92277, 78                         | TWENTYNINE PALMS CA 92277      |
| 92284-86                          | YUCCA VALLEY CA 92284          |
| 92307, 08                         | APPLE VALLEY CA 92307          |
| 92310-12                          | BARSTOW CA 92311               |
| 92314, 86                         | BIG BEAR CITY CA 92314         |
| 92313, 24                         | COLTON CA 92324                |
| 92334-37                          | FONTANA CA 92335               |
| 92340, 45                         | HESPERIA CA 92345              |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 92329, 71                                 | PHELAN CA 92371                        |
| 92373-75                                  | REDLANDS CA 92373                      |
| 92376, 77                                 | RIALTO CA 92376                        |
| 92392-94                                  | VICTORVILLE CA 92392                   |
| 92401, 02, 08, 10                         | SN BERNARDINO CA 92401                 |
| 92404, 13                                 | SN BERNARDINO CA 92404                 |
| 92405, 06                                 | SN BERNARDINO CA 92405                 |
| 92407, 27                                 | SN BERNARDINO CA 92407                 |
| 92501, 02                                 | RIVERSIDE CA 92501                     |
| 92503, 13                                 | RIVERSIDE CA 92503                     |
| 92504, 14                                 | RIVERSIDE CA 92504                     |
| 92505, 15                                 | RIVERSIDE CA 92505                     |
| 92506, 16                                 | RIVERSIDE CA 92506                     |
| 92507, 17                                 | RIVERSIDE CA 92507                     |
| 92508, 18                                 | RIVERSIDE CA 92508                     |
| 92509, 19                                 | RIVERSIDE CA 92509                     |
| 92530-32                                  | LAKE ELSINORE CA 92531                 |
| 92543-46                                  | HEMET CA 92543                         |
| 92551-55                                  | MORENO VALLEY CA 92553                 |
| 92556, 57                                 | MORENO VALLEY CA 92557                 |
| 92562-64                                  | MURRIETA CA 92562                      |
| 92570-72, 99                              | PERRIS CA 92570                        |
| 92581-83                                  | SAN JACINTO CA 92583                   |
| 92584-87                                  | SUN CITY CA 92586                      |
| 92589-93                                  | TEMECULA CA 92591                      |
| 92607, 77                                 | LAGUNA NIGUEL CA 92607                 |
| 92615, 46                                 | HUNTINGTON BEACH CA 92615              |
| 92602, 03, 12, 18-20, 50                  | IRVINE CA 92619                        |
| 92604, 06, 14, 23                         | IRVINE CA 92623                        |
| 92626-28                                  | COSTA MESA CA 92628                    |
| 92624, 29                                 | DANA POINT CA 92629                    |
| 92605, 47, 49                             | HUNTINGTON BEACH CA 92647              |
| 92651, 52                                 | LAGUNA CA 92651                        |
| 92653, 54                                 | LAGUNA HILLS CA 92653                  |
| 92657, 58, 60, 62                         | NEWPORT BEACH CA 92658                 |
| 92659, 61, 63                             | NEWPORT BEACH CA 92659                 |
| 92672-74                                  | SAN CLEMENTE CA 92672                  |
| 92683-85                                  | WESTMINSTER CA 92683                   |
| 92610, 78, 79, 88                         | RCHO STA MARG CA 92688                 |
| 92675, 90-93                              | MISSION VIEJO CA 92690                 |
| 92780-82                                  | TUSTIN CA 92781                        |
| 92701-12, 28, 35, 99                      | SANTA ANA CA 92799                     |
| 92821-23                                  | BREA CA 92822                          |
| 92831, 34                                 | FULLERTON CA 92834                     |
| 92832, 36                                 | FULLERTON CA 92836                     |
| 92833, 37                                 | FULLERTON CA 92837                     |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 92835, 38                                 | FULLERTON CA 92838                     |
| 92840-44                                  | GARDEN GROVE CA 92842                  |
| 92845, 46                                 | GARDEN GROVE CA 92846                  |
| 92856, 57, 59, 61-69                      | ORANGE CA 92863                        |
| 92870, 71                                 | PLACENTIA CA 92871                     |
| 92878, 80, 82                             | CORONA CA 92878                        |
| 92879, 81, 83                             | CORONA CA 92879                        |
| 92885-87                                  | YORBA LINDA CA 92885                   |
| 92801-08, 12, 14-17, 25, 50, 99           | ANAHEIM CA 92899                       |
| 93001, 02, 05, 07                         | VENTURA CA 93001                       |
| 93003, 04, 06, 09                         | VENTURA CA 93003                       |
| 93010-12                                  | CAMARILLO CA 93010                     |
| 93013, 14                                 | CARPINTERIA CA 93013                   |
| 93015, 16                                 | FILLMORE CA 93015                      |
| 93020, 21                                 | MOORPARK CA 93020                      |
| 93023, 24                                 | OJAI CA 93023                          |
| 93030-32, 35, 36                          | OXNARD CA 93030                        |
| 93033, 34                                 | OXNARD CA 93033                        |
| 93041-44                                  | PORT HUENEME CA 93041                  |
| 93060, 61                                 | SANTA PAULA CA 93060                   |
| 93062-64, 99                              | SIMI VALLEY CA 93063                   |
| 93065, 93, 94                             | SIMI VALLEY CA 93065                   |
| 93215, 16                                 | DELANO CA 93215                        |
| 93222, 25                                 | FRAZIER PARK CA 93225                  |
| 93230, 32                                 | HANFORD CA 93230                       |
| 93245, 46                                 | LEMOORE CA 93245                       |
| 93257, 58                                 | PORTERVILLE CA 93257                   |
| 93274, 75                                 | TULARE CA 93274                        |
| 93277, 78                                 | VISALIA CA 93277                       |
| 93279, 91                                 | VISALIA CA 93279                       |
| 93401-03, 05-10, 12                       | SAN LUIS OBISPO CA 93401               |
| 93436-38                                  | LOMPOC CA 93436                        |
| 93454-58                                  | SANTA MARIA CA 93454                   |
| 93501, 02                                 | MOJAVE CA 93501                        |
| 93504, 05                                 | CALIFORNIA CITY CA 93505               |
| 93514, 15                                 | BISHOP CA 93514                        |
| 93516, 96                                 | BORON CA 93516                         |
| 93523, 24                                 | EDWARDS CA 93523                       |
| 93534-36, 39, 84, 86                      | LANCASTER CA 93534                     |
| 93550-52, 90, 91                          | PALMDALE CA 93550                      |
| 93555, 56                                 | RIDGECREST CA 93555                    |
| 93561, 62, 81                             | TEHACHAPI CA 93561                     |
| 93611-13                                  | CLOVIS CA 93612                        |
| 93637-39                                  | MADERA CA 93638                        |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 93901, 02, 05-08, 12, 15, 62      | SALINAS CA 93907               |
| 93921-23                          | CARMEL CA 93923                |
| 93940, 42-44                      | MONTEREY CA 93940              |
| 94010, 11                         | BURLINGAME CA 94010            |
| 94014-17                          | DALY CITY CA 94014             |
| 94023, 24                         | LOS ALTOS CA 94023             |
| 94025, 26, 28                     | MENLO PARK CA 94025            |
| 94035, 41-43                      | MOUNTAIN VIEW CA 94041         |
| 94061-65                          | REDWOOD CITY CA 94061          |
| 94080, 83                         | S SAN FRANCISCO CA 94080       |
| 94086-88                          | SUNNYVALE CA 94086             |
| 94301, 02, 06                     | PALO ALTO CA 94301             |
| 94303, 04                         | PALO ALTO CA 94303             |
| 94305, 09                         | STANFORD CA 94305              |
| 94401, 02                         | SAN MATEO CA 94401             |
| 94403, 04                         | SAN MATEO CA 94403             |
| 94501, 02                         | ALAMEDA CA 94501               |
| 94506, 26                         | DANVILLE CA 94506              |
| 94509, 31                         | ANTIOCH CA 94509               |
| 94519, 21                         | CONCORD CA 94519               |
| 94518, 20                         | CONCORD CA 94520               |
| 94533, 35                         | FAIRFIELD CA 94533             |
| 94536, 55                         | FREMONT CA 94536               |
| 94541-43                          | HAYWARD CA 94541               |
| 94540, 45                         | HAYWARD CA 94545               |
| 94546, 52                         | CASTRO VALLEY CA 94546         |
| 94550, 51                         | LIVERMORE CA 94550             |
| 94556, 75                         | MORAGA CA 94556                |
| 94558, 59, 81                     | NAPA CA 94558                  |
| 94547, 72                         | RODEO CA 94572                 |
| 94590, 92                         | VALLEJO CA 94590               |
| 94596, 97                         | WALNUT CREEK CA 94596          |
| 94702, 10                         | BERKELEY CA 94702              |
| 94801, 02                         | RICHMOND CA 94801              |
| 94925, 39, 76, 77                 | CORTE MADERA CA 94925          |
| 94927, 28, 31                     | ROHNERT PARK CA 94931          |
| 94941, 42                         | MILL VALLEY CA 94941           |
| 94945, 47-49                      | NOVATO CA 94947                |
| 94952, 54                         | PETALUMA CA 94952              |
| 94930, 60, 78, 79                 | SAN ANSELMO CA 94960           |
| 94965, 66                         | SAUSALITO CA 94965             |
| 95001, 03                         | APTOS CA 95003                 |
| 95020, 21                         | GILROY CA 95020                |
| 95023, 24                         | HOLLISTER CA 95023             |
| 95030-32                          | LOS GATOS CA 95030             |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 95037, 38                         | MORGAN HILL CA 95037           |
| 95050-56                          | SANTA CLARA CA 95050           |
| 95060-67                          | SANTA CRUZ CA 95060            |
| 95070, 71                         | SARATOGA CA 95070              |
| 95076, 77                         | WATSONVILLE CA 95076           |
| 95340, 41, 44, 48                 | MERCED CA 95340                |
| 95380-82                          | TURLOCK CA 95380               |
| 95472, 73                         | SEBASTOPOL CA 95472            |
| 95602-04                          | AUBURN CA 95603                |
| 95608, 09                         | CARMICHAEL CA 95608            |
| 95610, 11, 21                     | CITRUS HEIGHTS CA 95610        |
| 95616-18                          | DAVIS CA 95616                 |
| 95661, 78                         | ROSEVILLE CA 95678             |
| 95687, 88, 96                     | VACAVILLE CA 95687             |
| 95605, 91                         | WEST SACRAMENTO CA 95691       |
| 95926-29, 73, 76                  | CHICO CA 95926                 |
| 95945, 49                         | GRASS VALLEY CA 95945          |
| 95965, 66                         | OROVILLE CA 95965              |
| 95967, 69                         | PARADISE CA 95969              |
| 95991, 92                         | YUBA CITY CA 95991             |
| 96150-52, 54-58                   | SOUTH LAKE TAHOE CA 96150      |
| 96160, 61                         | TRUCKEE CA 96160               |
| 96720, 21                         | HILO HI 96721                  |
| 96732, 33                         | KAHULUI HI 96732               |
| 96739, 40, 45                     | KAILUA KONA HI 96740           |
| 96738, 43                         | KAMUELA HI 96743               |
| 96761, 67                         | LAHAINA HI 96761               |
| 96701, 82                         | PEARL CITY HI 96782            |
| 96707, 09, 97                     | WAIPAHU HI 96797               |
| 97005, 08                         | BEAVERTON OR 97005             |
| 97201, 58                         | PORTLAND OR 97201              |
| 97202, 82                         | PORTLAND OR 97202              |
| 97203, 31, 83                     | PORTLAND OR 97203              |
| 97204, 05, 40                     | PORTLAND OR 97204              |
| 97206, 86                         | PORTLAND OR 97206              |
| 97208, 28                         | PORTLAND OR 97208              |
| 97209, 10, 96                     | PORTLAND OR 97209              |
| 97212, 27                         | PORTLAND OR 97212              |
| 97213, 18, 38                     | PORTLAND OR 97213              |
| 97214, 32, 93                     | PORTLAND OR 97214              |
| 97215, 16, 33, 92                 | PORTLAND OR 97215              |
| 97219, 80                         | PORTLAND OR 97219              |
| 97220, 30, 94                     | PORTLAND OR 97220              |
| 97221, 25, 98                     | PORTLAND OR 97221              |
| 97222, 67-69                      | PORTLAND OR 97222              |
| 97223, 24, 81                     | PORTLAND OR 97223              |



**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and Package Services Flats and Irregular Parcels**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 97229, 91                                 | PORTLAND OR 97229                      | 98464-67                                  | TACOMA WA 98465                        |
| 97236, 66, 90                             | PORTLAND OR 97236                      | 98502, 12                                 | OLYMPIA WA 98502                       |
| 97301, 03, 05                             | SALEM OR 97301                         | 98503, 13                                 | OLYMPIA WA 98503                       |
| 97302, 06                                 | SALEM OR 97302                         | 98660, 63, 66                             | VANCOUVER WA 98660                     |
| 97330, 31, 33, 39                         | CORVALLIS OR 97333                     | 98661, 65, 68, 85, 86                     | VANCOUVER WA 98661                     |
| 97401, 40                                 | EUGENE OR 97401                        | 98662, 64, 82-84                          | VANCOUVER WA 98662                     |
| 97404, 08                                 | EUGENE OR 97404                        | 99163, 65                                 | PULLMAN WA 99163                       |
| 97403, 05, 55                             | EUGENE OR 97405                        | 99202, 12                                 | SPOKANE WA 99202                       |
| 97526, 27                                 | GRANTS PASS OR 97526                   | 99205, 09                                 | SPOKANE WA 99205                       |
| 97601-03                                  | KLAMATH FALLS OR 97601                 | 99206, 14, 16                             | SPOKANE WA 99206                       |
| 97701, 02, 07-09                          | BEND OR 97701                          | 99208, 18                                 | SPOKANE WA 99208                       |
| 98001, 02, 47, 71, 92                     | AUBURN WA 98002                        | 99219, 24                                 | SPOKANE WA 99224                       |
| 98003, 63                                 | FEDERAL WAY WA 98003                   | 99336-38                                  | KENNEWICK WA 99336                     |
| 98004, 39                                 | BELLEVUE WA 98004                      | 99502, 18                                 | ANCHORAGE AK 99502                     |
| 98005, 15                                 | BELLEVUE WA 98005                      | 99515, 16                                 | ANCHORAGE AK 99515                     |
| 98007, 08                                 | BELLEVUE WA 98007                      | 99701, 03, 09, 12                         | FAIRBANKS AK 99701                     |
| 98012, 21, 82                             | BOTHELL WA 98012                       | 99702, 05                                 | FAIRBANKS AK 99702                     |
| 98023, 93                                 | TWIN LAKES WA 98023                    | 99706-08                                  | FAIRBANKS AK 99706                     |
| 98027, 29                                 | ISSAQUAH WA 98027                      |   |  |
| 98031, 64                                 | KENT WA 98031                          |   |  |
| 98032, 35                                 | KENT WA 98032                          |   |  |
| 98036, 37, 46                             | LYNNWOOD WA 98036                      |   |  |
| 98055, 58                                 | RENTON WA 98055                        |   |  |
| 98056, 57                                 | RENTON WA 98056                        |   |  |
| 98105, 45                                 | SEATTLE WA 98105                       |   |  |
| 98106, 26                                 | SEATTLE WA 98106                       |   |  |
| 98114, 44                                 | SEATTLE WA 98144                       |   |  |
| 98160, 77                                 | SEATTLE WA 98177                       |   |  |
| 98158, 88                                 | SEATTLE WA 98188                       |   |  |
| 98230, 31                                 | EVERETT WA 98230                       |   |  |
| 98270, 71                                 | EVERETT WA 98270                       |   |  |
| 98273, 74                                 | EVERETT WA 98273                       |   |  |
| 98290, 91, 96                             | EVERETT WA 98290                       |   |  |
| 98332, 35                                 | GIG HARBOR WA 98332                    |   |  |
| 98362, 63                                 | PORT ANGELES WA 98362                  |   |  |
| 98366, 67                                 | PORT ORCHARD WA 98366                  |   |  |
| 98371, 72                                 | PUYALLUP WA 98371                      |   |  |
| 98373-75                                  | PUYALLUP WA 98375                      |   |  |
| 98402, 21                                 | TACOMA WA 98402                        |   |  |
| 98403, 22, 24                             | TACOMA WA 98403                        |   |  |
| 98404, 42, 43                             | TACOMA WA 98404                        |   |  |
| 98405, 15                                 | TACOMA WA 98405                        |   |  |
| 98406, 16                                 | TACOMA WA 98406                        |   |  |
| 98408, 12, 18                             | TACOMA WA 98408                        |   |  |
| 98444, 47                                 | TACOMA WA 98444                        |   |  |
| 98445, 46                                 | TACOMA WA 98445                        |   |  |



## L002 3-Digit ZIP Code Prefix Matrix

L002 lists every 3-digit Zip Code prefix for mail destined to 3-digit, 3-digit scheme, and sectional center facility (SCF) destinations as follows:

- a. 3-Digit ZIP Code Prefix: Use this column to find a 3-digit ZIP Code prefix. Those prefixes indicated by an **X** are unassigned. Those prefixes indicated by an **N** have been designated as 3-digit ZIP Codes for which the preparation of a 3-digit sack is optional, and for which the preparation of the optional 3-digit pallet is prohibited.
- b. Column A, 3-Digit Destinations: Use this information for Line 1 on 3-digit container labels (subject to the standards for the rate claimed). Unique 3-digit cities are indicated by a **U**.
- c. Column B, 3-Digit Scheme Destinations: Use this information for Line 1 on 3-digit scheme container labels (subject to the standards for the rate claimed). Line 2 of container labels for destinations indicated by an S must include either "SCHEME" or the specific information shown (3-digit groups by scheme group, where applicable, are shown in L003).
- d. Column C, SCF Destinations: Use this information for Line 1 on SCF container labels (subject to the standards for the rate claimed). SCFs serving only a single 3-digit area are indicated by a **D** (3-digit groups are shown by SCF in L005). Destination SCF Standard Mail rates, destination SCF Package Services rates, or destination SCF rates and per piece discounts for Periodicals mail are available only to those ZIP Code areas for which an SCF is shown.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 001 (unique 3-digit cities only), set number 002 (3-digit destinations), or set number 003 (SCF destinations). Requests are supplied in lots of 300 (minimum) for each label on the list.

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 001 <sup>X</sup>        |  |   |   |
| 002 <sup>X</sup>        |  |   |   |
| 003 <sup>X</sup>        |  |   |   |
| 004 <sup>X</sup>        |  |   |   |
| 005                     | MID-ISLAND NY 005                            | MID-ISLAND NY 005                                   | SCF MID-ISLAND NY 117                   |
| 006 <sup>N</sup>        | SAN JUAN PR 006                              | SAN JUAN PR 006 <sup>S</sup>                        | SCF SAN JUAN PR 006                     |
| 007 <sup>N</sup>        | SAN JUAN PR 007                              | SAN JUAN PR 006 <sup>S</sup>                        | SCF SAN JUAN PR 006                     |
| 008 <sup>N</sup>        | SAN JUAN PR 008                              | SAN JUAN PR 006 <sup>S</sup>                        | SCF SAN JUAN PR 006                     |
| 009 <sup>N</sup>        | SAN JUAN PR 009 <sup>U</sup>                 | SAN JUAN PR 006 <sup>S</sup>                        | SCF SAN JUAN PR 006                     |
| 010 <sup>N</sup>        | SPRINGFIELD MA 010                           | SPRINGFIELD MA 010 <sup>S</sup>                     | SCF SPRINGFIELD MA 010                  |
| 011 <sup>N</sup>        | SPRINGFIELD MA 011 <sup>U</sup>              | SPRINGFIELD MA 010 <sup>S</sup>                     | SCF SPRINGFIELD MA 010                  |
| 012                     | PITTSFIELD MA 012                            | PITTSFIELD MA 012                                   | SCF SPRINGFIELD MA 010                  |
| 013 <sup>N</sup>        | SPRINGFIELD MA 013                           | SPRINGFIELD MA 010 <sup>S</sup>                     | SCF SPRINGFIELD MA 010                  |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 014 <sup>N</sup>        | CENTRAL MA 014                               | CENTRAL MA 015 <sup>S</sup>                         | SCF CENTRAL MA 015                      |
| 015 <sup>N</sup>        | CENTRAL MA 015                               | CENTRAL MA 015 <sup>S</sup>                         | SCF CENTRAL MA 015                      |
| 016                     | WORCESTER MA 016 <sup>U</sup>                | WORCESTER MA 016                                    | SCF CENTRAL MA 015                      |
| 017                     | CENTRAL MA 017                               | CENTRAL MA 015 <sup>S</sup>                         | SCF CENTRAL MA 015                      |
| 018 <sup>N</sup>        | MIDDLESEX-ESX MA 018                         | MIDDLESEX-ESX MA 018 <sup>S</sup>                   | SCF MIDDLESEX-ESX MA 018                |
| 019 <sup>N</sup>        | MIDDLESEX-ESX MA 019                         | MIDDLESEX-ESX MA 018 <sup>S</sup>                   | SCF MIDDLESEX-ESX MA 018                |
| 020 <sup>N</sup>        | BROCKTON MA 020                              | BROCKTON MA 023 <sup>S</sup>                        | SCF BROCKTON MA 023                     |
| 021 <sup>N</sup>        | BOSTON MA 021 <sup>U</sup>                   | BOSTON MA 021 <sup>S</sup>                          | SCF BOSTON MA 021                       |
| 022 <sup>N</sup>        | BOSTON MA 022 <sup>U</sup>                   | BOSTON MA 021 <sup>S</sup>                          | SCF BOSTON MA 021                       |
| 023 <sup>N</sup>        | BROCKTON MA 023                              | BROCKTON MA 023 <sup>S</sup>                        | SCF BROCKTON MA 023                     |
| 024                     | NORTHWEST BOS MA 024                         | NORTHWEST BOS MA 024                                | NORTHWEST BOS MA 024 <sup>D</sup>       |
| 025 <sup>N</sup>        | CAPE COD MA 025                              | CAPE COD MA 025 <sup>S</sup>                        | SCF CAPE COD MA 025                     |
| 026 <sup>N</sup>        | CAPE COD MA 026                              | CAPE COD MA 025 <sup>S</sup>                        | SCF CAPE COD MA 025                     |
| 027                     | PROVIDENCE RI 027                            | PROVIDENCE RI 028 <sup>S</sup>                      | SCF PROVIDENCE RI 028                   |
| 028                     | PROVIDENCE RI 028                            | PROVIDENCE RI 028 <sup>S</sup>                      | SCF PROVIDENCE RI 028                   |
| 029                     | PROVIDENCE RI 029 <sup>U</sup>               | PROVIDENCE RI 029                                   | SCF PROVIDENCE RI 028                   |
| 030 <sup>N</sup>        | MANCHESTER NH 030                            | MANCHESTER NH 030                                   | SCF MANCHESTER NH 030                   |
| 031                     | MANCHESTER NH 031 <sup>U</sup>               | MANCHESTER NH 031                                   | SCF MANCHESTER NH 030                   |
| 032 <sup>N</sup>        | MANCHESTER NH 032                            | MANCHESTER NH 032                                   | SCF MANCHESTER NH 030                   |
| 033                     | CONCORD NH 033 <sup>U</sup>                  | CONCORD NH 033                                      | SCF MANCHESTER NH 030                   |
| 034 <sup>N</sup>        | MANCHESTER NH 034                            | MANCHESTER NH 034                                   | SCF MANCHESTER NH 030                   |
| 035                     | WHITE RIV JCT VT 035                         | WHITE RIV JCT VT 051 <sup>S</sup><br>SCHEME B       | SCF WHITE RIV JCT VT 050                |
| 036                     | WHITE RIV JCT VT 036                         | WHITE RIV JCT VT 051 <sup>S</sup><br>SCHEME B       | SCF WHITE RIV JCT VT 050                |
| 037                     | WHITE RIV JCT VT 037                         | WHITE RIV JCT VT 050 <sup>S</sup><br>SCHEME C       | SCF WHITE RIV JCT VT 050                |
| 038 <sup>N</sup>        | PORTSMOUTH NH 038                            | PORTSMOUTH NH 038 <sup>S</sup>                      | SCF PORTSMOUTH NH 038                   |
| 039 <sup>N</sup>        | PORTSMOUTH NH 039                            | PORTSMOUTH NH 038 <sup>S</sup>                      | SCF PORTSMOUTH NH 038                   |
| 040                     | PORTLAND ME 040                              | PORTLAND ME 040                                     | SCF PORTLAND ME 040                     |
| 041                     | PORTLAND ME 041 <sup>U</sup>                 | PORTLAND ME 041                                     | SCF PORTLAND ME 040                     |
| 042                     | PORTLAND ME 042                              | PORTLAND ME 042                                     | SCF PORTLAND ME 040                     |
| 043                     | PORTLAND ME 043                              | PORTLAND ME 043                                     | SCF PORTLAND ME 040                     |
| 044                     | BANGOR ME 044                                | BANGOR ME 044                                       | SCF BANGOR ME 044                       |
| 045                     | PORTLAND ME 045                              | PORTLAND ME 045                                     | SCF PORTLAND ME 040                     |
| 046                     | BANGOR ME 046                                | BANGOR ME 046                                       | SCF BANGOR ME 044                       |
| 047                     | BANGOR ME 047                                | BANGOR ME 047                                       | SCF BANGOR ME 044                       |
| 048                     | PORTLAND ME 048                              | PORTLAND ME 048                                     | SCF PORTLAND ME 040                     |
| 049                     | BANGOR ME 049                                | BANGOR ME 049                                       | SCF BANGOR ME 044                       |
| 050                     | WHITE RIV JCT VT 050                         | WHITE RIV JCT VT 050 <sup>S</sup><br>SCHEME C       | SCF WHITE RIV JCT VT 050                |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 051                     | WHITE RIV JCT VT 051                         | WHITE RIV JCT VT 051 <sup>S</sup><br>SCHEME B       | SCF WHITE RIV JCT VT 050                |
| 052                     | WHITE RIV JCT VT 052                         | WHITE RIV JCT VT 051 <sup>S</sup><br>SCHEME B       | SCF WHITE RIV JCT VT 050                |
| 053                     | WHITE RIV JCT VT 053                         | WHITE RIV JCT VT 051 <sup>S</sup><br>SCHEME B       | SCF WHITE RIV JCT VT 050                |
| 054                     | BURLINGTON VT 054                            | BURLINGTON VT 054 <sup>S</sup>                      | SCF BURLINGTON VT 054                   |
| 055                     | MIDDLESEX-ESX MA 055                         | MIDDLESEX-ESX MA 018 <sup>S</sup>                   | SCF MIDDLESEX-ESX MA 018                |
| 056                     | BURLINGTON VT 056                            | BURLINGTON VT 054 <sup>S</sup>                      | SCF BURLINGTON VT 054                   |
| 057                     | WHITE RIV JCT VT 057                         | WHITE RIV JCT VT 057 <sup>S</sup><br>SCHEME A       | SCF WHITE RIV JCT VT 050                |
| 058                     | WHITE RIV JCT VT 058                         | WHITE RIV JCT VT 057 <sup>S</sup><br>SCHEME A       | SCF WHITE RIV JCT VT 050                |
| 059                     | WHITE RIV JCT VT 059                         | WHITE RIV JCT VT 051 <sup>S</sup><br>SCHEME B       | SCF WHITE RIV JCT VT 050                |
| 060 <sup>N</sup>        | HARTFORD CT 060                              | HARTFORD CT 060                                     | SCF HARTFORD CT 060                     |
| 061 <sup>N</sup>        | HARTFORD CT 061 <sup>U</sup>                 | HARTFORD CT 061                                     | SCF HARTFORD CT 060                     |
| 062                     | HARTFORD CT 062                              | HARTFORD CT 062                                     | SCF HARTFORD CT 060                     |
| 063                     | SOUTHERN CT 063                              | SOUTHERN CT 063                                     | SCF SOUTHERN CT 064                     |
| 064                     | SOUTHERN CT 064                              | SOUTHERN CT 064                                     | SCF SOUTHERN CT 064                     |
| 065                     | NEW HAVEN CT 065 <sup>U</sup>                | NEW HAVEN CT 065                                    | SCF SOUTHERN CT 064                     |
| 066                     | BRIDGEPORT CT 066 <sup>U</sup>               | BRIDGEPORT CT 066                                   | SCF SOUTHERN CT 064                     |
| 067                     | WATERBURY CT 067                             | WATERBURY CT 067                                    | WATERBURY CT 067 <sup>D</sup>           |
| 068 <sup>N</sup>        | STAMFORD CT 068                              | STAMFORD CT 068 <sup>S</sup>                        | SCF STAMFORD CT 068                     |
| 069 <sup>N</sup>        | STAMFORD CT 069 <sup>U</sup>                 | STAMFORD CT 068 <sup>S</sup>                        | SCF STAMFORD CT 068                     |
| 070                     | NEWARK NJ 070                                | NEWARK NJ 070                                       | SCF NEWARK NJ 070                       |
| 071                     | NEWARK NJ 071 <sup>U</sup>                   | NEWARK NJ 071                                       | SCF NEWARK NJ 070                       |
| 072                     | ELIZABETH NJ 072 <sup>U</sup>                | ELIZABETH NJ 072                                    | SCF NEWARK NJ 070                       |
| 073                     | JERSEY CITY NJ 073 <sup>U</sup>              | JERSEY CITY NJ 073                                  | SCF NEWARK NJ 070                       |
| 074                     | PATERSON NJ 074                              | PATERSON NJ 074                                     | SCF NNJ METRO NJ 076                    |
| 075                     | PATERSON NJ 075 <sup>U</sup>                 | PATERSON NJ 075                                     | SCF NNJ METRO NJ 076                    |
| 076                     | HACKENSACK NJ 076                            | HACKENSACK NJ 076                                   | SCF NNJ METRO NJ 076                    |
| 077 <sup>N</sup>        | MONMOUTH NJ 077                              | MONMOUTH NJ 077 <sup>S</sup>                        | SCF MONMOUTH NJ 077                     |
| 078                     | WEST JERSEY NJ 078                           | WEST JERSEY NJ 078 <sup>S</sup>                     | SCF WEST JERSEY NJ 079                  |
| 079                     | WEST JERSEY NJ 079                           | WEST JERSEY NJ 078 <sup>S</sup>                     | SCF WEST JERSEY NJ 079                  |
| 080                     | SOUTH JERSEY NJ 080                          | SOUTH JERSEY NJ 080 <sup>S</sup><br>SCHEME A        | SCF SOUTH JERSEY NJ 080                 |
| 081                     | CAMDEN NJ 081 <sup>U</sup>                   | SOUTH JERSEY NJ 080 <sup>S</sup><br>SCHEME A        | SCF SOUTH JERSEY NJ 080                 |
| 082                     | SOUTH JERSEY NJ 082                          | SOUTH JERSEY NJ 082 <sup>S</sup><br>SCHEME B        | SCF SOUTH JERSEY NJ 080                 |
| 083                     | SOUTH JERSEY NJ 083                          | SOUTH JERSEY NJ 082 <sup>S</sup><br>SCHEME B        | SCF SOUTH JERSEY NJ 080                 |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 084                     | ATLANTIC CITY NJ 084 <sup>U</sup>            | SOUTH JERSEY NJ 082 <sup>S</sup><br>SCHEME B        | SCF SOUTH JERSEY NJ 080                 |
| 085                     | TRENTON NJ 085                               | TRENTON NJ 085 <sup>S</sup>                         | SCF TRENTON NJ 085                      |
| 086                     | TRENTON NJ 086 <sup>U</sup>                  | TRENTON NJ 085 <sup>S</sup>                         | SCF TRENTON NJ 085                      |
| 087 <sup>N</sup>        | MONMOUTH NJ 087                              | MONMOUTH NJ 077 <sup>S</sup>                        | SCF MONMOUTH NJ 077                     |
| 088                     | KILMER NJ 088                                | KILMER NJ 088                                       | SCF KILMER NJ 088                       |
| 089                     | NEW BRUNSWICK NJ 089 <sup>U</sup>            | NEW BRUNSWICK NJ 089                                | SCF KILMER NJ 088                       |
| 090                     | APO AE 090                                   | APO AE 090  |   |
| 091                     | APO AE 091                                   | APO AE 091  |   |
| 092                     | APO AE 092                                   | APO AE 092  |   |
| 093                     | APO AE 093                                   | APO AE 093  |   |
| 094                     | APO/FPO AE 094                               | APO/FPO AE 094                                      |   |
| 095                     | FPO AE 095                                   | FPO AE 095  |   |
| 096                     | APO/FPO AE 096                               | APO/FPO AE 096                                      |   |
| 097                     | APO/FPO AE 097                               | APO/FPO AE 097                                      |   |
| 098                     | APO/FPO AE 098                               | APO/FPO AE 098                                      |   |
| 099                     | APO/FPO AE 099                               | APO/FPO AE 099                                      |   |
| 100                     | NEW YORK NY 100 <sup>U</sup>                 | NEW YORK NY 100                                     | SCF NEW YORK NY 100                     |
| 101                     | NEW YORK NY 101 <sup>U</sup>                 | NEW YORK NY 101                                     | SCF NEW YORK NY 100                     |
| 102                     | NEW YORK NY 102 <sup>U</sup>                 | NEW YORK NY 102                                     | SCF NEW YORK NY 100                     |
| 103                     | STATEN ISLAND NY 103 <sup>U</sup>            | STATEN ISLAND NY 103                                | STATEN ISLAND NY 103 <sup>D</sup>       |
| 104                     | BRONX NY 104 <sup>U</sup>                    | BRONX NY 104  | BRONX NY 104 <sup>D</sup>               |
| 105                     | WESTCHESTER NY 105                           | WESTCHESTER NY 105                                  | SCF WESTCHESTER NY 105                  |
| 106                     | WHITE PLAINS NY 106 <sup>U</sup>             | WHITE PLAINS NY 106                                 | SCF WESTCHESTER NY 105                  |
| 107                     | YONKERS NY 107 <sup>U</sup>                  | YONKERS NY 107                                      | SCF WESTCHESTER NY 105                  |
| 108                     | NEW ROCHELLE NY 108 <sup>U</sup>             | NEW ROCHELLE NY 108                                 | SCF WESTCHESTER NY 105                  |
| 109                     | WESTCHESTER NY 109                           | WESTCHESTER NY 109                                  | SCF WESTCHESTER NY 105                  |
| 110                     | QUEENS NY 110                                | QUEENS NY 110 <sup>S</sup>                          | SCF QUEENS NY 110                       |
| 111                     | LONG ISLAND CITY NY 111 <sup>U</sup>         | QUEENS NY 110 <sup>S</sup>                          | SCF QUEENS NY 110                       |
| 112 <sup>N</sup>        | BROOKLYN NY 112 <sup>U</sup>                 | BROOKLYN NY 112                                     | SCF BROOKLYN NY 112                     |
| 113                     | FLUSHING NY 113 <sup>U</sup>                 | QUEENS NY 110 <sup>S</sup>                          | SCF QUEENS NY 110                       |
| 114                     | JAMAICA NY 114 <sup>U</sup>                  | QUEENS NY 110 <sup>S</sup>                          | SCF QUEENS NY 110                       |
| 115                     | WESTERN NASSAU NY 115                        | WESTERN NASSAU NY 115                               | WESTERN NASSAU NY 115 <sup>D</sup>      |
| 116 <sup>N</sup>        | FAR ROCKAWAY NY 116 <sup>U</sup>             | FAR ROCKAWAY NY 116                                 | SCF BROOKLYN NY 112                     |
| 117                     | MID-ISLAND NY 117                            | MID-ISLAND NY 117                                   | SCF MID-ISLAND NY 117                   |
| 118                     | HICKSVILLE NY 118 <sup>U</sup>               | HICKSVILLE NY 118                                   | SCF MID-ISLAND NY 117                   |
| 119                     | MID-ISLAND NY 119                            | MID-ISLAND NY 119                                   | SCF MID-ISLAND NY 117                   |
| 120 <sup>N</sup>        | ALBANY NY 120                                | ALBANY NY 120 <sup>S</sup>                          | SCF ALBANY NY 120                       |
| 121 <sup>N</sup>        | ALBANY NY 121                                | ALBANY NY 120 <sup>S</sup>                          | SCF ALBANY NY 120                       |
| 122 <sup>N</sup>        | ALBANY NY 122 <sup>U</sup>                   | ALBANY NY 120 <sup>S</sup>                          | SCF ALBANY NY 120                       |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 123 <sup>N</sup>        | SCHENECTADY NY 123 <sup>U</sup>              | ALBANY NY 120 <sup>S</sup>                          | SCF ALBANY NY 120                       |
| 124 <sup>N</sup>        | MID-HUDSON NY 124                            | MID-HUDSON NY 125 <sup>S</sup>                      | SCF MID-HUDSON NY 125                   |
| 125 <sup>N</sup>        | MID-HUDSON NY 125                            | MID-HUDSON NY 125 <sup>S</sup>                      | SCF MID-HUDSON NY 125                   |
| 126                     | POUGHKEEPSIE NY 126 <sup>U</sup>             | POUGHKEEPSIE NY 126                                 | SCF MID-HUDSON NY 125                   |
| 127 <sup>N</sup>        | MID-HUDSON NY 127                            | MID-HUDSON NY 125 <sup>S</sup>                      | SCF MID-HUDSON NY 125                   |
| 128                     | GLENS FALLS NY 128                           | GLENS FALLS NY 128                                  | GLENS FALLS NY 128 <sup>D</sup>         |
| 129                     | PLATTSBURGH NY 129                           | PLATTSBURGH NY 129                                  | PLATTSBURGH NY 129 <sup>D</sup>         |
| 130 <sup>N</sup>        | SYRACUSE NY 130                              | SYRACUSE NY 130 <sup>S</sup>                        | SCF SYRACUSE NY 130                     |
| 131 <sup>N</sup>        | SYRACUSE NY 131                              | SYRACUSE NY 130 <sup>S</sup>                        | SCF SYRACUSE NY 130                     |
| 132 <sup>N</sup>        | SYRACUSE NY 132 <sup>U</sup>                 | SYRACUSE NY 130 <sup>S</sup>                        | SCF SYRACUSE NY 130                     |
| 133 <sup>N</sup>        | UTICA NY 133                                 | UTICA NY 133 <sup>S</sup>                           | SCF UTICA NY 133                        |
| 134 <sup>N</sup>        | UTICA NY 134                                 | UTICA NY 133 <sup>S</sup>                           | SCF UTICA NY 133                        |
| 135                     | UTICA NY 135 <sup>U</sup>                    | UTICA NY 133 <sup>S</sup>                           | SCF UTICA NY 133                        |
| 136                     | WATERTOWN NY 136                             | WATERTOWN NY 136                                    | WATERTOWN NY 136 <sup>D</sup>           |
| 137 <sup>N</sup>        | BINGHAMTON NY 137                            | BINGHAMTON NY 137 <sup>S</sup>                      | SCF BINGHAMTON NY 137                   |
| 138 <sup>N</sup>        | BINGHAMTON NY 138                            | BINGHAMTON NY 137 <sup>S</sup>                      | SCF BINGHAMTON NY 137                   |
| 139                     | BINGHAMTON NY 139 <sup>U</sup>               | BINGHAMTON NY 137 <sup>S</sup>                      | SCF BINGHAMTON NY 137                   |
| 140 <sup>N</sup>        | BUFFALO NY 140                               | BUFFALO NY 140 <sup>S</sup>                         | SCF BUFFALO NY 140                      |
| 141 <sup>N</sup>        | BUFFALO NY 141                               | BUFFALO NY 140 <sup>S</sup>                         | SCF BUFFALO NY 140                      |
| 142                     | BUFFALO NY 142 <sup>U</sup>                  | BUFFALO NY 140 <sup>S</sup>                         | SCF BUFFALO NY 140                      |
| 143 <sup>N</sup>        | NIAGARA FALLS NY 143 <sup>U</sup>            | BUFFALO NY 140 <sup>S</sup>                         | SCF BUFFALO NY 140                      |
| 144 <sup>N</sup>        | ROCHESTER NY 144                             | ROCHESTER NY 144                                    | SCF ROCHESTER NY 144                    |
| 145 <sup>N</sup>        | ROCHESTER NY 145                             | ROCHESTER NY 145                                    | SCF ROCHESTER NY 144                    |
| 146                     | ROCHESTER NY 146 <sup>U</sup>                | ROCHESTER NY 146                                    | SCF ROCHESTER NY 144                    |
| 147                     | JAMESTOWN NY 147                             | JAMESTOWN NY 147                                    | JAMESTOWN NY 147 <sup>D</sup>           |
| 148 <sup>N</sup>        | ELMIRA NY 148                                | ELMIRA NY 148                                       | SCF ELMIRA NY 148                       |
| 149 <sup>N</sup>        | ELMIRA NY 149 <sup>U</sup>                   | ELMIRA NY 149                                       | SCF ELMIRA NY 148                       |
| 150                     | PITTSBURGH PA 150                            | PITTSBURGH PA 150                                   | SCF PITTSBURGH PA 150                   |
| 151                     | PITTSBURGH PA 151                            | PITTSBURGH PA 151                                   | SCF PITTSBURGH PA 150                   |
| 152                     | PITTSBURGH PA 152 <sup>U</sup>               | PITTSBURGH PA 152                                   | SCF PITTSBURGH PA 150                   |
| 153                     | PITTSBURGH PA 153                            | PITTSBURGH PA 153                                   | SCF PITTSBURGH PA 150                   |
| 154                     | PITTSBURGH PA 154                            | PITTSBURGH PA 154                                   | SCF PITTSBURGH PA 150                   |
| 155                     | JOHNSTOWN PA 155                             | JOHNSTOWN PA 155 <sup>S</sup>                       | SCF JOHNSTOWN PA 159                    |
| 156                     | GREENSBURG PA 156                            | GREENSBURG PA 156                                   | GREENSBURG PA 156 <sup>D</sup>          |
| 157                     | JOHNSTOWN PA 157                             | JOHNSTOWN PA 155 <sup>S</sup>                       | SCF JOHNSTOWN PA 159                    |
| 158                     | DU BOIS PA 158                               | DU BOIS PA 158                                      | DU BOIS PA 158 <sup>D</sup>             |
| 159                     | JOHNSTOWN PA 159                             | JOHNSTOWN PA 159                                    | SCF JOHNSTOWN PA 159                    |
| 160                     | NEW CASTLE PA 160                            | NEW CASTLE PA 160                                   | SCF NEW CASTLE PA 161                   |
| 161                     | NEW CASTLE PA 161                            | NEW CASTLE PA 161                                   | SCF NEW CASTLE PA 161                   |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 162                     | NEW CASTLE PA 162                            | NEW CASTLE PA 162                                   | SCF NEW CASTLE PA 161                   |
| 163                     | OIL CITY PA 163                              | OIL CITY PA 163                                     | OIL CITY PA 163 <sup>D</sup>            |
| 164                     | ERIE PA 164                                  | ERIE PA 164   | SCF ERIE PA 164                         |
| 165                     | ERIE PA 165 <sup>U</sup>                     | ERIE PA 165   | SCF ERIE PA 164                         |
| 166                     | ALTOONA PA 166                               | ALTOONA PA 166                                      | SCF ALTOONA PA 166                      |
| 167                     | BRADFORD PA 167                              | BRADFORD PA 167                                     | BRADFORD PA 167 <sup>D</sup>            |
| 168                     | ALTOONA PA 168                               | ALTOONA PA 168                                      | SCF ALTOONA PA 166                      |
| 169                     | WILLIAMSPORT PA 169                          | WILLIAMSPORT PA 169 <sup>S</sup>                    | SCF WILLIAMSPORT PA 177                 |
| 170                     | HARRISBURG PA 170                            | HARRISBURG PA 170                                   | SCF HARRISBURG PA 170                   |
| 171                     | HARRISBURG PA 171 <sup>U</sup>               | HARRISBURG PA 171                                   | SCF HARRISBURG PA 170                   |
| 172                     | HARRISBURG PA 172                            | HARRISBURG PA 172                                   | SCF HARRISBURG PA 170                   |
| 173                     | LANCASTER PA 173                             | LANCASTER PA 173                                    | SCF LANCASTER PA 173                    |
| 174                     | YORK PA 174 <sup>U</sup>                     | YORK PA 174   | SCF LANCASTER PA 173                    |
| 175                     | LANCASTER PA 175                             | LANCASTER PA 175                                    | SCF LANCASTER PA 173                    |
| 176                     | LANCASTER PA 176 <sup>U</sup>                | LANCASTER PA 176                                    | SCF LANCASTER PA 173                    |
| 177                     | WILLIAMSPORT PA 177                          | WILLIAMSPORT PA 169 <sup>S</sup>                    | SCF WILLIAMSPORT PA 177                 |
| 178                     | HARRISBURG PA 178                            | HARRISBURG PA 178                                   | SCF HARRISBURG PA 170                   |
| 179                     | READING PA 179                               | READING PA 179                                      | SCF READING PA 195                      |
| 180                     | LEHIGH VALLEY PA 180                         | LEHIGH VALLEY PA 180 <sup>S</sup>                   | SCF LEHIGH VALLEY PA 180                |
| 181                     | ALLENTOWN PA 181 <sup>U</sup>                | LEHIGH VALLEY PA 180 <sup>S</sup>                   | SCF LEHIGH VALLEY PA 180                |
| 182                     | WILKES BARRE PA 182                          | WILKES BARRE PA 182                                 | SCF WILKES BARRE PA 186                 |
| 183                     | LEHIGH VALLEY PA 183                         | LEHIGH VALLEY PA 180 <sup>S</sup>                   | SCF LEHIGH VALLEY PA 180                |
| 184                     | SCRANTON PA 184                              | SCRANTON PA 184                                     | SCF SCRANTON PA 184                     |
| 185                     | SCRANTON PA 185 <sup>U</sup>                 | SCRANTON PA 185                                     | SCF SCRANTON PA 184                     |
| 186                     | WILKES BARRE PA 186                          | WILKES BARRE PA 186                                 | SCF WILKES BARRE PA 186                 |
| 187                     | WILKES BARRE PA 187 <sup>U</sup>             | WILKES BARRE PA 187                                 | SCF WILKES BARRE PA 186                 |
| 188                     | SCRANTON PA 188                              | SCRANTON PA 188                                     | SCF SCRANTON PA 184                     |
| 189                     | SOUTHEASTERN PA 189                          | SOUTHEASTERN PA 189                                 | SCF SOUTHEASTERN PA 189                 |
| 190                     | PHILADELPHIA PA 190                          | PHILADELPHIA PA 190                                 | SCF PHILADELPHIA PA 190                 |
| 191                     | PHILADELPHIA PA 191 <sup>U</sup>             | PHILADELPHIA PA 191 <sup>S</sup>                    | SCF PHILADELPHIA PA 190                 |
| 192                     | PHILADELPHIA PA 192                          | PHILADELPHIA PA 191 <sup>S</sup>                    | SCF PHILADELPHIA PA 190                 |
| 193                     | SOUTHEASTERN PA 193                          | SOUTHEASTERN PA 193 <sup>S</sup>                    | SCF SOUTHEASTERN PA 189                 |
| 194                     | SOUTHEASTERN PA 194                          | SOUTHEASTERN PA 193 <sup>S</sup>                    | SCF SOUTHEASTERN PA 189                 |
| 195                     | READING PA 195                               | READING PA 195                                      | SCF READING PA 195                      |
| 196                     | READING PA 196 <sup>U</sup>                  | READING PA 196                                      | SCF READING PA 195                      |
| 197                     | WILMINGTON DE 197                            | WILMINGTON DE 197 <sup>S</sup>                      | SCF WILMINGTON DE 197                   |
| 198                     | WILMINGTON DE 198 <sup>U</sup>               | WILMINGTON DE 197 <sup>S</sup>                      | SCF WILMINGTON DE 197                   |
| 199                     | WILMINGTON DE 199                            | WILMINGTON DE 197 <sup>S</sup>                      | SCF WILMINGTON DE 197                   |
| 200 <sup>N</sup>        | WASHINGTON DC 200 <sup>U</sup>               | WASHINGTON DC 200                                   | WASHINGTON DC 200 <sup>D</sup>          |
| 201 <sup>N</sup>        | DULLES VA 201                                | DULLES VA 201                                       | DULLES VA 201 <sup>D</sup>              |



## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 202 <sup>N</sup>        | WASHINGTON DC 202                            | WASHINGTON DC 202 <sup>S</sup>                      | SCF WASHINGTON DC 202                   |
| 203 <sup>N</sup>        | WASHINGTON DC 203                            | WASHINGTON DC 202 <sup>S</sup>                      | SCF WASHINGTON DC 202                   |
| 204 <sup>N</sup>        | WASHINGTON DC 204                            | WASHINGTON DC 202 <sup>S</sup>                      | SCF WASHINGTON DC 202                   |
| 205 <sup>N</sup>        | WASHINGTON DC 205                            | WASHINGTON DC 202 <sup>S</sup>                      | SCF WASHINGTON DC 202                   |
| 206 <sup>N</sup>        | SOUTHERN MD MD 206                           | SOUTHERN MD MD 206                                  | SCF SOUTHERN MD MD 207                  |
| 207 <sup>N</sup>        | SOUTHERN MD MD 207                           | SOUTHERN MD MD 207                                  | SCF SOUTHERN MD MD 207                  |
| 208 <sup>N</sup>        | SUBURBAN MD MD 208                           | SUBURBAN MD MD 208 <sup>S</sup>                     | SCF SUBURBAN MD MD 208                  |
| 209 <sup>N</sup>        | SILVER SPRING MD 209 <sup>U</sup>            | SUBURBAN MD MD 208 <sup>S</sup>                     | SCF SUBURBAN MD MD 208                  |
| 210 <sup>N</sup>        | LINTHICUM MD 210                             | LINTHICUM MD 210 <sup>S</sup>                       | SCF LINTHICUM MD 210                    |
| 211 <sup>N</sup>        | LINTHICUM MD 211                             | LINTHICUM MD 210 <sup>S</sup>                       | SCF LINTHICUM MD 210                    |
| 212 <sup>N</sup>        | BALTIMORE MD 212 <sup>U</sup>                | BALTIMORE MD 212                                    | SCF BALTIMORE MD 212                    |
| 213 <sup>X</sup>        |  |   |   |
| 214 <sup>N</sup>        | ANNAPOLIS MD 214 <sup>U</sup>                | ANNAPOLIS MD 214                                    | SCF LINTHICUM MD 210                    |
| 215 <sup>N</sup>        | CUMBERLAND MD 215                            | CUMBERLAND MD 215 <sup>S</sup>                      | SCF CUMBERLAND MD 215                   |
| 216 <sup>N</sup>        | EASTERN SHORE MD 216                         | EASTERN SHORE MD 216 <sup>S</sup>                   | SCF EASTERN SHORE MD 216                |
| 217 <sup>N</sup>        | FREDERICK MD 217                             | FREDERICK MD 217                                    | FREDERICK MD 217 <sup>D</sup>           |
| 218 <sup>N</sup>        | SALISBURY MD 218                             | EASTERN SHORE MD 216 <sup>S</sup>                   | SCF EASTERN SHORE MD 216                |
| 219 <sup>N</sup>        | BALTIMORE MD 219                             | BALTIMORE MD 219                                    | SCF BALTIMORE MD 212                    |
| 220 <sup>N</sup>        | NORTHERN VA VA 220                           | NORTHERN VA VA 220                                  | SCF NORTHERN VA VA 220                  |
| 221 <sup>N</sup>        | NORTHERN VA VA 221                           | NORTHERN VA VA 221                                  | SCF NORTHERN VA VA 220                  |
| 222 <sup>N</sup>        | ARLINGTON VA 222 <sup>U</sup>                | ARLINGTON VA 222                                    | SCF NORTHERN VA VA 220                  |
| 223 <sup>N</sup>        | ALEXANDRIA VA 223 <sup>U</sup>               | ALEXANDRIA VA 223                                   | SCF NORTHERN VA VA 220                  |
| 224 <sup>N</sup>        | RICHMOND VA 224                              | RICHMOND VA 224 <sup>S</sup><br>SCHEME B            | SCF RICHMOND VA 230                     |
| 225 <sup>N</sup>        | RICHMOND VA 225                              | RICHMOND VA 224 <sup>S</sup><br>SCHEME B            | SCF RICHMOND VA 230                     |
| 226 <sup>N</sup>        | WINCHESTER VA 226                            | WINCHESTER VA 226                                   | WINCHESTER VA 226 <sup>D</sup>          |
| 227 <sup>N</sup>        | CULPEPER VA 227                              | CULPEPER VA 227                                     | CULPEPER VA 227 <sup>D</sup>            |
| 228 <sup>N</sup>        | CHARLOTTESVLE VA 228                         | CHARLOTTESVLE VA 228                                | SCF CHARLOTTESVLE VA 229                |
| 229 <sup>N</sup>        | CHARLOTTESVLE VA 229                         | CHARLOTTESVLE VA 229                                | SCF CHARLOTTESVLE VA 229                |
| 230 <sup>N</sup>        | RICHMOND VA 230                              | RICHMOND VA 230 <sup>S</sup><br>SCHEME A            | SCF RICHMOND VA 230                     |
| 231 <sup>N</sup>        | RICHMOND VA 231                              | RICHMOND VA 230 <sup>S</sup><br>SCHEME A            | SCF RICHMOND VA 230                     |
| 232 <sup>N</sup>        | RICHMOND VA 232 <sup>U</sup>                 | RICHMOND VA 232                                     | SCF RICHMOND VA 230                     |
| 233 <sup>N</sup>        | NORFOLK VA 233                               | NORFOLK VA 233 <sup>S</sup>                         | SCF NORFOLK VA 233                      |
| 234 <sup>N</sup>        | NORFOLK VA 234                               | NORFOLK VA 233 <sup>S</sup>                         | SCF NORFOLK VA 233                      |
| 235 <sup>N</sup>        | NORFOLK VA 235 <sup>U</sup>                  | NORFOLK VA 233 <sup>S</sup>                         | SCF NORFOLK VA 233                      |
| 236 <sup>N</sup>        | NORFOLK VA 236                               | NORFOLK VA 233 <sup>S</sup>                         | SCF NORFOLK VA 233                      |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| <b>3-Digit ZIP Code Prefix</b> | <b>Column A<br/>3-Digit Destinations<br/>Label to</b> | <b>Column B<br/>3-Digit/Scheme Destinations<br/>Label to</b> | <b>Column C<br/>SCF Destination<br/>Label to</b> |
|--------------------------------|---|--|--|
| 237 <sup>N</sup>               | PORTSMOUTH VA 237 <sup>U</sup>                        | NORFOLK VA 233 <sup>S</sup>                                  | SCF NORFOLK VA 233                               |
| 238 <sup>N</sup>               | RICHMOND VA 238                                       | RICHMOND VA 224 <sup>S</sup><br>SCHEME B                     | SCF RICHMOND VA 230                              |
| 239 <sup>N</sup>               | FARMVILLE VA 239                                      | FARMVILLE VA 239   | FARMVILLE VA 239 <sup>D</sup>                    |
| 240                            | ROANOKE VA 240  | ROANOKE VA 240 <sup>S</sup>                                  | SCF ROANOKE VA 240                               |
| 241                            | ROANOKE VA 241  | ROANOKE VA 240 <sup>S</sup>                                  | SCF ROANOKE VA 240                               |
| 242                            | BRISTOL VA 242  | BRISTOL VA 242   | BRISTOL VA 242 <sup>D</sup>                      |
| 243                            | ROANOKE VA 243  | ROANOKE VA 243   | SCF ROANOKE VA 240                               |
| 244 <sup>N</sup>               | CHARLOTTESVLE VA 244                                  | CHARLOTTESVLE VA 244   | SCF CHARLOTTESVLE VA 229                         |
| 245                            | LYNCHBURG VA 245                                      | LYNCHBURG VA 245   | LYNCHBURG VA 245 <sup>D</sup>                    |
| 246                            | BLUEFIELD WV 246                                      | BLUEFIELD WV 246   | SCF BLUEFIELD WV 247                             |
| 247                            | BLUEFIELD WV 247                                      | BLUEFIELD WV 247   | SCF BLUEFIELD WV 247                             |
| 248                            | BLUEFIELD WV 248                                      | BLUEFIELD WV 248   | SCF BLUEFIELD WV 247                             |
| 249                            | LEWISBURG WV 249                                      | LEWISBURG WV 249   | LEWISBURG WV 249 <sup>D</sup>                    |
| 250                            | CHARLESTON WV 250                                     | CHARLESTON WV 250 <sup>S</sup>                               | SCF CHARLESTON WV 250                            |
| 251                            | CHARLESTON WV 251                                     | CHARLESTON WV 250 <sup>S</sup>                               | SCF CHARLESTON WV 250                            |
| 252                            | CHARLESTON WV 252                                     | CHARLESTON WV 250 <sup>S</sup>                               | SCF CHARLESTON WV 250                            |
| 253                            | CHARLESTON WV 253 <sup>U</sup>                        | CHARLESTON WV 253  | SCF CHARLESTON WV 250                            |
| 254                            | MARTINSBURG WV 254                                    | MARTINSBURG WV 254   | MARTINSBURG WV 254 <sup>D</sup>                  |
| 255                            | HUNTINGTON WV 255                                     | HUNTINGTON WV 255  | SCF HUNTINGTON WV 255                            |
| 256                            | HUNTINGTON WV 256                                     | HUNTINGTON WV 256  | SCF HUNTINGTON WV 255                            |
| 257                            | HUNTINGTON WV 257 <sup>U</sup>                        | HUNTINGTON WV 257  | SCF HUNTINGTON WV 255                            |
| 258                            | BECKLEY WV 258  | BECKLEY WV 258   | SCF BECKLEY WV 258                               |
| 259                            | BECKLEY WV 259  | BECKLEY WV 259   | SCF BECKLEY WV 258                               |
| 260                            | WHEELING WV 260                                       | WHEELING WV 260  | WHEELING WV 260 <sup>D</sup>                     |
| 261                            | PARKERSBURG WV 261                                    | PARKERSBURG WV 261   | PARKERSBURG WV 261 <sup>D</sup>                  |
| 262                            | CLARKSBURG WV 262                                     | CLARKSBURG WV 262  | SCF CLARKSBURG WV 263                            |
| 263                            | CLARKSBURG WV 263                                     | CLARKSBURG WV 263  | SCF CLARKSBURG WV 263                            |
| 264                            | CLARKSBURG WV 264                                     | CLARKSBURG WV 264  | SCF CLARKSBURG WV 263                            |
| 265                            | CLARKSBURG WV 265                                     | CLARKSBURG WV 265  | SCF CLARKSBURG WV 263                            |
| 266                            | GASSAWAY WV 266                                       | GASSAWAY WV 266  | GASSAWAY WV 266 <sup>D</sup>                     |
| 267 <sup>N</sup>               | CUMBERLAND MD 267                                     | CUMBERLAND MD 215 <sup>S</sup>                               | SCF CUMBERLAND MD 215                            |
| 268                            | PETERSBURG WV 268                                     | PETERSBURG WV 268  | PETERSBURG WV 268 <sup>D</sup>                   |
| 269 <sup>X</sup>               |   |  |  |
| 270                            | GREENSBORO NC 270                                     | GREENSBORO NC 270  | SCF GREENSBORO NC 270                            |
| 271                            | WINSTON-SALEM NC 271 <sup>U</sup>                     | WINSTON-SALEM NC 271   | SCF GREENSBORO NC 270                            |
| 272                            | GREENSBORO NC 272                                     | GREENSBORO NC 272  | SCF GREENSBORO NC 270                            |
| 273                            | GREENSBORO NC 273                                     | GREENSBORO NC 273  | SCF GREENSBORO NC 270                            |
| 274                            | GREENSBORO NC 274 <sup>U</sup>                        | GREENSBORO NC 274  | SCF GREENSBORO NC 270                            |
| 275                            | RALEIGH NC 275  | RALEIGH NC 275   | SCF RALEIGH NC 275                               |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 276                     | RALEIGH NC 276 <sup>U</sup>                  | RALEIGH NC 276                                      | SCF RALEIGH NC 275                      |
| 277                     | DURHAM NC 277 <sup>U</sup>                   | DURHAM NC 277                                       | SCF RALEIGH NC 275                      |
| 278                     | ROCKY MOUNT NC 278                           | ROCKY MOUNT NC 278 <sup>S</sup>                     | SCF ROCKY MOUNT NC 278                  |
| 279                     | ROCKY MOUNT NC 279                           | ROCKY MOUNT NC 278 <sup>S</sup>                     | SCF ROCKY MOUNT NC 278                  |
| 280 <sup>N</sup>        | CHARLOTTE NC 280                             | CHARLOTTE NC 280 <sup>S</sup>                       | SCF CHARLOTTE NC 280                    |
| 281 <sup>N</sup>        | CHARLOTTE NC 281                             | CHARLOTTE NC 280 <sup>S</sup>                       | SCF CHARLOTTE NC 280                    |
| 282                     | CHARLOTTE NC 282 <sup>U</sup>                | CHARLOTTE NC 282                                    | SCF CHARLOTTE NC 280                    |
| 283                     | FAYETTEVILLE NC 283                          | FAYETTEVILLE NC 283                                 | SCF FAYETTEVILLE NC 283                 |
| 284                     | FAYETTEVILLE NC 284                          | FAYETTEVILLE NC 284                                 | SCF FAYETTEVILLE NC 283                 |
| 285                     | KINSTON NC 285                               | KINSTON NC 285                                      | KINSTON NC 285 <sup>D</sup>             |
| 286                     | HICKORY NC 286                               | HICKORY NC 286                                      | HICKORY NC 286 <sup>D</sup>             |
| 287                     | ASHEVILLE NC 287                             | ASHEVILLE NC 287                                    | SCF ASHEVILLE NC 287                    |
| 288                     | ASHEVILLE NC 288 <sup>U</sup>                | ASHEVILLE NC 288                                    | SCF ASHEVILLE NC 287                    |
| 289                     | ASHEVILLE NC 289                             | ASHEVILLE NC 289                                    | SCF ASHEVILLE NC 287                    |
| 290                     | COLUMBIA SC 290                              | COLUMBIA SC 290 <sup>S</sup>                        | SCF COLUMBIA SC 290                     |
| 291                     | COLUMBIA SC 291                              | COLUMBIA SC 290 <sup>S</sup>                        | SCF COLUMBIA SC 290                     |
| 292                     | COLUMBIA SC 292 <sup>U</sup>                 | COLUMBIA SC 292                                     | SCF COLUMBIA SC 290                     |
| 293 <sup>N</sup>        | GREENVILLE SC 293                            | GREENVILLE SC 296 <sup>S</sup>                      | SCF GREENVILLE SC 296                   |
| 294                     | CHARLESTON SC 294                            | CHARLESTON SC 294                                   | CHARLESTON SC 294 <sup>D</sup>          |
| 295                     | FLORENCE SC 295                              | FLORENCE SC 295                                     | FLORENCE SC 295 <sup>D</sup>            |
| 296 <sup>N</sup>        | GREENVILLE SC 296                            | GREENVILLE SC 296 <sup>S</sup>                      | SCF GREENVILLE SC 296                   |
| 297 <sup>N</sup>        | CHARLOTTE NC 297                             | CHARLOTTE NC 280 <sup>S</sup>                       | SCF CHARLOTTE NC 280                    |
| 298                     | AUGUSTA GA 298                               | AUGUSTA GA 298                                      | SCF AUGUSTA GA 308                      |
| 299                     | SAVANNAH GA 299                              | SAVANNAH GA 299                                     | SCF SAVANNAH GA 313                     |
| 300                     | NORTH METRO GA 300                           | NORTH METRO GA 300 <sup>S</sup>                     | SCF NORTH METRO GA 300                  |
| 301                     | NORTH METRO GA 301                           | NORTH METRO GA 300 <sup>S</sup>                     | SCF NORTH METRO GA 300                  |
| 302                     | ATLANTA GA 302                               | ATLANTA GA 302                                      | SCF ATLANTA GA 303                      |
| 303                     | ATLANTA GA 303 <sup>U</sup>                  | ATLANTA GA 303 <sup>S</sup>                         | SCF ATLANTA GA 303                      |
| 304                     | SWAINSBORO GA 304                            | SWAINSBORO GA 304                                   | SWAINSBORO GA 304 <sup>D</sup>          |
| 305                     | ATHENS GA 305                                | ATHENS GA 305                                       | SCF ATHENS GA 306                       |
| 306                     | ATHENS GA 306                                | ATHENS GA 306                                       | SCF ATHENS GA 306                       |
| 307 <sup>N</sup>        | CHATTANOOGA TN 307                           | CHATTANOOGA TN 307                                  | SCF CHATTANOOGA TN 373                  |
| 308                     | AUGUSTA GA 308                               | AUGUSTA GA 308                                      | SCF AUGUSTA GA 308                      |
| 309                     | AUGUSTA GA 309 <sup>U</sup>                  | AUGUSTA GA 309                                      | SCF AUGUSTA GA 308                      |
| 310                     | MACON GA 310                                 | MACON GA 310  | SCF MACON GA 310                        |
| 311                     | ATLANTA GA 311 <sup>U</sup>                  | ATLANTA GA 303 <sup>S</sup>                         | SCF ATLANTA GA 303                      |
| 312                     | MACON GA 312 <sup>U</sup>                    | MACON GA 312  | SCF MACON GA 310                        |
| 313                     | SAVANNAH GA 313                              | SAVANNAH GA 313                                     | SCF SAVANNAH GA 313                     |
| 314                     | SAVANNAH GA 314 <sup>U</sup>                 | SAVANNAH GA 314                                     | SCF SAVANNAH GA 313                     |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 315                     | WAYCROSS GA 315                              | WAYCROSS GA 315                                     | WAYCROSS GA 315 <sup>D</sup>            |
| 316                     | VALDOSTA GA 316                              | VALDOSTA GA 316                                     | VALDOSTA GA 316 <sup>D</sup>            |
| 317                     | ALBANY GA 317                                | ALBANY GA 317 <sup>S</sup>                          | SCF ALBANY GA 317                       |
| 318                     | COLUMBUS GA 318                              | COLUMBUS GA 318 <sup>S</sup>                        | SCF COLUMBUS GA 318                     |
| 319                     | COLUMBUS GA 319 <sup>U</sup>                 | COLUMBUS GA 318 <sup>S</sup>                        | SCF COLUMBUS GA 318                     |
| 320 <sup>N</sup>        | JACKSONVILLE FL 320                          | JACKSONVILLE FL 320                                 | SCF JACKSONVILLE FL 320                 |
| 321                     | DAYTONA BEACH FL 321                         | DAYTONA BEACH FL 321                                | DAYTONA BEACH FL 321 <sup>D</sup>       |
| 322 <sup>N</sup>        | JACKSONVILLE FL 322 <sup>U</sup>             | JACKSONVILLE FL 322                                 | SCF JACKSONVILLE FL 320                 |
| 323                     | TALLAHASSEE FL 323                           | TALLAHASSEE FL 323                                  | TALLAHASSEE FL 323 <sup>D</sup>         |
| 324                     | PANAMA CITY FL 324                           | PANAMA CITY FL 324                                  | PANAMA CITY FL 324 <sup>D</sup>         |
| 325                     | PENSACOLA FL 325                             | PENSACOLA FL 325                                    | PENSACOLA FL 325 <sup>D</sup>           |
| 326 <sup>N</sup>        | GAINESVILLE FL 326                           | GAINESVILLE FL 326                                  | SCF GAINESVILLE FL 326                  |
| 327                     | MID-FLORIDA FL 327                           | MID-FLORIDA FL 327                                  | MID-FLORIDA FL 327 <sup>D</sup>         |
| 328                     | ORLANDO FL 328 <sup>U</sup>                  | ORLANDO FL 328                                      | SCF ORLANDO FL 328                      |
| 329                     | ORLANDO FL 329                               | ORLANDO FL 329                                      | SCF ORLANDO FL 328                      |
| 330                     | SOUTH FLORIDA FL 330                         | SOUTH FLORIDA FL 330                                | SOUTH FLORIDA FL 330 <sup>D</sup>       |
| 331 <sup>N</sup>        | MIAMI FL 331 <sup>U</sup>                    | MIAMI FL 331  | SCF MIAMI FL 331                        |
| 332 <sup>N</sup>        | MIAMI FL 332 <sup>U</sup>                    | MIAMI FL 332  | SCF MIAMI FL 331                        |
| 333                     | FT LAUDERDALE FL 333 <sup>U</sup>            | FT LAUDERDALE FL 333                                | FT LAUDERDALE FL 333 <sup>D</sup>       |
| 334 <sup>N</sup>        | WEST PALM BCH FL 334                         | WEST PALM BCH FL 334 <sup>S</sup>                   | SCF WEST PALM BCH FL 334                |
| 335 <sup>N</sup>        | TAMPA FL 335                                 | TAMPA FL 335 <sup>S</sup>                           | SCF TAMPA FL 335                        |
| 336                     | TAMPA FL 336 <sup>U</sup>                    | TAMPA FL 336  | SCF TAMPA FL 335                        |
| 337                     | ST PETERSBURG FL 337                         | ST PETERSBURG FL 337                                | ST PETERSBURG FL 337 <sup>D</sup>       |
| 338                     | LAKELAND FL 338                              | LAKELAND FL 338                                     | LAKELAND FL 338 <sup>D</sup>            |
| 339 <sup>N</sup>        | FT MYERS FL 339                              | FT MYERS FL 339 <sup>S</sup>                        | SCF FT MYERS FL 339                     |
| 340                     | APO/FPO AA 340                               | APO/FPO AA 340                                      |   |
| 341 <sup>N</sup>        | FT MYERS FL 341                              | FT MYERS FL 339 <sup>S</sup>                        | SCF FT MYERS FL 339                     |
| 342                     | MANASOTA FL 342                              | MANASOTA FL 342                                     | MANASOTA FL 342 <sup>D</sup>            |
| 343 <sup>X</sup>        |  |   |   |
| 344 <sup>N</sup>        | GAINESVILLE FL 344                           | GAINESVILLE FL 344                                  | SCF GAINESVILLE FL 326                  |
| 345 <sup>X</sup>        |  |   |   |
| 346 <sup>N</sup>        | TAMPA FL 346                                 | TAMPA FL 335 <sup>S</sup>                           | SCF TAMPA FL 335                        |
| 347                     | ORLANDO FL 347                               | ORLANDO FL 347                                      | SCF ORLANDO FL 328                      |
| 348 <sup>X</sup>        |  |   |   |
| 349 <sup>N</sup>        | WEST PALM BCH FL 349                         | WEST PALM BCH FL 334 <sup>S</sup>                   | SCF WEST PALM BCH FL 334                |
| 350                     | BIRMINGHAM AL 350                            | BIRMINGHAM AL 350                                   | SCF BIRMINGHAM AL 350                   |
| 351                     | BIRMINGHAM AL 351                            | BIRMINGHAM AL 351                                   | SCF BIRMINGHAM AL 350                   |
| 352                     | BIRMINGHAM AL 352 <sup>U</sup>               | BIRMINGHAM AL 352                                   | SCF BIRMINGHAM AL 350                   |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 353 <sup>X</sup>        |  |   |   |
| 354                     | TUSCALOOSA AL 354                            | TUSCALOOSA AL 354                                   | TUSCALOOSA AL 354 <sup>D</sup>          |
| 355                     | BIRMINGHAM AL 355                            | BIRMINGHAM AL 355                                   | SCF BIRMINGHAM AL 350                   |
| 356                     | HUNTSVILLE AL 356                            | HUNTSVILLE AL 356                                   | SCF HUNTSVILLE AL 357                   |
| 357                     | HUNTSVILLE AL 357                            | HUNTSVILLE AL 357                                   | SCF HUNTSVILLE AL 357                   |
| 358                     | HUNTSVILLE AL 358 <sup>U</sup>               | HUNTSVILLE AL 358                                   | SCF HUNTSVILLE AL 357                   |
| 359                     | BIRMINGHAM AL 359                            | BIRMINGHAM AL 359                                   | SCF BIRMINGHAM AL 350                   |
| 360                     | MONTGOMERY AL 360                            | MONTGOMERY AL 360                                   | SCF MONTGOMERY AL 360                   |
| 361                     | MONTGOMERY AL 361 <sup>U</sup>               | MONTGOMERY AL 361                                   | SCF MONTGOMERY AL 360                   |
| 362                     | ANNISTON AL 362                              | ANNISTON AL 362                                     | ANNISTON AL 362 <sup>D</sup>            |
| 363                     | DOTHAN AL 363                                | DOTHAN AL 363                                       | DOTHAN AL 363 <sup>D</sup>              |
| 364                     | EVERGREEN AL 364                             | EVERGREEN AL 364                                    | EVERGREEN AL 364 <sup>D</sup>           |
| 365                     | MOBILE AL 365                                | MOBILE AL 365                                       | SCF MOBILE AL 365                       |
| 366                     | MOBILE AL 366 <sup>U</sup>                   | MOBILE AL 366                                       | SCF MOBILE AL 365                       |
| 367                     | MONTGOMERY AL 367                            | MONTGOMERY AL 367                                   | SCF MONTGOMERY AL 360                   |
| 368                     | MONTGOMERY AL 368                            | MONTGOMERY AL 368                                   | SCF MONTGOMERY AL 360                   |
| 369                     | MERIDIAN MS 369                              | JACKSON MS 393 <sup>S</sup><br>SCHEME B             | SCF MERIDIAN MS 393                     |
| 370                     | NASHVILLE TN 370                             | NASHVILLE TN 370                                    | SCF NASHVILLE TN 370                    |
| 371                     | NASHVILLE TN 371                             | NASHVILLE TN 371                                    | SCF NASHVILLE TN 370                    |
| 372                     | NASHVILLE TN 372 <sup>U</sup>                | NASHVILLE TN 372                                    | SCF NASHVILLE TN 370                    |
| 373 <sup>N</sup>        | CHATTANOOGA TN 373                           | CHATTANOOGA TN 373                                  | SCF CHATTANOOGA TN 373                  |
| 374 <sup>N</sup>        | CHATTANOOGA TN 374 <sup>U</sup>              | CHATTANOOGA TN 374                                  | SCF CHATTANOOGA TN 373                  |
| 375                     | MEMPHIS TN 375                               | MEMPHIS TN 375                                      | SCF MEMPHIS TN 380                      |
| 376                     | JOHNSON CITY TN 376                          | JOHNSON CITY TN 376                                 | JOHNSON CITY TN 376 <sup>D</sup>        |
| 377 <sup>N</sup>        | KNOXVILLE TN 377                             | KNOXVILLE TN 377 <sup>S</sup>                       | SCF KNOXVILLE TN 377                    |
| 378 <sup>N</sup>        | KNOXVILLE TN 378                             | KNOXVILLE TN 377 <sup>S</sup>                       | SCF KNOXVILLE TN 377                    |
| 379 <sup>N</sup>        | KNOXVILLE TN 379 <sup>U</sup>                | KNOXVILLE TN 377 <sup>S</sup>                       | SCF KNOXVILLE TN 377                    |
| 380                     | MEMPHIS TN 380                               | MEMPHIS TN 380                                      | SCF MEMPHIS TN 380                      |
| 381                     | MEMPHIS TN 381 <sup>U</sup>                  | MEMPHIS TN 381                                      | SCF MEMPHIS TN 380                      |
| 382                     | MCKENZIE TN 382                              | MCKENZIE TN 382                                     | MCKENZIE TN 382 <sup>D</sup>            |
| 383                     | JACKSON TN 383                               | JACKSON TN 383                                      | JACKSON TN 383 <sup>D</sup>             |
| 384                     | COLUMBIA TN 384                              | COLUMBIA TN 384                                     | COLUMBIA TN 384 <sup>D</sup>            |
| 385                     | COOKEVILLE TN 385                            | COOKEVILLE TN 385                                   | COOKEVILLE TN 385 <sup>D</sup>          |
| 386                     | MEMPHIS TN 386                               | MEMPHIS TN 386                                      | SCF MEMPHIS TN 380                      |
| 387                     | GREENVILLE MS 387                            | GREENVILLE MS 387                                   | GREENVILLE MS 387 <sup>D</sup>          |
| 388                     | TUPELO MS 388                                | TUPELO MS 388                                       | TUPELO MS 388 <sup>D</sup>              |
| 389                     | GRENADA MS 389                               | GRENADA MS 389                                      | GRENADA MS 389 <sup>D</sup>             |
| 390                     | JACKSON MS 390                               | JACKSON MS 390 <sup>S</sup><br>SCHEME A             | SCF JACKSON MS 390                      |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 391                     | JACKSON MS 391                               | JACKSON MS 390 <sup>S</sup><br>SCHEME A             | SCF JACKSON MS 390                      |
| 392                     | JACKSON MS 392 <sup>U</sup>                  | JACKSON MS 392                                      | SCF JACKSON MS 390                      |
| 393                     | MERIDIAN MS 393                              | JACKSON MS 393 <sup>S</sup><br>SCHEME B             | SCF MERIDIAN MS 393                     |
| 394                     | HATTIESBURG MS 394                           | HATTIESBURG MS 394                                  | HATTIESBURG MS 394 <sup>D</sup>         |
| 395                     | GULFPORT MS 395                              | GULFPORT MS 395                                     | GULFPORT MS 395 <sup>D</sup>            |
| 396                     | MCCOMB MS 396                                | MCCOMB MS 396                                       | MCCOMB MS 396 <sup>D</sup>              |
| 397                     | COLUMBUS MS 397                              | COLUMBUS MS 397                                     | COLUMBUS MS 397 <sup>D</sup>            |
| 398                     | ALBANY GA 398                                | ABLANY GA 317 <sup>S</sup>                          | SCF ALBANY GA 317                       |
| 399                     | ATLANTA GA 399                               | ATLANTA GA 303 <sup>S</sup>                         | SCF ATLANTA GA 303                      |
| 400 <sup>N</sup>        | LOUISVILLE KY 400                            | LOUISVILLE KY 400 <sup>S</sup>                      | SCF LOUISVILLE KY 400                   |
| 401 <sup>N</sup>        | LOUISVILLE KY 401                            | LOUISVILLE KY 400 <sup>S</sup>                      | SCF LOUISVILLE KY 400                   |
| 402                     | LOUISVILLE KY 402 <sup>U</sup>               | LOUISVILLE KY 402                                   | SCF LOUISVILLE KY 400                   |
| 403                     | LEXINGTON KY 403                             | LEXINGTON KY 403                                    | SCF LEXINGTON KY 403                    |
| 404                     | LEXINGTON KY 404                             | LEXINGTON KY 404                                    | SCF LEXINGTON KY 403                    |
| 405                     | LEXINGTON KY 405 <sup>U</sup>                | LEXINGTON KY 405                                    | SCF LEXINGTON KY 403                    |
| 406                     | FRANKFORT KY 406 <sup>U</sup>                | FRANKFORT KY 406                                    | SCF LEXINGTON KY 403                    |
| 407                     | LONDON KY 407                                | LONDON KY 407                                       | SCF LONDON KY 407                       |
| 408                     | LONDON KY 408                                | LONDON KY 408                                       | SCF LONDON KY 407                       |
| 409                     | LONDON KY 409                                | LONDON KY 409                                       | SCF LONDON KY 407                       |
| 410                     | CINCINNATI OH 410                            | CINCINNATI OH 410 <sup>S</sup><br>SCHEME A          | SCF CINCINNATI OH 450                   |
| 411                     | ASHLAND KY 411                               | ASHLAND KY 411                                      | SCF ASHLAND KY 411                      |
| 412                     | ASHLAND KY 412                               | ASHLAND KY 412                                      | SCF ASHLAND KY 411                      |
| 413                     | CAMPTON KY 413                               | CAMPTON KY 413                                      | SCF CAMPTON KY 413                      |
| 414                     | CAMPTON KY 414                               | CAMPTON KY 414                                      | SCF CAMPTON KY 413                      |
| 415                     | PIKEVILLE KY 415                             | PIKEVILLE KY 415                                    | SCF PIKEVILLE KY 415                    |
| 416                     | PIKEVILLE KY 416                             | PIKEVILLE KY 416                                    | SCF PIKEVILLE KY 415                    |
| 417                     | HAZARD KY 417                                | HAZARD KY 417                                       | SCF HAZARD KY 417                       |
| 418                     | HAZARD KY 418                                | HAZARD KY 418                                       | SCF HAZARD KY 417                       |
| 419 <sup>X</sup>        |  |   |   |
| 420                     | PADUCAH KY 420                               | PADUCAH KY 420                                      | PADUCAH KY 420 <sup>D</sup>             |
| 421                     | BOWLING GREEN KY 421                         | BOWLING GREEN KY 421                                | SCF BOWLING GREEN KY 421                |
| 422                     | BOWLING GREEN KY 422                         | BOWLING GREEN KY 422                                | SCF BOWLING GREEN KY 421                |
| 423                     | OWENSBORO KY 423                             | OWENSBORO KY 423                                    | OWENSBORO KY 423 <sup>D</sup>           |
| 424                     | EVANSVILLE IN 424                            | EVANSVILLE IN 424                                   | SCF EVANSVILLE IN 476                   |
| 425                     | SOMERSET KY 425                              | SOMERSET KY 425                                     | SCF SOMERSET KY 425                     |
| 426                     | SOMERSET KY 426                              | SOMERSET KY 426                                     | SCF SOMERSET KY 425                     |
| 427                     | ELIZABETHTOWN KY 427                         | ELIZABETHTOWN KY 427                                | ELIZABETHTOWN KY 427 <sup>D</sup>       |
| 428 <sup>X</sup>        |  |   |   |
| 429 <sup>X</sup>        |  |   |   |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 430                     | COLUMBUS OH 430                              | COLUMBUS OH 430                                     | SCF COLUMBUS OH 430                     |
| 431                     | COLUMBUS OH 431                              | COLUMBUS OH 431                                     | SCF COLUMBUS OH 430                     |
| 432                     | COLUMBUS OH 432 <sup>U</sup>                 | COLUMBUS OH 432                                     | SCF COLUMBUS OH 430                     |
| 433                     | COLUMBUS OH 433                              | COLUMBUS OH 433                                     | SCF COLUMBUS OH 430                     |
| 434 <sup>N</sup>        | TOLEDO OH 434                                | TOLEDO OH 434 <sup>S</sup>                          | SCF TOLEDO OH 434                       |
| 435 <sup>N</sup>        | TOLEDO OH 435                                | TOLEDO OH 434 <sup>S</sup>                          | SCF TOLEDO OH 434                       |
| 436                     | TOLEDO OH 436 <sup>U</sup>                   | TOLEDO OH 434 <sup>S</sup>                          | SCF TOLEDO OH 434                       |
| 437                     | ZANESVILLE OH 437                            | ZANESVILLE OH 437 <sup>S</sup>                      | SCF ZANESVILLE OH 437                   |
| 438                     | ZANESVILLE OH 438                            | ZANESVILLE OH 437 <sup>S</sup>                      | SCF ZANESVILLE OH 437                   |
| 439                     | STEUBENVILLE OH 439                          | STEUBENVILLE OH 439                                 | STEUBENVILLE OH 439 <sup>D</sup>        |
| 440                     | CLEVELAND OH 440                             | CLEVELAND OH 440                                    | SCF CLEVELAND OH 440                    |
| 441                     | CLEVELAND OH 441 <sup>U</sup>                | CLEVELAND OH 441                                    | SCF CLEVELAND OH 440                    |
| 442 <sup>N</sup>        | AKRON OH 442                                 | AKRON OH 442 <sup>S</sup>                           | SCF AKRON OH 442                        |
| 443 <sup>N</sup>        | AKRON OH 443 <sup>U</sup>                    | AKRON OH 442 <sup>S</sup>                           | SCF AKRON OH 442                        |
| 444                     | YOUNGSTOWN OH 444                            | YOUNGSTOWN OH 444 <sup>S</sup>                      | SCF YOUNGSTOWN OH 444                   |
| 445                     | YOUNGSTOWN OH 445 <sup>U</sup>               | YOUNGSTOWN OH 444 <sup>S</sup>                      | SCF YOUNGSTOWN OH 444                   |
| 446                     | CANTON OH 446                                | CANTON OH 446 <sup>S</sup>                          | SCF CANTON OH 446                       |
| 447                     | CANTON OH 447 <sup>U</sup>                   | CANTON OH 446 <sup>S</sup>                          | SCF CANTON OH 446                       |
| 448                     | MANSFIELD OH 448                             | MANSFIELD OH 448                                    | SCF MANSFIELD OH 448                    |
| 449                     | MANSFIELD OH 449 <sup>U</sup>                | MANSFIELD OH 449                                    | SCF MANSFIELD OH 448                    |
| 450                     | CINCINNATI OH 450                            | CINCINNATI OH 450 <sup>S</sup><br>SCHEME B          | SCF CINCINNATI OH 450                   |
| 451                     | CINCINNATI OH 451                            | CINCINNATI OH 450 <sup>S</sup><br>SCHEME B          | SCF CINCINNATI OH 450                   |
| 452                     | CINCINNATI OH 452 <sup>U</sup>               | CINCINNATI OH 452                                   | SCF CINCINNATI OH 450                   |
| 453                     | DAYTON OH 453                                | DAYTON OH 453                                       | SCF DAYTON OH 453                       |
| 454                     | DAYTON OH 454 <sup>U</sup>                   | DAYTON OH 454                                       | SCF DAYTON OH 453                       |
| 455                     | SPRINGFIELD OH 455 <sup>U</sup>              | SPRINGFIELD OH 455                                  | SCF DAYTON OH 453                       |
| 456                     | CHILLICOTHE OH 456                           | CHILLICOTHE OH 456                                  | CHILLICOTHE OH 456 <sup>D</sup>         |
| 457                     | ATHENS OH 457                                | ATHENS OH 457                                       | ATHENS OH 457 <sup>D</sup>              |
| 458                     | LIMA OH 458                                  | LIMA OH 458   | LIMA OH 458 <sup>D</sup>                |
| 459                     | CINCINNATI OH 459                            | CINCINNATI OH 459                                   | SCF CINCINNATI OH 450                   |
| 460 <sup>N</sup>        | INDIANAPOLIS IN 460                          | INDIANAPOLIS IN 460                                 | SCF INDIANAPOLIS IN 460                 |
| 461 <sup>N</sup>        | INDIANAPOLIS IN 461                          | INDIANAPOLIS IN 461                                 | SCF INDIANAPOLIS IN 460                 |
| 462                     | INDIANAPOLIS IN 462 <sup>U</sup>             | INDIANAPOLIS IN 462                                 | SCF INDIANAPOLIS IN 460                 |
| 463                     | GARY IN 463                                  | GARY IN 463 <sup>S</sup>                            | SCF GARY IN 463                         |
| 464                     | GARY IN 464 <sup>U</sup>                     | GARY IN 463 <sup>S</sup>                            | SCF GARY IN 463                         |
| 465                     | SOUTH BEND IN 465                            | SOUTH BEND IN 465 <sup>S</sup>                      | SCF SOUTH BEND IN 465                   |
| 466                     | SOUTH BEND IN 466 <sup>U</sup>               | SOUTH BEND IN 465 <sup>S</sup>                      | SCF SOUTH BEND IN 465                   |
| 467                     | FORT WAYNE IN 467                            | FORT WAYNE IN 467                                   | SCF FORT WAYNE IN 467                   |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 468                     | FORT WAYNE IN 468 <sup>U</sup>               | FORT WAYNE IN 468                                   | SCF FORT WAYNE IN 467                   |
| 469                     | KOKOMO IN 469                                | KOKOMO IN 469                                       | KOKOMO IN 469 <sup>D</sup>              |
| 470                     | CINCINNATI OH 470                            | CINCINNATI OH 410 <sup>S</sup><br>SCHEME A          | SCF CINCINNATI OH 450                   |
| 471 <sup>N</sup>        | LOUISVILLE KY 471                            | LOUISVILLE KY 400 <sup>S</sup>                      | SCF LOUISVILLE KY 400                   |
| 472                     | COLUMBUS IN 472                              | COLUMBUS IN 472                                     | COLUMBUS IN 472 <sup>D</sup>            |
| 473                     | MUNCIE IN 473                                | MUNCIE IN 473                                       | MUNCIE IN 473 <sup>D</sup>              |
| 474                     | BLOOMINGTON IN 474                           | BLOOMINGTON IN 474                                  | BLOOMINGTON IN 474 <sup>D</sup>         |
| 475                     | TERRE HAUTE IN 475                           | TERRE HAUTE IN 475                                  | SCF TERRE HAUTE IN 478                  |
| 476                     | EVANSVILLE IN 476                            | EVANSVILLE IN 476                                   | SCF EVANSVILLE IN 476                   |
| 477                     | EVANSVILLE IN 477 <sup>U</sup>               | EVANSVILLE IN 477                                   | SCF EVANSVILLE IN 476                   |
| 478                     | TERRE HAUTE IN 478                           | TERRE HAUTE IN 478                                  | SCF TERRE HAUTE IN 478                  |
| 479                     | LAFAYETTE IN 479                             | LAFAYETTE IN 479                                    | LAFAYETTE IN 479 <sup>D</sup>           |
| 480                     | ROYAL OAK MI 480                             | ROYAL OAK MI 480                                    | SCF ROYAL OAK MI 480                    |
| 481                     | DETROIT MI 481                               | DETROIT MI 481                                      | SCF DETROIT MI 481                      |
| 482                     | DETROIT MI 482 <sup>U</sup>                  | DETROIT MI 482                                      | SCF DETROIT MI 481                      |
| 483                     | ROYAL OAK MI 483                             | ROYAL OAK MI 483                                    | SCF ROYAL OAK MI 480                    |
| 484                     | FLINT MI 484                                 | FLINT MI 484 <sup>S</sup>                           | SCF FLINT MI 484                        |
| 485                     | FLINT MI 485 <sup>U</sup>                    | FLINT MI 484 <sup>S</sup>                           | SCF FLINT MI 484                        |
| 486                     | SAGINAW MI 486                               | SAGINAW MI 486 <sup>S</sup>                         | SCF SAGINAW MI 486                      |
| 487                     | SAGINAW MI 487                               | SAGINAW MI 486 <sup>S</sup>                         | SCF SAGINAW MI 486                      |
| 488                     | LANSING MI 488                               | LANSING MI 488                                      | SCF LANSING MI 488                      |
| 489                     | LANSING MI 489 <sup>U</sup>                  | LANSING MI 489                                      | SCF LANSING MI 488                      |
| 490                     | KALAMAZOO MI 490                             | KALAMAZOO MI 490 <sup>S</sup>                       | SCF KALAMAZOO MI 490                    |
| 491                     | KALAMAZOO MI 491                             | KALAMAZOO MI 490 <sup>S</sup>                       | SCF KALAMAZOO MI 490                    |
| 492                     | JACKSON MI 492                               | JACKSON MI 492                                      | JACKSON MI 492 <sup>D</sup>             |
| 493                     | GRAND RAPIDS MI 493                          | GRAND RAPIDS MI 493                                 | SCF GRAND RAPIDS MI 493                 |
| 494                     | GRAND RAPIDS MI 494                          | GRAND RAPIDS MI 494                                 | SCF GRAND RAPIDS MI 493                 |
| 495                     | GRAND RAPIDS MI 495 <sup>U</sup>             | GRAND RAPIDS MI 495                                 | SCF GRAND RAPIDS MI 493                 |
| 496                     | TRAVERSE CITY MI 496                         | TRAVERSE CITY MI 496                                | TRAVERSE CITY MI 496 <sup>D</sup>       |
| 497                     | GAYLORD MI 497                               | GAYLORD MI 497                                      | GAYLORD MI 497 <sup>D</sup>             |
| 498                     | IRON MOUNTAIN MI 498                         | IRON MOUNTAIN MI 498 <sup>S</sup>                   | SCF IRON MOUNTAIN MI 498                |
| 499                     | IRON MOUNTAIN MI 499                         | IRON MOUNTAIN MI 498 <sup>S</sup>                   | SCF IRON MOUNTAIN MI 498                |
| 500                     | DES MOINES IA 500                            | DES MOINES IA 500 <sup>S</sup><br>SCHEME A          | SCF DES MOINES IA 500                   |
| 501                     | DES MOINES IA 501                            | DES MOINES IA 500 <sup>S</sup><br>SCHEME A          | SCF DES MOINES IA 500                   |
| 502                     | DES MOINES IA 502                            | DES MOINES IA 500 <sup>S</sup><br>SCHEME A          | SCF DES MOINES IA 500                   |
| 503                     | DES MOINES IA 503 <sup>U</sup>               | DES MOINES IA 503 <sup>S</sup><br>SCHEME B          | SCF DES MOINES IA 500                   |



## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 504                     | WATERLOO IA 504                              | WATERLOO IA 504                                     | SCF WATERLOO IA 506                     |
| 505                     | FORT DODGE IA 505                            | FORT DODGE IA 505                                   | FORT DODGE IA 505 <sup>D</sup>          |
| 506                     | WATERLOO IA 506                              | WATERLOO IA 506                                     | SCF WATERLOO IA 506                     |
| 507                     | WATERLOO IA 507 <sup>U</sup>                 | WATERLOO IA 507                                     | SCF WATERLOO IA 506                     |
| 508                     | CRESTON IA 508                               | CRESTON IA 508                                      | CRESTON IA 508 <sup>D</sup>             |
| 509                     | DES MOINES IA 509                            | DES MOINES IA 503 <sup>S</sup><br>SCHEME B          | SCF DES MOINES IA 500                   |
| 510                     | SIOUX CITY IA 510                            | SIOUX CITY IA 510                                   | SCF SIOUX CITY IA 510                   |
| 511                     | SIOUX CITY IA 511 <sup>U</sup>               | SIOUX CITY IA 511                                   | SCF SIOUX CITY IA 510                   |
| 512                     | SIOUX CITY IA 512                            | SIOUX CITY IA 512                                   | SCF SIOUX CITY IA 510                   |
| 513                     | SIOUX CITY IA 513                            | SIOUX CITY IA 513                                   | SCF SIOUX CITY IA 510                   |
| 514                     | CARROLL IA 514                               | CARROLL IA 514                                      | CARROLL IA 514 <sup>D</sup>             |
| 515                     | OMAHA NE 515                                 | OMAHA NE 515  | SCF OMAHA NE 680                        |
| 516                     | OMAHA NE 516                                 | OMAHA NE 516  | SCF OMAHA NE 680                        |
| 517 <sup>X</sup>        |  |   |   |
| 518 <sup>X</sup>        |  |   |   |
| 519 <sup>X</sup>        |  |   |   |
| 520                     | DUBUQUE IA 520                               | DUBUQUE IA 520                                      | DUBUQUE IA 520 <sup>D</sup>             |
| 521                     | DECORAH IA 521                               | DECORAH IA 521                                      | DECORAH IA 521 <sup>D</sup>             |
| 522                     | CEDAR RAPIDS IA 522                          | CEDAR RAPIDS IA 522 <sup>S</sup>                    | SCF CEDAR RAPIDS IA 522                 |
| 523                     | CEDAR RAPIDS IA 523                          | CEDAR RAPIDS IA 522 <sup>S</sup>                    | SCF CEDAR RAPIDS IA 522                 |
| 524                     | CEDAR RAPIDS IA 524 <sup>U</sup>             | CEDAR RAPIDS IA 524                                 | SCF CEDAR RAPIDS IA 522                 |
| 525                     | DES MOINES IA 525                            | DES MOINES IA 525                                   | SCF DES MOINES IA 500                   |
| 526                     | BURLINGTON IA 526                            | BURLINGTON IA 526                                   | BURLINGTON IA 526 <sup>D</sup>          |
| 527                     | QUAD CITIES IL 527                           | QUAD CITIES IL 612 <sup>S</sup>                     | SCF QUAD CITIES IL 612                  |
| 528                     | DAVENPORT IA 528 <sup>U</sup>                | QUAD CITIES IL 612 <sup>S</sup>                     | SCF QUAD CITIES IL 612                  |
| 529 <sup>X</sup>        |  |   |   |
| 530 <sup>N</sup>        | MILWAUKEE WI 530                             | MILWAUKEE WI 530                                    | SCF MILWAUKEE WI 530                    |
| 531 <sup>N</sup>        | MILWAUKEE WI 531                             | MILWAUKEE WI 531                                    | SCF MILWAUKEE WI 530                    |
| 532                     | MILWAUKEE WI 532 <sup>U</sup>                | MILWAUKEE WI 532                                    | SCF MILWAUKEE WI 530                    |
| 533 <sup>X</sup>        |  |   |   |
| 534 <sup>N</sup>        | RACINE WI 534 <sup>U</sup>                   | RACINE WI 534                                       | SCF MILWAUKEE WI 530                    |
| 535                     | MADISON WI 535                               | MADISON WI 535 <sup>S</sup>                         | SCF MADISON WI 535                      |
| 536 <sup>X</sup>        |  |   |   |
| 537                     | MADISON WI 537 <sup>U</sup>                  | MADISON WI 537                                      | SCF MADISON WI 535                      |
| 538                     | MADISON WI 538                               | MADISON WI 535 <sup>S</sup>                         | SCF MADISON WI 535                      |
| 539                     | PORTAGE WI 539                               | PORTAGE WI 539                                      | PORTAGE WI 539 <sup>D</sup>             |
| 540                     | ST PAUL MN 540                               | ST PAUL MN 550 <sup>S</sup>                         | SCF ST PAUL MN 550                      |
| 541 <sup>N</sup>        | GREEN BAY WI 541                             | GREEN BAY WI 541 <sup>S</sup>                       | SCF GREEN BAY WI 541                    |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| <b>3-Digit ZIP Code Prefix</b> | <b>Column A<br/>3-Digit Destinations<br/>Label to</b> | <b>Column B<br/>3-Digit/Scheme Destinations<br/>Label to</b> | <b>Column C<br/>SCF Destination<br/>Label to</b> |
|--------------------------------|---|--|--|
| 542 <sup>N</sup>               | GREEN BAY WI 542                                      | GREEN BAY WI 541 <sup>S</sup>                                | SCF GREEN BAY WI 541                             |
| 543                            | GREEN BAY WI 543 <sup>U</sup>                         | GREEN BAY WI 543   | SCF GREEN BAY WI 541                             |
| 544                            | WAUSAU WI 544   | WAUSAU WI 544  | WAUSAU WI 544 <sup>D</sup>                       |
| 545                            | RHINELANDER WI 545                                    | RHINELANDER WI 545   | RHINELANDER WI 545 <sup>D</sup>                  |
| 546                            | LA CROSSE WI 546                                      | LA CROSSE WI 546   | LA CROSSE WI 546 <sup>D</sup>                    |
| 547                            | EAU CLAIRE WI 547                                     | EAU CLAIRE WI 547  | EAU CLAIRE WI 547 <sup>D</sup>                   |
| 548                            | SPOONER WI 548  | SPOONER WI 548   | SPOONER WI 548 <sup>D</sup>                      |
| 549                            | OSHKOSH WI 549  | OSHKOSH WI 549   | OSHKOSH WI 549 <sup>D</sup>                      |
| 550                            | ST PAUL MN 550  | ST PAUL MN 550 <sup>S</sup>                                  | SCF ST PAUL MN 550                               |
| 551                            | ST PAUL MN 551 <sup>U</sup>                           | ST PAUL MN 551   | SCF ST PAUL MN 550                               |
| 552 <sup>X</sup>               |   |  |  |
| 553 <sup>N</sup>               | MINNEAPOLIS MN 553                                    | MINNEAPOLIS MN 553   | SCF MINNEAPOLIS MN 553                           |
| 554 <sup>N</sup>               | MINNEAPOLIS MN 554 <sup>U</sup>                       | MINNEAPOLIS MN 554   | SCF MINNEAPOLIS MN 553                           |
| 555                            | MINNEAPOLIS MN 555                                    | MINNEAPOLIS MN 555   | SCF MINNEAPOLIS MN 553                           |
| 556                            | DULUTH MN 556   | DULUTH MN 556  | SCF DULUTH MN 556                                |
| 557                            | DULUTH MN 557   | DULUTH MN 557  | SCF DULUTH MN 556                                |
| 558                            | DULUTH MN 558 <sup>U</sup>                            | DULUTH MN 558  | SCF DULUTH MN 556                                |
| 559                            | ROCHESTER MN 559                                      | ROCHESTER MN 559   | ROCHESTER MN 559 <sup>D</sup>                    |
| 560                            | MANKATO MN 560  | MANKATO MN 560   | SCF MANKATO MN 560                               |
| 561                            | MANKATO MN 561  | MANKATO MN 561   | SCF MANKATO MN 560                               |
| 562                            | WILLMAR MN 562  | WILLMAR MN 562   | WILLMAR MN 562 <sup>D</sup>                      |
| 563                            | ST CLOUD MN 563                                       | ST CLOUD MN 563  | ST CLOUD MN 563 <sup>D</sup>                     |
| 564                            | BRAINERD MN 564                                       | BRAINERD MN 564  | BRAINERD MN 564 <sup>D</sup>                     |
| 565                            | DETROIT LAKES MN 565                                  | DETROIT LAKES MN 565   | DETROIT LAKES MN 565 <sup>D</sup>                |
| 566                            | BEMIDJI MN 566  | BEMIDJI MN 566   | BEMIDJI MN 566 <sup>D</sup>                      |
| 567                            | GRAND FORKS ND 567                                    | GRAND FORKS ND 567   | SCF GRAND FORKS ND 582                           |
| 568 <sup>X</sup>               |   |  |  |
| 569 <sup>X</sup>               |   |  |  |
| 570                            | SIOUX FALLS SD 570                                    | SIOUX FALLS SD 570   | SCF SIOUX FALLS SD 570                           |
| 571                            | SIOUX FALLS SD 571 <sup>U</sup>                       | SIOUX FALLS SD 571   | SCF SIOUX FALLS SD 570                           |
| 572                            | DAKOTA CENTRAL SD 572                                 | DAKOTA CENTRAL SD 572  | SCF DAKOTA CENTRAL SD 572                        |
| 573                            | DAKOTA CENTRAL SD 573                                 | DAKOTA CENTRAL SD 573  | SCF DAKOTA CENTRAL SD 572                        |
| 574                            | ABERDEEN SD 574                                       | ABERDEEN SD 574  | ABERDEEN SD 574 <sup>D</sup>                     |
| 575                            | PIERRE SD 575   | PIERRE SD 575  | PIERRE SD 575 <sup>D</sup>                       |
| 576                            | MOBRIDGE SD 576                                       | MOBRIDGE SD 576  | MOBRIDGE SD 576 <sup>D</sup>                     |
| 577                            | RAPID CITY SD 577                                     | RAPID CITY SD 577  | RAPID CITY SD 577 <sup>D</sup>                   |
| 578 <sup>X</sup>               |   |  |  |
| 579 <sup>X</sup>               |   |  |  |
| 580                            | FARGO ND 580  | FARGO ND 580   | SCF FARGO ND 580                                 |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 581                     | FARGO ND 581 <sup>U</sup>                    | FARGO ND 581  | SCF FARGO ND 580                        |
| 582                     | GRAND FORKS ND 582                           | GRAND FORKS ND 582                                  | SCF GRAND FORKS ND 582                  |
| 583                     | DEVILS LAKE ND 583                           | DEVILS LAKE ND 583                                  | DEVILS LAKE ND 583 <sup>D</sup>         |
| 584                     | JAMESTOWN ND 584                             | JAMESTOWN ND 584                                    | JAMESTOWN ND 584 <sup>D</sup>           |
| 585                     | BISMARCK ND 585                              | BISMARCK ND 585 <sup>S</sup>                        | SCF BISMARCK ND 585                     |
| 586                     | BISMARCK ND 586                              | BISMARCK ND 585 <sup>S</sup>                        | SCF BISMARCK ND 585                     |
| 587                     | MINOT ND 587                                 | MINOT ND 587  | MINOT ND 587 <sup>D</sup>               |
| 588                     | WILLISTON ND 588                             | WILLISTON ND 588                                    | WILLISTON ND 588 <sup>D</sup>           |
| 589 <sup>X</sup>        |  |   |   |
| 590                     | BILLINGS MT 590                              | BILLINGS MT 590 <sup>S</sup>                        | SCF BILLINGS MT 590                     |
| 591                     | BILLINGS MT 591 <sup>U</sup>                 | BILLINGS MT 590 <sup>S</sup>                        | SCF BILLINGS MT 590                     |
| 592                     | WOLF POINT MT 592                            | WOLF POINT MT 592                                   | WOLF POINT MT 592 <sup>D</sup>          |
| 593                     | MILES CITY MT 593                            | MILES CITY MT 593                                   | MILES CITY MT 593 <sup>D</sup>          |
| 594                     | GREAT FALLS MT 594                           | GREAT FALLS MT 594                                  | GREAT FALLS MT 594 <sup>D</sup>         |
| 595                     | HAVRE MT 595                                 | HAVRE MT 595  | HAVRE MT 595 <sup>D</sup>               |
| 596                     | HELENA MT 596                                | HELENA MT 596                                       | HELENA MT 596 <sup>D</sup>              |
| 597                     | BUTTE MT 597                                 | BUTTE MT 597  | BUTTE MT 597 <sup>D</sup>               |
| 598                     | MISSOULA MT 598                              | MISSOULA MT 598                                     | MISSOULA MT 598 <sup>D</sup>            |
| 599                     | KALISPELL MT 599                             | KALISPELL MT 599                                    | KALISPELL MT 599 <sup>D</sup>           |
| 600                     | PALATINE IL 600                              | PALATINE IL 600 <sup>S</sup>                        | SCF PALATINE IL 600                     |
| 601                     | CAROL STREAM IL 601                          | CAROL STREAM IL 601 <sup>S</sup>                    | SCF CAROL STREAM IL 601                 |
| 602                     | EVANSTON IL 602 <sup>U</sup>                 | PALATINE IL 600 <sup>S</sup>                        | SCF PALATINE IL 600                     |
| 603                     | OAK PARK IL 603 <sup>U</sup>                 | CAROL STREAM IL 601 <sup>S</sup>                    | SCF CAROL STREAM IL 601                 |
| 604                     | S SUBURBAN IL 604                            | S SUBURBAN IL 604                                   | S SUBURBAN IL 604 <sup>D</sup>          |
| 605                     | FOX VALLEY IL 605                            | FOX VALLEY IL 605                                   | FOX VALLEY IL 605 <sup>D</sup>          |
| 606 <sup>N</sup>        | CHICAGO IL 606 <sup>U</sup>                  | CHICAGO IL 606                                      | SCF CHICAGO IL 606                      |
| 607                     | CHICAGO IL 607                               | CHICAGO IL 607                                      | SCF CHICAGO IL 606                      |
| 608 <sup>N</sup>        | CHICAGO IL 608                               | CHICAGO IL 608                                      | SCF CHICAGO IL 606                      |
| 609                     | KANKAKEE IL 609                              | KANKAKEE IL 609                                     | KANKAKEE IL 609 <sup>D</sup>            |
| 610                     | ROCKFORD IL 610                              | ROCKFORD IL 610 <sup>S</sup>                        | SCF ROCKFORD IL 610                     |
| 611                     | ROCKFORD IL 611 <sup>U</sup>                 | ROCKFORD IL 610 <sup>S</sup>                        | SCF ROCKFORD IL 610                     |
| 612                     | QUAD CITIES IL 612                           | QUAD CITIES IL 612 <sup>S</sup>                     | SCF QUAD CITIES IL 612                  |
| 613                     | LA SALLE IL 613                              | LA SALLE IL 613                                     | LA SALLE IL 613 <sup>D</sup>            |
| 614                     | GALESBURG IL 614                             | GALESBURG IL 614                                    | GALESBURG IL 614 <sup>D</sup>           |
| 615 <sup>N</sup>        | PEORIA IL 615                                | PEORIA IL 615 <sup>S</sup>                          | SCF PEORIA IL 615                       |
| 616 <sup>N</sup>        | PEORIA IL 616 <sup>U</sup>                   | PEORIA IL 615 <sup>S</sup>                          | SCF PEORIA IL 615                       |
| 617                     | BLOOMINGTON IL 617                           | BLOOMINGTON IL 617                                  | BLOOMINGTON IL 617 <sup>D</sup>         |
| 618                     | CHAMPAIGN IL 618                             | CHAMPAIGN IL 618 <sup>S</sup>                       | SCF CHAMPAIGN IL 618                    |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 619                     | CHAMPAIGN IL 619                             | CHAMPAIGN IL 618 <sup>S</sup>                       | SCF CHAMPAIGN IL 618                    |
| 620                     | ST LOUIS MO 620                              | ST LOUIS MO 630 <sup>S</sup>                        | SCF ST LOUIS MO 630                     |
| 621 <sup>X</sup>        |  |   |   |
| 622                     | ST LOUIS MO 622                              | ST LOUIS MO 630 <sup>S</sup>                        | SCF ST LOUIS MO 630                     |
| 623                     | QUINCY IL 623                                | QUINCY IL 623                                       | SCF QUINCY IL 623                       |
| 624                     | EFFINGHAM IL 624                             | EFFINGHAM IL 624                                    | EFFINGHAM IL 624 <sup>D</sup>           |
| 625                     | SPRINGFIELD IL 625                           | SPRINGFIELD IL 625                                  | SCF SPRINGFIELD IL 625                  |
| 626                     | SPRINGFIELD IL 626                           | SPRINGFIELD IL 626                                  | SCF SPRINGFIELD IL 625                  |
| 627                     | SPRINGFIELD IL 627 <sup>U</sup>              | SPRINGFIELD IL 627                                  | SCF SPRINGFIELD IL 625                  |
| 628                     | CENTRALIA IL 628                             | CENTRALIA IL 628                                    | CENTRALIA IL 628 <sup>D</sup>           |
| 629                     | CARBONDALE IL 629                            | CARBONDALE IL 629                                   | CARBONDALE IL 629 <sup>D</sup>          |
| 630                     | ST LOUIS MO 630                              | ST LOUIS MO 630 <sup>S</sup>                        | SCF ST LOUIS MO 630                     |
| 631                     | ST LOUIS MO 631 <sup>U</sup>                 | ST LOUIS MO 631                                     | SCF ST LOUIS MO 630                     |
| 632 <sup>X</sup>        |  |   |   |
| 633                     | ST LOUIS MO 633                              | ST LOUIS MO 630 <sup>S</sup>                        | SCF ST LOUIS MO 630                     |
| 634                     | QUINCY IL 634                                | QUINCY IL 634                                       | SCF QUINCY IL 623                       |
| 635                     | QUINCY IL 635                                | QUINCY IL 635                                       | SCF QUINCY IL 623                       |
| 636                     | CAPE GIRARDEAU MO 636                        | CAPE GIRARDEAU MO 636                               | SCF CAPE GIRARDEAU MO 637               |
| 637                     | CAPE GIRARDEAU MO 637                        | CAPE GIRARDEAU MO 637                               | SCF CAPE GIRARDEAU MO 637               |
| 638                     | CAPE GIRARDEAU MO 638                        | CAPE GIRARDEAU MO 638                               | SCF CAPE GIRARDEAU MO 637               |
| 639                     | CAPE GIRARDEAU MO 639                        | CAPE GIRARDEAU MO 639                               | SCF CAPE GIRARDEAU MO 637               |
| 640                     | KANSAS CITY MO 640                           | KANSAS CITY MO 640                                  | SCF KANSAS CITY MO 640                  |
| 641                     | KANSAS CITY MO 641 <sup>U</sup>              | KANSAS CITY MO 641                                  | SCF KANSAS CITY MO 640                  |
| 642 <sup>X</sup>        |  |   |   |
| 643 <sup>X</sup>        |  |   |   |
| 644                     | ST JOSEPH MO 644                             | ST JOSEPH MO 644                                    | SCF ST JOSEPH MO 644                    |
| 645                     | ST JOSEPH MO 645 <sup>U</sup>                | ST JOSEPH MO 645                                    | SCF ST JOSEPH MO 644                    |
| 646                     | CHILLICOTHE MO 646                           | CHILLICOTHE MO 646                                  | CHILLICOTHE MO 646 <sup>D</sup>         |
| 647                     | HARRISONVILLE MO 647                         | HARRISONVILLE MO 647                                | HARRISONVILLE MO 647 <sup>D</sup>       |
| 648                     | SPRINGFIELD MO 648                           | SPRINGFIELD MO 648                                  | SCF SPRINGFIELD MO 656                  |
| 649                     | KANSAS CITY MO 649                           | KANSAS CITY MO 649                                  | SCF KANSAS CITY MO 640                  |
| 650                     | MID-MISSOURI MO 650                          | MID-MISSOURI MO 650                                 | SCF MID-MISSOURI MO 650                 |
| 651                     | MID-MISSOURI MO 651                          | MID-MISSOURI MO 651                                 | SCF MID-MISSOURI MO 650                 |
| 652                     | MID-MISSOURI MO 652                          | MID-MISSOURI MO 652                                 | SCF MID-MISSOURI MO 650                 |
| 653                     | MID-MISSOURI MO 653                          | MID-MISSOURI MO 653                                 | SCF MID-MISSOURI MO 650                 |
| 654                     | SPRINGFIELD MO 654                           | SPRINGFIELD MO 654 <sup>S</sup>                     | SCF SPRINGFIELD MO 656                  |
| 655                     | SPRINGFIELD MO 655                           | SPRINGFIELD MO 654 <sup>S</sup>                     | SCF SPRINGFIELD MO 656                  |
| 656                     | SPRINGFIELD MO 656                           | SPRINGFIELD MO 656                                  | SCF SPRINGFIELD MO 656                  |
| 657                     | SPRINGFIELD MO 657                           | SPRINGFIELD MO 657                                  | SCF SPRINGFIELD MO 656                  |
| 658                     | SPRINGFIELD MO 658 <sup>U</sup>              | SPRINGFIELD MO 658                                  | SCF SPRINGFIELD MO 656                  |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 659 <sup>X</sup>        |  |   |   |
| 660                     | KANSAS CITY KS 660                           | KANSAS CITY KS 660                                  | SCF KANSAS CITY KS 660                  |
| 661                     | KANSAS CITY KS 661 <sup>U</sup>              | KANSAS CITY KS 661                                  | SCF KANSAS CITY KS 660                  |
| 662                     | KANSAS CITY KS 662                           | KANSAS CITY KS 662                                  | SCF KANSAS CITY KS 660                  |
| 663 <sup>X</sup>        |  |   |   |
| 664                     | TOPEKA KS 664                                | TOPEKA KS 664 <sup>S</sup>                          | SCF TOPEKA KS 664                       |
| 665                     | TOPEKA KS 665                                | TOPEKA KS 664 <sup>S</sup>                          | SCF TOPEKA KS 664                       |
| 666                     | TOPEKA KS 666 <sup>U</sup>                   | TOPEKA KS 666                                       | SCF TOPEKA KS 664                       |
| 667                     | FT SCOTT KS 667                              | FT SCOTT KS 667                                     | FT SCOTT KS 667 <sup>D</sup>            |
| 668                     | TOPEKA KS 668                                | TOPEKA KS 664 <sup>S</sup>                          | SCF TOPEKA KS 664                       |
| 669                     | SALINA KS 669                                | SALINA KS 669                                       | SCF SALINA KS 674                       |
| 670 <sup>N</sup>        | WICHITA KS 670                               | WICHITA KS 670 <sup>S</sup>                         | SCF WICHITA KS 670                      |
| 671 <sup>N</sup>        | WICHITA KS 671                               | WICHITA KS 670 <sup>S</sup>                         | SCF WICHITA KS 670                      |
| 672                     | WICHITA KS 672 <sup>U</sup>                  | WICHITA KS 672                                      | SCF WICHITA KS 670                      |
| 673                     | INDEPENDENCE KS 673                          | INDEPENDENCE KS 673                                 | INDEPENDENCE KS 673 <sup>D</sup>        |
| 674                     | SALINA KS 674                                | SALINA KS 674                                       | SCF SALINA KS 674                       |
| 675                     | HUTCHINSON KS 675                            | HUTCHINSON KS 675                                   | HUTCHINSON KS 675 <sup>D</sup>          |
| 676                     | HAYS KS 676                                  | HAYS KS 676   | HAYS KS 676 <sup>D</sup>                |
| 677                     | COLBY KS 677                                 | COLBY KS 677  | COLBY KS 677 <sup>D</sup>               |
| 678                     | DODGE CITY KS 678                            | DODGE CITY KS 678                                   | DODGE CITY KS 678 <sup>D</sup>          |
| 679                     | LIBERAL KS 679                               | LIBERAL KS 679                                      | SCF LIBERAL KS 679                      |
| 680                     | OMAHA NE 680                                 | OMAHA NE 680  | SCF OMAHA NE 680                        |
| 681                     | OMAHA NE 681 <sup>U</sup>                    | OMAHA NE 681  | SCF OMAHA NE 680                        |
| 682 <sup>X</sup>        |  |   |   |
| 683                     | LINCOLN NE 683                               | LINCOLN NE 683                                      | SCF LINCOLN NE 683                      |
| 684                     | LINCOLN NE 684                               | LINCOLN NE 684                                      | SCF LINCOLN NE 683                      |
| 685                     | LINCOLN NE 685 <sup>U</sup>                  | LINCOLN NE 685                                      | SCF LINCOLN NE 683                      |
| 686                     | NORFOLK NE 686                               | NORFOLK NE 686                                      | SCF NORFOLK NE 687                      |
| 687                     | NORFOLK NE 687                               | NORFOLK NE 687                                      | SCF NORFOLK NE 687                      |
| 688                     | GRAND ISLAND NE 688                          | GRAND ISLAND NE 688                                 | SCF GRAND ISLAND NE 688                 |
| 689                     | GRAND ISLAND NE 689                          | GRAND ISLAND NE 689                                 | SCF GRAND ISLAND NE 688                 |
| 690                     | MC COOK NE 690                               | MC COOK NE 690                                      | MC COOK NE 690 <sup>D</sup>             |
| 691                     | NORTH PLATTE NE 691                          | NORTH PLATTE NE 691                                 | NORTH PLATTE NE 691 <sup>D</sup>        |
| 692                     | VALENTINE NE 692                             | VALENTINE NE 692                                    | VALENTINE NE 692 <sup>D</sup>           |
| 693                     | ALLIANCE NE 693                              | ALLIANCE NE 693                                     | ALLIANCE NE 693 <sup>D</sup>            |
| 694 <sup>X</sup>        |  |   |   |
| 695 <sup>X</sup>        |  |   |   |
| 696 <sup>X</sup>        |  |   |   |
| 697 <sup>X</sup>        |  |   |   |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 698 <sup>X</sup>        |  |   |   |
| 699 <sup>X</sup>        |  |   |   |
| 700                     | NEW ORLEANS LA 700                           | NEW ORLEANS LA 700                                  | SCF NEW ORLEANS LA 700                  |
| 701                     | NEW ORLEANS LA 701 <sup>U</sup>              | NEW ORLEANS LA 701                                  | SCF NEW ORLEANS LA 700                  |
| 702 <sup>X</sup>        |  |   |   |
| 703                     | HOUMA LA 703                                 | HOUMA LA 703  | HOUMA LA 703 <sup>D</sup>               |
| 704                     | MANDEVILLE LA 704                            | MANDEVILLE LA 704                                   | MANDEVILLE LA 704 <sup>D</sup>          |
| 705                     | LAFAYETTE LA 705                             | LAFAYETTE LA 705                                    | LAFAYETTE LA 705 <sup>D</sup>           |
| 706                     | LAKE CHARLES LA 706                          | LAKE CHARLES LA 706                                 | LAKE CHARLES LA 706 <sup>D</sup>        |
| 707                     | BATON ROUGE LA 707                           | BATON ROUGE LA 707                                  | SCF BATON ROUGE LA 707                  |
| 708                     | BATON ROUGE LA 708 <sup>U</sup>              | BATON ROUGE LA 708                                  | SCF BATON ROUGE LA 707                  |
| 709 <sup>X</sup>        |  |   |   |
| 710                     | SHREVEPORT LA 710                            | SHREVEPORT LA 710 <sup>S</sup><br>SCHEME A          | SCF SHREVEPORT LA 710                   |
| 711                     | SHREVEPORT LA 711                            | SHREVEPORT LA 710 <sup>S</sup><br>SCHEME A          | SCF SHREVEPORT LA 710                   |
| 712                     | MONROE LA 712                                | MONROE LA 712                                       | MONROE LA 712 <sup>D</sup>              |
| 713                     | ALEXANDRIA LA 713                            | SHREVEPORT LA 713 <sup>S</sup><br>SCHEME B          | SCF ALEXANDRIA LA 713                   |
| 714                     | ALEXANDRIA LA 714                            | SHREVEPORT LA 713 <sup>S</sup><br>SCHEME B          | SCF ALEXANDRIA LA 713                   |
| 715 <sup>X</sup>        |  |   |   |
| 716                     | PINE BLUFF AR 716                            | PINE BLUFF AR 716                                   | PINE BLUFF AR 716 <sup>D</sup>          |
| 717                     | CAMDEN AR 717                                | CAMDEN AR 717                                       | CAMDEN AR 717 <sup>D</sup>              |
| 718                     | TEXARKANA AR 718                             | TEXARKANA AR 718                                    | SCF TEXARKANA TX 755                    |
| 719                     | HOT SPRINGS NTL PK AR 719                    | HOT SPRINGS NTL PK AR 719                           | HOT SPRINGS NTL PK AR 719 <sup>D</sup>  |
| 720 <sup>N</sup>        | LITTLE ROCK AR 720                           | LITTLE ROCK AR 720                                  | SCF LITTLE ROCK AR 720                  |
| 721 <sup>N</sup>        | LITTLE ROCK AR 721                           | LITTLE ROCK AR 721                                  | SCF LITTLE ROCK AR 720                  |
| 722                     | LITTLE ROCK AR 722 <sup>U</sup>              | LITTLE ROCK AR 722                                  | SCF LITTLE ROCK AR 720                  |
| 723                     | MEMPHIS TN 723                               | MEMPHIS TN 723                                      | SCF MEMPHIS TN 380                      |
| 724                     | NE ARKANSAS AR 724                           | NE ARKANSAS AR 724                                  | NE ARKANSAS AR 724 <sup>D</sup>         |
| 725                     | BATESVILLE AR 725                            | BATESVILLE AR 725                                   | BATESVILLE AR 725 <sup>D</sup>          |
| 726                     | HARRISON AR 726                              | HARRISON AR 726                                     | HARRISON AR 726 <sup>D</sup>            |
| 727                     | NW ARKANSAS AR 727                           | NW ARKANSAS AR 727                                  | NW ARKANSAS AR 727 <sup>D</sup>         |
| 728                     | RUSSELLVILLE AR 728                          | RUSSELLVILLE AR 728                                 | RUSSELLVILLE AR 728 <sup>D</sup>        |
| 729                     | FORT SMITH AR 729                            | FORT SMITH AR 729                                   | FORT SMITH AR 729 <sup>D</sup>          |
| 730                     | OKLAHOMA CITY OK 730                         | OKLAHOMA CITY OK 730                                | SCF OKLAHOMA CITY OK 730                |
| 731                     | OKLAHOMA CITY OK 731 <sup>U</sup>            | OKLAHOMA CITY OK 731                                | SCF OKLAHOMA CITY OK 730                |
| 732 <sup>X</sup>        |  |   |   |
| 733                     | AUSTIN TX 733                                | AUSTIN TX 733                                       | SCF AUSTIN TX 786                       |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 734                     | ARDMORE OK 734                               | ARDMORE OK 734                                      | ARDMORE OK 734 <sup>D</sup>             |
| 735                     | LAWTON OK 735                                | LAWTON OK 735                                       | LAWTON OK 735 <sup>D</sup>              |
| 736                     | CLINTON OK 736                               | CLINTON OK 736                                      | CLINTON OK 736 <sup>D</sup>             |
| 737                     | ENID OK 737                                  | ENID OK 737   | ENID OK 737 <sup>D</sup>                |
| 738                     | WOODWARD OK 738                              | WOODWARD OK 738                                     | WOODWARD OK 738 <sup>D</sup>            |
| 739                     | LIBERAL KS 739                               | LIBERAL KS 739                                      | SCF LIBERAL KS 679                      |
| 740                     | TULSA OK 740                                 | TULSA OK 740  | SCF TULSA OK 740                        |
| 741                     | TULSA OK 741 <sup>U</sup>                    | TULSA OK 741  | SCF TULSA OK 740                        |
| 742 <sup>X</sup>        |  |   |   |
| 743                     | TULSA OK 743                                 | TULSA OK 743  | SCF TULSA OK 740                        |
| 744                     | MUSKOGEE OK 744                              | MUSKOGEE OK 744                                     | MUSKOGEE OK 744 <sup>D</sup>            |
| 745                     | MCALISTER OK 745                             | MCALISTER OK 745                                    | MCALISTER OK 745 <sup>D</sup>           |
| 746                     | PONCA CITY OK 746                            | PONCA CITY OK 746                                   | PONCA CITY OK 746 <sup>D</sup>          |
| 747                     | DURANT OK 747                                | DURANT OK 747                                       | DURANT OK 747 <sup>D</sup>              |
| 748                     | SHAWNEE OK 748                               | SHAWNEE OK 748                                      | SHAWNEE OK 748 <sup>D</sup>             |
| 749                     | POTEAU OK 749                                | POTEAU OK 749                                       | POTEAU OK 749 <sup>D</sup>              |
| 750                     | NORTH TEXAS TX 750                           | NORTH TEXAS TX 750                                  | NORTH TEXAS TX 750 <sup>D</sup>         |
| 751                     | DALLAS TX 751                                | DALLAS TX 751                                       | SCF DALLAS TX 752                       |
| 752                     | DALLAS TX 752 <sup>U</sup>                   | DALLAS TX 752 <sup>S</sup>                          | SCF DALLAS TX 752                       |
| 753                     | DALLAS TX 753 <sup>U</sup>                   | DALLAS TX 752 <sup>S</sup>                          | SCF DALLAS TX 752                       |
| 754                     | GREENVILLE TX 754                            | GREENVILLE TX 754                                   | GREENVILLE TX 754 <sup>D</sup>          |
| 755                     | TEXARKANA TX 755                             | TEXARKANA TX 755                                    | SCF TEXARKANA TX 755                    |
| 756                     | EAST TEXAS TX 756                            | EAST TEXAS TX 756                                   | SCF EAST TEXAS TX 757                   |
| 757                     | EAST TEXAS TX 757                            | EAST TEXAS TX 757                                   | SCF EAST TEXAS TX 757                   |
| 758                     | PALESTINE TX 758                             | PALESTINE TX 758                                    | PALESTINE TX 758 <sup>D</sup>           |
| 759                     | LUFKIN TX 759                                | LUFKIN TX 759                                       | LUFKIN TX 759 <sup>D</sup>              |
| 760                     | FT WORTH TX 760                              | FT WORTH TX 760                                     | SCF FT WORTH TX 760                     |
| 761                     | FT WORTH TX 761 <sup>U</sup>                 | FT WORTH TX 761                                     | SCF FT WORTH TX 760                     |
| 762                     | FT WORTH TX 762                              | FT WORTH TX 762                                     | SCF FT WORTH TX 760                     |
| 763                     | WICHITA FALLS TX 763                         | WICHITA FALLS TX 763                                | WICHITA FALLS TX 763 <sup>D</sup>       |
| 764                     | FT WORTH TX 764                              | FT WORTH TX 764                                     | SCF FT WORTH TX 760                     |
| 765                     | WACO TX 765                                  | WACO TX 765   | SCF WACO TX 766                         |
| 766                     | WACO TX 766                                  | WACO TX 766   | SCF WACO TX 766                         |
| 767                     | WACO TX 767 <sup>U</sup>                     | WACO TX 767   | SCF WACO TX 766                         |
| 768                     | ABILENE TX 768                               | ABILENE TX 768                                      | SCF ABILENE TX 795                      |
| 769                     | MIDLAND TX 769                               | MIDLAND TX 769                                      | SCF MIDLAND TX 797                      |
| 770                     | HOUSTON TX 770 <sup>U</sup>                  | HOUSTON TX 770                                      | SCF HOUSTON TX 770                      |
| 771                     | HOUSTON TX 771 <sup>U</sup>                  | HOUSTON TX 771                                      | SCF HOUSTON TX 770                      |
| 772                     | HOUSTON TX 772 <sup>U</sup>                  | HOUSTON TX 772                                      | SCF HOUSTON TX 770                      |
| 773                     | NORTH HOUSTON TX 773                         | NORTH HOUSTON TX 773                                | SCF NORTH HOUSTON TX 773                |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 774                     | NORTH HOUSTON TX 774                         | NORTH HOUSTON TX 774                                | SCF NORTH HOUSTON TX 773                |
| 775                     | NORTH HOUSTON TX 775                         | NORTH HOUSTON TX 775                                | SCF NORTH HOUSTON TX 773                |
| 776                     | BEAUMONT TX 776                              | BEAUMONT TX 776                                     | SCF BEAUMONT TX 776                     |
| 777                     | BEAUMONT TX 777 <sup>U</sup>                 | BEAUMONT TX 777                                     | SCF BEAUMONT TX 776                     |
| 778                     | BRYAN TX 778                                 | BRYAN TX 778  | BRYAN TX 778 <sup>D</sup>               |
| 779                     | VICTORIA TX 779                              | VICTORIA TX 779                                     | VICTORIA TX 779 <sup>D</sup>            |
| 780                     | SAN ANTONIO TX 780                           | SAN ANTONIO TX 780                                  | SCF SAN ANTONIO TX 780                  |
| 781                     | SAN ANTONIO TX 781                           | SAN ANTONIO TX 781                                  | SCF SAN ANTONIO TX 780                  |
| 782                     | SAN ANTONIO TX 782 <sup>U</sup>              | SAN ANTONIO TX 782                                  | SCF SAN ANTONIO TX 780                  |
| 783                     | CORPUS CHRISTI TX 783                        | CORPUS CHRISTI TX 783                               | SCF CORPUS CHRISTI TX 783               |
| 784                     | CORPUS CHRISTI TX 784 <sup>U</sup>           | CORPUS CHRISTI TX 784                               | SCF CORPUS CHRISTI TX 783               |
| 785                     | MCALLEN TX 785                               | MCALLEN TX 785                                      | MCALLEN TX 785 <sup>D</sup>             |
| 786 <sup>N</sup>        | AUSTIN TX 786                                | AUSTIN TX 786 <sup>S</sup>                          | SCF AUSTIN TX 786                       |
| 787                     | AUSTIN TX 787 <sup>U</sup>                   | AUSTIN TX 787                                       | SCF AUSTIN TX 786                       |
| 788                     | SAN ANTONIO TX 788                           | SAN ANTONIO TX 788                                  | SCF SAN ANTONIO TX 780                  |
| 789 <sup>N</sup>        | AUSTIN TX 789                                | AUSTIN TX 786 <sup>S</sup>                          | SCF AUSTIN TX 786                       |
| 790                     | AMARILLO TX 790                              | AMARILLO TX 790                                     | SCF AMARILLO TX 790                     |
| 791                     | AMARILLO TX 791 <sup>U</sup>                 | AMARILLO TX 791                                     | SCF AMARILLO TX 790                     |
| 792                     | CHILDRESS TX 792                             | CHILDRESS TX 792                                    | CHILDRESS TX 792 <sup>D</sup>           |
| 793                     | LUBBOCK TX 793                               | LUBBOCK TX 793                                      | SCF LUBBOCK TX 793                      |
| 794                     | LUBBOCK TX 794 <sup>U</sup>                  | LUBBOCK TX 794                                      | SCF LUBBOCK TX 793                      |
| 795                     | ABILENE TX 795                               | ABILENE TX 795                                      | SCF ABILENE TX 795                      |
| 796                     | ABILENE TX 796 <sup>U</sup>                  | ABILENE TX 796                                      | SCF ABILENE TX 795                      |
| 797                     | MIDLAND TX 797                               | MIDLAND TX 797                                      | SCF MIDLAND TX 797                      |
| 798                     | EL PASO TX 798                               | EL PASO TX 798                                      | SCF EL PASO TX 798                      |
| 799                     | EL PASO TX 799 <sup>U</sup>                  | EL PASO TX 799                                      | SCF EL PASO TX 798                      |
| 800                     | DENVER CO 800                                | DENVER CO 800                                       | SCF DENVER CO 800                       |
| 801                     | DENVER CO 801                                | DENVER CO 801                                       | SCF DENVER CO 800                       |
| 802                     | DENVER CO 802 <sup>U</sup>                   | DENVER CO 802                                       | SCF DENVER CO 800                       |
| 803                     | BOULDER CO 803 <sup>U</sup>                  | BOULDER CO 803                                      | SCF DENVER CO 800                       |
| 804                     | DENVER CO 804                                | DENVER CO 804                                       | SCF DENVER CO 800                       |
| 805                     | LONGMONT CO 805                              | LONGMONT CO 805                                     | LONGMONT CO 805 <sup>D</sup>            |
| 806                     | DENVER CO 806                                | DENVER CO 806                                       | SCF DENVER CO 800                       |
| 807                     | DENVER CO 807                                | DENVER CO 807                                       | SCF DENVER CO 800                       |
| 808                     | COLORADO SPGS CO 808                         | COLORADO SPGS CO 808 <sup>S</sup>                   | SCF COLORADO SPGS CO 808                |
| 809                     | COLORADO SPGS CO 809 <sup>U</sup>            | COLORADO SPGS CO 808 <sup>S</sup>                   | SCF COLORADO SPGS CO 808                |
| 810                     | COLORADO SPGS CO 810                         | COLORADO SPGS CO 810                                | SCF COLORADO SPGS CO 808                |
| 811                     | ALAMOSA CO 811                               | ALAMOSA CO 811                                      | ALAMOSA CO 811 <sup>D</sup>             |
| 812                     | SALIDA CO 812                                | SALIDA CO 812                                       | SALIDA CO 812 <sup>D</sup>              |
| 813                     | DURANGO CO 813                               | DURANGO CO 813                                      | DURANGO CO 813 <sup>D</sup>             |



## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 814                     | GRAND JUNCTION CO 814                        | GRAND JUNCTION CO 814                               | SCF GRAND JUNCTION CO 814               |
| 815                     | GRAND JUNCTION CO 815                        | GRAND JUNCTION CO 815                               | SCF GRAND JUNCTION CO 814               |
| 816                     | GLENWOOD SPRINGS CO 816                      | GLENWOOD SPRINGS CO 816                             | GLENWOOD SPRINGS CO 816 <sup>D</sup>    |
| 817 <sup>X</sup>        |  |   |   |
| 818 <sup>X</sup>        |  |   |   |
| 819 <sup>X</sup>        |  |   |   |
| 820                     | CHEYENNE WY 820                              | CHEYENNE WY 820                                     | CHEYENNE WY 820 <sup>D</sup>            |
| 821                     | YELLOWSTONE NL PK WY 821 <sup>U</sup>        | YELLOWSTONE NL PK WY 821                            | SCF BILLINGS MT 590                     |
| 822                     | WHEATLAND WY 822                             | WHEATLAND WY 822                                    | WHEATLAND WY 822 <sup>D</sup>           |
| 823                     | RAWLINS WY 823                               | RAWLINS WY 823                                      | RAWLINS WY 823 <sup>D</sup>             |
| 824                     | WORLAND WY 824                               | WORLAND WY 824                                      | WORLAND WY 824 <sup>D</sup>             |
| 825                     | RIVERTON WY 825                              | RIVERTON WY 825                                     | RIVERTON WY 825 <sup>D</sup>            |
| 826                     | CASPER WY 826                                | CASPER WY 826                                       | CASPER WY 826 <sup>D</sup>              |
| 827                     | GILLETTE WY 827                              | GILLETTE WY 827                                     | GILLETTE WY 827 <sup>D</sup>            |
| 828                     | SHERIDAN WY 828                              | SHERIDAN WY 828                                     | SHERIDAN WY 828 <sup>D</sup>            |
| 829                     | ROCK SPRINGS WY 829                          | ROCK SPRINGS WY 829                                 | SCF ROCK SPRINGS WY 829                 |
| 830                     | ROCK SPRINGS WY 830                          | ROCK SPRINGS WY 830                                 | SCF ROCK SPRINGS WY 829                 |
| 831                     | ROCK SPRINGS WY 831                          | ROCK SPRINGS WY 831                                 | SCF ROCK SPRINGS WY 829                 |
| 832                     | POCATELLO ID 832                             | POCATELLO ID 832                                    | SCF POCATELLO ID 832                    |
| 833                     | TWIN FALLS ID 833                            | TWIN FALLS ID 833                                   | TWIN FALLS ID 833 <sup>D</sup>          |
| 834                     | POCATELLO ID 834                             | POCATELLO ID 834                                    | SCF POCATELLO ID 832                    |
| 835                     | LEWISTON ID 835                              | LEWISTON ID 835                                     | SCF LEWISTON ID 835                     |
| 836                     | BOISE ID 836                                 | BOISE ID 836  | SCF BOISE ID 836                        |
| 837                     | BOISE ID 837 <sup>U</sup>                    | BOISE ID 837  | SCF BOISE ID 836                        |
| 838                     | SPOKANE WA 838                               | SPOKANE WA 838                                      | SCF SPOKANE WA 990                      |
| 839 <sup>X</sup>        |  |   |   |
| 840                     | SALT LAKE CTY UT 840                         | SALT LAKE CTY UT 840 <sup>S</sup>                   | SCF SALT LAKE CTY UT 840                |
| 841                     | SALT LAKE CTY UT 841 <sup>U</sup>            | SALT LAKE CTY UT 840 <sup>S</sup>                   | SCF SALT LAKE CTY UT 840                |
| 842                     | SALT LAKE CTY UT 842                         | SALT LAKE CTY UT 840 <sup>S</sup>                   | SCF SALT LAKE CTY UT 840                |
| 843                     | SALT LAKE CTY UT 843                         | SALT LAKE CTY UT 840 <sup>S</sup>                   | SCF SALT LAKE CTY UT 840                |
| 844                     | OGDEN UT 844 <sup>U</sup>                    | SALT LAKE CTY UT 840 <sup>S</sup>                   | SCF SALT LAKE CTY UT 840                |
| 845                     | PROVO UT 845                                 | PROVO UT 845  | SCF PROVO UT 845                        |
| 846                     | PROVO UT 846                                 | PROVO UT 846  | SCF PROVO UT 845                        |
| 847                     | PROVO UT 847                                 | PROVO UT 847  | SCF PROVO UT 845                        |
| 848 <sup>X</sup>        |  |   |   |
| 849 <sup>X</sup>        |  |   |   |
| 850 <sup>N</sup>        | PHOENIX AZ 850 <sup>U</sup>                  | PHOENIX AZ 850                                      | SCF PHOENIX AZ 852                      |
| 851 <sup>X</sup>        |  |   |   |
| 852 <sup>N</sup>        | PHOENIX AZ 852                               | PHOENIX AZ 852                                      | SCF PHOENIX AZ 852                      |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 853 <sup>N</sup>        | PHOENIX AZ 853                               | PHOENIX AZ 853                                      | SCF PHOENIX AZ 852                      |
| 854 <sup>X</sup>        |  |   |   |
| 855                     | GLOBE AZ 855                                 | GLOBE AZ 855  | GLOBE AZ 855 <sup>D</sup>               |
| 856                     | TUCSON AZ 856                                | TUCSON AZ 856                                       | SCF TUCSON AZ 856                       |
| 857                     | TUCSON AZ 857 <sup>U</sup>                   | TUCSON AZ 857                                       | SCF TUCSON AZ 856                       |
| 858 <sup>X</sup>        |  |   |   |
| 859                     | SHOW LOW AZ 859                              | SHOW LOW AZ 859                                     | SHOW LOW AZ 859 <sup>D</sup>            |
| 860                     | FLAGSTAFF AZ 860                             | FLAGSTAFF AZ 860                                    | FLAGSTAFF AZ 860 <sup>D</sup>           |
| 861 <sup>X</sup>        |  |   |   |
| 862 <sup>X</sup>        |  |   |   |
| 863                     | PRESCOTT AZ 863                              | PRESCOTT AZ 863                                     | PRESCOTT AZ 863 <sup>D</sup>            |
| 864                     | KINGMAN AZ 864                               | KINGMAN AZ 864                                      | KINGMAN AZ 864 <sup>D</sup>             |
| 865                     | GALLUP NM 865                                | GALLUP NM 865                                       | SCF GALLUP NM 873                       |
| 866 <sup>X</sup>        |  |   |   |
| 867 <sup>X</sup>        |  |   |   |
| 868 <sup>X</sup>        |  |   |   |
| 869 <sup>X</sup>        |  |   |   |
| 870                     | ALBUQUERQUE NM 870                           | ALBUQUERQUE NM 870                                  | SCF ALBUQUERQUE NM 870                  |
| 871                     | ALBUQUERQUE NM 871 <sup>U</sup>              | ALBUQUERQUE NM 871                                  | SCF ALBUQUERQUE NM 870                  |
| 872                     | ALBUQUERQUE NM 872 <sup>U</sup>              | ALBUQUERQUE NM 872                                  | SCF ALBUQUERQUE NM 870                  |
| 873                     | GALLUP NM 873                                | GALLUP NM 873                                       | SCF GALLUP NM 873                       |
| 874                     | FARMINGTON NM 874                            | FARMINGTON NM 874                                   | FARMINGTON NM 874 <sup>D</sup>          |
| 875                     | ALBUQUERQUE NM 875                           | ALBUQUERQUE NM 875                                  | SCF ALBUQUERQUE NM 870                  |
| 876 <sup>X</sup>        |  |   |   |
| 877                     | LAS VEGAS NM 877                             | LAS VEGAS NM 877                                    | LAS VEGAS NM 877 <sup>D</sup>           |
| 878                     | SOCORRO NM 878                               | SOCORRO NM 878                                      | SOCORRO NM 878 <sup>D</sup>             |
| 879                     | TRUTH OR CONS NM 879                         | TRUTH OR CONS NM 879                                | TRUTH OR CONS NM 879 <sup>D</sup>       |
| 880                     | LAS CRUCES NM 880                            | LAS CRUCES NM 880                                   | LAS CRUCES NM 880 <sup>D</sup>          |
| 881                     | CLOVIS NM 881                                | CLOVIS NM 881                                       | CLOVIS NM 881 <sup>D</sup>              |
| 882                     | ROSWELL NM 882                               | ROSWELL NM 882                                      | ROSWELL NM 882 <sup>D</sup>             |
| 883                     | ALAMOGORDO NM 883                            | ALAMOGORDO NM 883                                   | ALAMOGORDO NM 883 <sup>D</sup>          |
| 884                     | TUCUMCARI NM 884                             | TUCUMCARI NM 884                                    | TUCUMCARI NM 884 <sup>D</sup>           |
| 885                     | EL PASO TX 885 <sup>U</sup>                  | EL PASO TX 885                                      | SCF EL PASO TX 798                      |
| 886 <sup>X</sup>        |  |   |   |
| 887 <sup>X</sup>        |  |   |   |
| 888 <sup>X</sup>        |  |   |   |
| 889                     | LAS VEGAS NV 889 <sup>U</sup>                | LAS VEGAS NV 890 <sup>S</sup>                       | SCF LAS VEGAS NV 890                    |
| 890                     | LAS VEGAS NV 890                             | LAS VEGAS NV 890 <sup>S</sup>                       | SCF LAS VEGAS NV 890                    |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 891                     | LAS VEGAS NV 891 <sup>U</sup>                | LAS VEGAS NV 890 <sup>S</sup>                       | SCF LAS VEGAS NV 890                    |
| 892 <sup>X</sup>        |  |   |   |
| 893                     | ELY NV 893                                   | ELY NV 893  | ELY NV 893 <sup>D</sup>                 |
| 894 <sup>N</sup>        | RENO NV 894                                  | RENO NV 894 <sup>S</sup>                            | SCF RENO NV 894                         |
| 895 <sup>N</sup>        | RENO NV 895 <sup>U</sup>                     | RENO NV 894 <sup>S</sup>                            | SCF RENO NV 894                         |
| 896 <sup>X</sup>        |  |   |   |
| 897                     | CARSON CITY NV 897 <sup>U</sup>              | RENO NV 894 <sup>S</sup>                            | SCF RENO NV 894                         |
| 898                     | ELKO NV 898                                  | ELKO NV 898   | ELKO NV 898 <sup>D</sup>                |
| 899 <sup>X</sup>        |  |   |   |
| 900                     | LOS ANGELES CA 900 <sup>U</sup>              | LOS ANGELES CA 900 <sup>S</sup>                     | SCF LOS ANGELES CA 900                  |
| 901                     | LOS ANGELES CA 901 <sup>U</sup>              | LOS ANGELES CA 900 <sup>S</sup>                     | SCF LOS ANGELES CA 900                  |
| 902                     | INGLEWOOD CA 902                             | INGLEWOOD CA 902 <sup>S</sup>                       | SCF INGLEWOOD CA 902                    |
| 903                     | INGLEWOOD CA 903 <sup>U</sup>                | INGLEWOOD CA 902 <sup>S</sup>                       | SCF INGLEWOOD CA 902                    |
| 904                     | SANTA MONICA CA 904 <sup>U</sup>             | INGLEWOOD CA 902 <sup>S</sup>                       | SCF INGLEWOOD CA 902                    |
| 905                     | TORRANCE CA 905 <sup>U</sup>                 | INGLEWOOD CA 902 <sup>S</sup>                       | SCF INGLEWOOD CA 902                    |
| 906                     | LONG BEACH CA 906                            | LONG BEACH CA 907 <sup>S</sup>                      | SCF LONG BEACH CA 907                   |
| 907                     | LONG BEACH CA 907                            | LONG BEACH CA 907 <sup>S</sup>                      | SCF LONG BEACH CA 907                   |
| 908                     | LONG BEACH CA 908 <sup>U</sup>               | LONG BEACH CA 907 <sup>S</sup>                      | SCF LONG BEACH CA 907                   |
| 909 <sup>X</sup>        |  |   |   |
| 910                     | PASADENA CA 910                              | PASADENA CA 910                                     | SCF PASADENA CA 910                     |
| 911                     | PASADENA CA 911 <sup>U</sup>                 | PASADENA CA 911                                     | SCF PASADENA CA 910                     |
| 912                     | GLENDALE CA 912 <sup>U</sup>                 | GLENDALE CA 912                                     | SCF PASADENA CA 910                     |
| 913                     | VAN NUYS CA 913                              | VAN NUYS CA 913 <sup>S</sup>                        | SCF VAN NUYS CA 913                     |
| 914                     | VAN NUYS CA 914 <sup>U</sup>                 | VAN NUYS CA 913 <sup>S</sup>                        | SCF VAN NUYS CA 913                     |
| 915                     | BURBANK CA 915 <sup>U</sup>                  | VAN NUYS CA 913 <sup>S</sup>                        | SCF VAN NUYS CA 913                     |
| 916                     | NORTH HOLLYWOOD CA 916 <sup>U</sup>          | VAN NUYS CA 913 <sup>S</sup>                        | SCF VAN NUYS CA 913                     |
| 917                     | INDUSTRY CA 917                              | INDUSTRY CA 917 <sup>S</sup>                        | SCF INDUSTRY CA 917                     |
| 918                     | INDUSTRY CA 918 <sup>U</sup>                 | INDUSTRY CA 917 <sup>S</sup>                        | SCF INDUSTRY CA 917                     |
| 919                     | SAN DIEGO CA 919                             | SAN DIEGO CA 920 <sup>S</sup>                       | SCF SAN DIEGO CA 920                    |
| 920                     | SAN DIEGO CA 920                             | SAN DIEGO CA 920 <sup>S</sup>                       | SCF SAN DIEGO CA 920                    |
| 921                     | SAN DIEGO CA 921 <sup>U</sup>                | SAN DIEGO CA 921                                    | SCF SAN DIEGO CA 920                    |
| 922                     | SN BERNARDINO CA 922                         | SN BERNARDINO CA 922                                | SCF SN BERNARDINO CA 923                |
| 923 <sup>N</sup>        | SN BERNARDINO CA 923                         | SN BERNARDINO CA 923 <sup>S</sup>                   | SCF SN BERNARDINO CA 923                |
| 924 <sup>N</sup>        | SN BERNARDINO CA 924 <sup>U</sup>            | SN BERNARDINO CA 923 <sup>S</sup>                   | SCF SN BERNARDINO CA 923                |
| 925 <sup>N</sup>        | SN BERNARDINO CA 925                         | SN BERNARDINO CA 923 <sup>S</sup>                   | SCF SN BERNARDINO CA 923                |
| 926                     | SANTA ANA CA 926                             | SANTA ANA CA 926 <sup>S</sup>                       | SCF SANTA ANA CA 926                    |
| 927                     | SANTA ANA CA 927 <sup>U</sup>                | SANTA ANA CA 926 <sup>S</sup>                       | SCF SANTA ANA CA 926                    |
| 928                     | ANAHEIM CA 928                               | ANAHEIM CA 928                                      | ANAHEIM CA 928 <sup>D</sup>             |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|---|---|
| 929 <sup>X</sup>        |  |   |   |
| 930                     | OXNARD CA 930                                | OXNARD CA 930                                       | OXNARD CA 930 <sup>D</sup>              |
| 931                     | SANTA BARBARA CA 931 <sup>U</sup>            | SANTA BARBARA CA 931                                | SCF SANTA BARBARA CA 931                |
| 932                     | BAKERSFIELD CA 932                           | BAKERSFIELD CA 932                                  | SCF BAKERSFIELD CA 932                  |
| 933                     | BAKERSFIELD CA 933 <sup>U</sup>              | BAKERSFIELD CA 933                                  | SCF BAKERSFIELD CA 932                  |
| 934                     | SANTA BARBARA CA 934                         | SANTA BARBARA CA 934                                | SCF SANTA BARBARA CA 931                |
| 935                     | MOJAVE CA 935                                | MOJAVE CA 935                                       | MOJAVE CA 935 <sup>D</sup>              |
| 936                     | FRESNO CA 936                                | FRESNO CA 936                                       | SCF FRESNO CA 936                       |
| 937                     | FRESNO CA 937 <sup>U</sup>                   | FRESNO CA 937                                       | SCF FRESNO CA 936                       |
| 938                     | FRESNO CA 938                                | FRESNO CA 938                                       | SCF FRESNO CA 936                       |
| 939                     | SALINAS CA 939                               | SALINAS CA 939                                      | SALINAS CA 939 <sup>D</sup>             |
| 940                     | SAN FRANCISCO CA 940                         | SAN FRANCISCO CA 940 <sup>S</sup><br>SCHEME A       | SCF SAN FRANCISCO CA 940                |
| 941                     | SAN FRANCISCO CA 941 <sup>U</sup>            | SAN FRANCISCO CA 941                                | SCF SAN FRANCISCO CA 940                |
| 942 <sup>N</sup>        | SACRAMENTO CA 942 <sup>U</sup>               | SACRAMENTO CA 942                                   | SCF SACRAMENTO CA 956                   |
| 943                     | PALO ALTO CA 943 <sup>U</sup>                | SAN FRANCISCO CA 940 <sup>S</sup><br>SCHEME A       | SCF SAN FRANCISCO CA 940                |
| 944                     | SAN MATEO CA 944 <sup>U</sup>                | SAN FRANCISCO CA 940 <sup>S</sup><br>SCHEME A       | SCF SAN FRANCISCO CA 940                |
| 945                     | OAKLAND CA 945                               | OAKLAND CA 945 <sup>S</sup><br>SCHEME A             | SCF OAKLAND CA 945                      |
| 946                     | OAKLAND CA 946 <sup>U</sup>                  | OAKLAND CA 946 <sup>S</sup><br>SCHEME B             | SCF OAKLAND CA 945                      |
| 947                     | BERKELEY CA 947 <sup>U</sup>                 | OAKLAND CA 946 <sup>S</sup><br>SCHEME B             | SCF OAKLAND CA 945                      |
| 948                     | RICHMOND CA 948 <sup>U</sup>                 | OAKLAND CA 945 <sup>S</sup><br>SCHEME A             | SCF OAKLAND CA 945                      |
| 949                     | NORTH BAY CA 949                             | NORTH BAY CA 949                                    | SCF NORTH BAY CA 949                    |
| 950 <sup>N</sup>        | SAN JOSE CA 950                              | SAN JOSE CA 950                                     | SCF SAN JOSE CA 950                     |
| 951 <sup>N</sup>        | SAN JOSE CA 951 <sup>U</sup>                 | SAN JOSE CA 951                                     | SCF SAN JOSE CA 950                     |
| 952                     | STOCKTON CA 952                              | STOCKTON CA 952                                     | SCF STOCKTON CA 952                     |
| 953                     | STOCKTON CA 953                              | STOCKTON CA 953                                     | SCF STOCKTON CA 952                     |
| 954                     | NORTH BAY CA 954                             | NORTH BAY CA 954                                    | SCF NORTH BAY CA 949                    |
| 955                     | EUREKA CA 955                                | EUREKA CA 955                                       | EUREKA CA 955 <sup>D</sup>              |
| 956 <sup>N</sup>        | SACRAMENTO CA 956                            | SACRAMENTO CA 956 <sup>S</sup>                      | SCF SACRAMENTO CA 956                   |
| 957 <sup>N</sup>        | SACRAMENTO CA 957                            | SACRAMENTO CA 956 <sup>S</sup>                      | SCF SACRAMENTO CA 956                   |
| 958                     | SACRAMENTO CA 958 <sup>U</sup>               | SACRAMENTO CA 958                                   | SCF SACRAMENTO CA 956                   |
| 959                     | MARYSVILLE CA 959                            | MARYSVILLE CA 959                                   | MARYSVILLE CA 959 <sup>D</sup>          |
| 960                     | REDDING CA 960                               | REDDING CA 960                                      | REDDING CA 960 <sup>D</sup>             |
| 961 <sup>N</sup>        | RENO NV 961                                  | RENO NV 961   | SCF RENO NV 894                         |
| 962                     | APO/FPO AP 962                               | SAN FRANCISCO CA 962 <sup>S</sup><br>SCHEME B       |   |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

| 3-Digit ZIP Code Prefix | Column A<br>3-Digit Destinations<br>Label to | Column B<br>3-Digit/Scheme Destinations<br>Label to  | Column C<br>SCF Destination<br>Label to |
|-------------------------|--|--|---|
| 963                     | APO/FPO AP 963                               | SAN FRANCISCO CA 962 <sup>S</sup><br>SCHEME B  |   |
| 964                     | APO/FPO AP 964                               | SAN FRANCISCO CA 962 <sup>S</sup><br>SCHEME B  |   |
| 965                     | APO/FPO AP 965                               | SAN FRANCISCO CA 962 <sup>S</sup><br>SCHEME B  |   |
| 966                     | FPO AP 966                                   | SAN FRANCISCO CA 962 <sup>S</sup><br>SCHEME B  |   |
| 967                     | HONOLULU HI 967                              | HONOLULU HI 967 <sup>S</sup>   | SCF HONOLULU HI 967                     |
| 968                     | HONOLULU HI 968 <sup>U</sup>                 | HONOLULU HI 967 <sup>S</sup>   | SCF HONOLULU HI 967                     |
| 969                     | BARRIGADA GU 969                             | (FCM Only) HONOLULU HI 967 <sup>S</sup><br>(PER and STD) OAKLAND CA 945 <sup>S</sup><br>SCHEME A | BARRIGADA GU 969 <sup>D</sup>           |
| 970                     | PORTLAND OR 970                              | PORTLAND OR 970  | SCF PORTLAND OR 970                     |
| 971                     | PORTLAND OR 971                              | PORTLAND OR 971  | SCF PORTLAND OR 970                     |
| 972                     | PORTLAND OR 972 <sup>U</sup>                 | PORTLAND OR 972  | SCF PORTLAND OR 970                     |
| 973                     | SALEM OR 973                                 | SALEM OR 973   | SALEM OR 973 <sup>D</sup>               |
| 974                     | EUGENE OR 974                                | EUGENE OR 974  | EUGENE OR 974 <sup>D</sup>              |
| 975                     | MEDFORD OR 975                               | MEDFORD OR 975   | MEDFORD OR 975 <sup>D</sup>             |
| 976                     | KLAMATH FALLS OR 976                         | KLAMATH FALLS OR 976   | KLAMATH FALLS OR 976 <sup>D</sup>       |
| 977                     | BEND OR 977                                  | BEND OR 977  | BEND OR 977 <sup>D</sup>                |
| 978                     | PENDLETON OR 978                             | PENDLETON OR 978   | PENDLETON OR 978 <sup>D</sup>           |
| 979                     | BOISE ID 979                                 | BOISE ID 979   | SCF BOISE ID 836                        |
| 980                     | SEATTLE WA 980                               | SEATTLE WA 980   | SCF SEATTLE WA 980                      |
| 981                     | SEATTLE WA 981 <sup>U</sup>                  | SEATTLE WA 981   | SCF SEATTLE WA 980                      |
| 982                     | EVERETT WA 982                               | EVERETT WA 982   | EVERETT WA 982 <sup>D</sup>             |
| 983                     | TACOMA WA 983                                | TACOMA WA 983  | SCF TACOMA WA 983                       |
| 984                     | TACOMA WA 984 <sup>U</sup>                   | TACOMA WA 984  | SCF TACOMA WA 983                       |
| 985                     | OLYMPIA WA 985                               | OLYMPIA WA 985   | OLYMPIA WA 985 <sup>D</sup>             |
| 986                     | PORTLAND OR 986                              | PORTLAND OR 986  | SCF PORTLAND OR 970                     |
| 987 <sup>X</sup>        |  |  |   |
| 988                     | WENATCHEE WA 988                             | WENATCHEE WA 988   | WENATCHEE WA 988 <sup>D</sup>           |
| 989                     | YAKIMA WA 989                                | YAKIMA WA 989  | YAKIMA WA 989 <sup>D</sup>              |
| 990                     | SPOKANE WA 990                               | SPOKANE WA 990   | SCF SPOKANE WA 990                      |
| 991                     | SPOKANE WA 991                               | SPOKANE WA 991   | SCF SPOKANE WA 990                      |
| 992                     | SPOKANE WA 992 <sup>U</sup>                  | SPOKANE WA 992   | SCF SPOKANE WA 990                      |
| 993                     | PASCO WA 993                                 | PASCO WA 993   | PASCO WA 993 <sup>D</sup>               |
| 994                     | LEWISTON ID 994                              | LEWISTON ID 994  | SCF LEWISTON ID 835                     |
| 995                     | ANCHORAGE AK 995                             | ANCHORAGE AK 995   | SCF ANCHORAGE AK 995                    |
| 996                     | ANCHORAGE AK 996                             | ANCHORAGE AK 996   | SCF ANCHORAGE AK 995                    |
| 997                     | FAIRBANKS AK 997                             | FAIRBANKS AK 997   | FAIRBANKS AK 997 <sup>D</sup>           |

## Labeling Lists: 3-Digit ZIP Code Prefix Matrix

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| <b>3-Digit<br/>ZIP Code<br/>Prefix</b> | <b>Column A<br/>3-Digit Destinations<br/>Label to</b> | <b>Column B<br/>3-Digit/Scheme Destinations<br/>Label to</b> | <b>Column C<br/>SCF Destination<br/>Label to</b> |
|--|---|--|--|
| 998                                    | JUNEAU AK 998   | JUNEAU AK 998  | JUNEAU AK 998 <sup>D</sup>                       |
| 999                                    | KETCHIKAN AK 999                                      | KETCHIKAN AK 999   | KETCHIKAN AK 999 <sup>D</sup>                    |

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## L003 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation

L003 describes the 3-digit automation letters scheme sortation ZIP Code prefix list for trayed mail.

When required by the standards for specific rates, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined in trays labeled to the corresponding destination shown in Column B. Line 2 on tray labels must include “SCHEME” except as shown below.

| Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to             | Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to          |
|---|----------------------------------|---|-------------------------------|
| 006-009                                   | SAN JUAN PR 006                  | 197-199                                   | WILMINGTON DE 197             |
| 010, 011, 013                             | SPRINGFIELD MA 010               | 202-205                                   | WASHINGTON DC 202             |
| 014, 015, 017                             | CENTRAL MA 015                   | 208, 209                                  | SUBURBAN MD MD 208            |
| 018, 019, 055                             | MIDDLESEX-ESX MA 018             | 210, 211                                  | LINTHICUM MD 210              |
| 020, 023                                  | BROCKTON MA 023                  | 215, 267                                  | CUMBERLAND MD 215             |
| 021, 022                                  | BOSTON MA 021                    | 216, 218                                  | EASTERN SHORE MD<br>216       |
| 025, 026                                  | CAPE COD MA 025                  | 224, 225, 238                             | RICHMOND VA 224<br>SCHEME B   |
| 027, 028                                  | PROVIDENCE RI 028                | 230, 231                                  | RICHMOND VA 230<br>SCHEME A   |
| 035, 036, 051-053, 059                    | WHITE RIV JCT VT 051<br>SCHEME B | 233-237                                   | NORFOLK VA 233                |
| 037, 050                                  | WHITE RIV JCT VT 050<br>SCHEME C | 240, 241                                  | ROANOKE VA 240                |
| 038, 039                                  | PORTSMOUTH NH 038                | 250-252                                   | CHARLESTON WV 250             |
| 054, 056                                  | BURLINGTON VT 054                | 278, 279                                  | ROCKY MOUNT NC 278            |
| 057, 058                                  | WHITE RIV JCT VT 057<br>SCHEME A | 280, 281, 297                             | CHARLOTTE NC 280              |
| 068, 069                                  | STAMFORD CT 068                  | 290, 291                                  | COLUMBIA SC 290               |
| 077, 087                                  | MONMOUTH NJ 077                  | 293, 296                                  | GREENVILLE SC 296             |
| 078, 079                                  | WEST JERSEY NJ 078               | 300, 301                                  | NORTH METRO GA 300            |
| 080, 081                                  | SOUTH JERSEY NJ 080<br>SCHEME A  | 303, 311, 399                             | ATLANTA GA 303                |
| 082-084                                   | SOUTH JERSEY NJ 082<br>SCHEME B  | 317, 398                                  | ALBANY GA 317                 |
| 085, 086                                  | TRENTON NJ 085                   | 318, 319                                  | COLUMBUS GA 318               |
| 110, 111, 113, 114                        | QUEENS NY 110                    | 334, 349                                  | WEST PALM BCH FL 334          |
| 120-123                                   | ALBANY NY 120                    | 335, 346                                  | TAMPA FL 335                  |
| 124, 125, 127                             | MID-HUDSON NY 125                | 339, 341                                  | FT MYERS FL 339               |
| 130-132                                   | SYRACUSE NY 130                  | 369, 393                                  | JACKSON MS 393<br>SCHEME B    |
| 133-135                                   | UTICA NY 133                     | 377-379                                   | KNOXVILLE TN 377              |
| 137-139                                   | BINGHAMTON NY 137                | 390, 391                                  | JACKSON MS 390<br>SCHEME A    |
| 140-143                                   | BUFFALO NY 140                   | 400, 401, 471                             | LOUISVILLE KY 400             |
| 155, 157                                  | JOHNSTOWN PA 155                 | 410, 470                                  | CINCINNATI OH 410<br>SCHEME A |
| 169, 177                                  | WILLIAMSPORT PA 169              | 434-436                                   | TOLEDO OH 434                 |
| 180, 181, 183                             | LEHIGH VALLEY PA 180             | 437, 438                                  | ZANESVILLE OH 437             |
| 191, 192                                  | PHILADELPHIA PA 191              | 442, 443                                  | AKRON OH 442                  |
| 193, 194                                  | SOUTHEASTERN PA 193              | 444, 445                                  | YOUNGSTOWN OH 444             |

## Labeling Lists: 3-Digit ZIP Code Prefix Groups—3-Digit Scheme Sortation

| Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to          | Column A<br>3-Digit ZIP Code Prefix Group | Column B<br>Label to             |
|---|-------------------------------|---|----------------------------------|
| 446, 447                                  | CANTON OH 446                 | 940, 943, 944                             | SAN FRANCISCO CA 940<br>SCHEME A |
| 450, 451                                  | CINCINNATI OH 450<br>SCHEME B | 945, 948 [FCM only]                       | OAKLAND CA 945<br>SCHEME A       |
| 463, 464                                  | GARY IN 463                   | 945, 948, 969 [PER and STD<br>only]       | OAKLAND CA 945<br>SCHEME A       |
| 465, 466                                  | SOUTH BEND IN 465             | 946, 947                                  | OAKLAND CA 946<br>SCHEME B       |
| 484, 485                                  | FLINT MI 484                  | 956, 957                                  | SACRAMENTO CA 956                |
| 486, 487                                  | SAGINAW MI 486                | 962-966                                   | SAN FRANCISCO CA 962<br>SCHEME B |
| 490, 491                                  | KALAMAZOO MI 490              | 967-969 [FCM only]                        | HONOLULU HI 967                  |
| 498, 499                                  | IRON MOUNTAIN MI 498          | 967, 968 [PER and STD only]               | HONOLULU HI 967                  |
| 500-502                                   | DES MOINES IA 500<br>SCHEME A |   |                                  |
| 503, 509                                  | DES MOINES IA 503<br>SCHEME B |   |                                  |
| 522, 523                                  | CEDAR RAPIDS IA 522           |   |                                  |
| 527, 528, 612                             | QUAD CITIES IL 612            |   |                                  |
| 535, 538                                  | MADISON WI 535                |   |                                  |
| 540, 550                                  | ST PAUL MN 550                |   |                                  |
| 541, 542                                  | GREEN BAY WI 541              |   |                                  |
| 585, 586                                  | BISMARCK ND 585               |   |                                  |
| 590, 591                                  | BILLINGS MT 590               |   |                                  |
| 600, 602                                  | PALATINE IL 600               |   |                                  |
| 601, 603                                  | CAROL STREAM IL 601           |   |                                  |
| 610, 611                                  | ROCKFORD IL 610               |   |                                  |
| 615, 616                                  | PEORIA IL 615                 |   |                                  |
| 618, 619                                  | CHAMPAIGN IL 618              |   |                                  |
| 620, 622, 630, 633                        | ST LOUIS MO 630               |   |                                  |
| 654, 655                                  | SPRINGFIELD MO 654            |   |                                  |
| 664, 665, 668                             | TOPEKA KS 664                 |   |                                  |
| 670, 671                                  | WICHITA KS 670                |   |                                  |
| 710, 711                                  | SHREVEPORT LA 710<br>SCHEME A |   |                                  |
| 713, 714                                  | SHREVEPORT LA 713<br>SCHEME B |   |                                  |
| 752, 753                                  | DALLAS TX 752                 |   |                                  |
| 786, 789                                  | AUSTIN TX 786                 |   |                                  |
| 808, 809                                  | COLORADO SPGS CO<br>808       |   |                                  |
| 840-844                                   | SALT LAKE CTY UT 840          |   |                                  |
| 889-891                                   | LAS VEGAS NV 890              |   |                                  |
| 894, 895, 897                             | RENO NV 894                   |   |                                  |
| 900, 901                                  | LOS ANGELES CA 900            |   |                                  |
| 902-905                                   | INGLEWOOD CA 902              |   |                                  |
| 906-908                                   | LONG BEACH CA 907             |   |                                  |
| 913-916                                   | VAN NUYS CA 913               |   |                                  |
| 917, 918                                  | INDUSTRY CA 917               |   |                                  |
| 919, 920                                  | SAN DIEGO CA 920              |   |                                  |
| 923-925                                   | SN BERNARDINO CA 923          |   |                                  |
| 926, 927                                  | SANTA ANA CA 926              |   |                                  |



## L004 3-Digit ZIP Code Prefix Groups—ADC Sortation

L004 describes the service area by individual 3-digit ZIP Code prefix for mail destined to an area distribution center (ADC).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding ADC destination shown in Column B. Where noted, the destination must be selected based on the class of mail prepared. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an ADC are omitted.

To order labels from the USPS Label Printing Center, use Form 1578-B and indicate set number 008 (First-Class Mail), set number 009 (Periodicals), or set number 010 (Standard Mail and Bound Printed Matter). Requests are supplied in lots of 300 (minimum) for each label on the list.

| <b>Column A</b><br><b>3-Digit ZIP Code Prefix Group</b> | <b>Column B</b><br><b>Label to</b>   |
|---|--|
| 005, 115, 117-119                                       | ADC LONG ISLAND NY 117   |
| 006-009   | ADC SAN JUAN PR 006  |
| 010-017   | ADC SPRINGFIELD MA 010   |
| 018, 019, 021, 022, 024, 055                            | ADC BOSTON MA 021  |
| 020, 023, 025-029                                       | ADC PROVIDENCE RI 028  |
| 030-034, 038, 039                                       | [FCM and PER only] ADC MANCHESTER NH 030   |
| 030-034, 038, 039                                       | [STD and BPM only] ADC PORTSMOUTH NH 038   |
| 035-037, 050-054, 056-059                               | ADC WHITE RIV JCT VT 050   |
| 040-049   | ADC PORTLAND ME 040  |
| 060-069   | [FCM only] ADC HARTFORD CT 060<br>[PER, STD, and BPM only] ADC SOUTHERN CT 064         |
| 070-079, 085-089  | ADC DV DANIELS NJ 07099  |
| 080-084   | ADC SOUTH JERSEY NJ 080  |
| 090-099   | [FCM only] AMF JFK APO/FPO NY 00309<br>[PER, STD, and BPM only] MILITARY CENTER NY 090 |
| 100-102, 104  | [FCM, STD, and BPM only] ADC NEW YORK NY 100<br>[PER only] ADC JAF NY 10180            |
| 103, 110-114, 116                                       | ADC QUEENS NY 110  |
| 105-109   | ADC WESTCHESTER NY 105   |
| 120-129   | ADC ALBANY NY 120  |
| 130-139   | ADC SYRACUSE NY 130  |
| 140-149   | ADC BUFFALO NY 140   |
| 150-168, 260  | ADC PITTSBURGH PA 150  |
| 169-178   | ADC HARRISBURG PA 170  |
| 179, 189, 193-196                                       | ADC SOUTHEASTERN PA 189  |
| 180-188   | ADC LEHIGH VALLEY PA 180   |
| 190-192   | ADC PHILADELPHIA PA 190  |
| 197-199   | ADC WILMINGTON DE 197  |
| 200   | WASHINGTON DC 200  |

| Column A<br>3-Digit ZIP Code Prefix Group  | Column B<br>Label to  |
|--|---|
| 202-205                                    | ADC WASHINGTON DC 202   |
| 201, 220-223, 226, 227                     | ADC NORTHERN VA VA 220  |
| 206-209                                    | [PER, STD, and BPM only] ADC SOUTHERN MD MD 207   |
| 206-209                                    | [FCM only] ADC SUBURBAN MD 208  |
| 210-212, 214-219, 254, 267                 | [FCM and PER only] ADC BALTIMORE MD 212<br>[STD and BPM only] ADC LINTHICUM MD 210                                |
| 224, 225, 228-239, 244                     | ADC RICHMOND VA 230   |
| 240-243, 245                               | ADC ROANOKE VA 240  |
| 246-253, 255-259                           | ADC CHARLESTON WV 250   |
| 261-266, 268                               | ADC CLARKSBURG WV 263   |
| 270-279, 285                               | ADC GREENSBORO NC 270   |
| 280-284, 286-289, 297                      | ADC CHARLOTTE NC 280  |
| 290-296                                    | ADC COLUMBIA SC 290   |
| 298, 300, 301, 305, 306, 308, 309          | [STD and BPM only] ADC NORTH METRO GA 30197   |
| 298, 300, 301, 305, 306, 308, 309          | [FCM and PER only] ADC NORTH METRO GA 301   |
| 299, 304, 313-315, 320-324, 326, 344       | [FCM and PER only] ADC JACKSONVILLE FL 320<br>[STD and BPM only] ADC JACKSONVILLE FL 32088                        |
| 302, 303, 311, 399                         | ADC ATLANTA GA 303  |
| 307, 370-374, 376-379, 384, 385            | [FCM and PER only] ADC NASHVILLE TN 370<br>[STD and BPM only] ADC NASHVILLE TN 37099                              |
| 310, 312, 316-319, 398                     | [FCM and PER only] ADC MACON GA 310<br>[STD and BPM only] ADC MACON GA 31293                                      |
| 325, 365, 366, 394, 395, 700, 701, 703-708 | [FCM and PER only] ADC NEW ORLEANS LA 700<br>[STD and BPM only] ADC NEW ORLEANS LA 70099                          |
| 327-329, 334, 347, 349                     | [FCM only] ADC ORLANDO FL 328<br>[PER only] ADC MID FLORIDA FL 327<br>[STD and BPM only] ADC MID FLORIDA FL 32799 |
| 330-333, 340                               | [FCM and PER only] ADC MIAMI FL 331<br>[STD and BPM only] ADC MIAMI FL 33298                                      |
| 335-339, 341, 342, 346                     | [FCM only] ADC TAMPA FL 335<br>[PER only] ADC MANASOTA FL 342<br>[STD and BPM only] ADC MANASOTA FL 34299         |
| 350-352, 354-359, 362                      | [FCM and PER only] ADC BIRMINGHAM AL 350<br>[STD and BPM only] ADC BIRMINGHAM AL 35099                            |
| 360, 361, 363, 364, 367, 368               | [FCM and PER only] ADC MONTGOMERY AL 360<br>[STD and BPM only] ADC MONTGOMERY AL 36099                            |
| 369, 390-393, 396, 397                     | [FCM and PER only] ADC JACKSON MS 390<br>[STD and BPM only] ADC JACKSON MS 39099                                  |
| 375, 380-383, 386-389, 723                 | [FCM and PER only] ADC MEMPHIS TN 380<br>[STD and BPM only] ADC MEMPHIS TN 38099                                  |
| 400-409, 411-418, 420-427, 471, 476, 477   | ADC LOUISVILLE KY 400   |
| 410, 450-455, 458, 459, 470                | ADC CINCINNATI OH 450   |
| 430-438, 456, 457                          | ADC COLUMBUS OH 430   |
| 439-449                                    | ADC CLEVELAND OH 440  |
| 460-462, 465-469, 472-475, 478, 479        | ADC INDIANAPOLIS IN 460   |
| 463, 464, 606-608                          | [PER, STD, and BPM only] ADC CHICAGO IL 606   |
| 463, 464, 606-608                          | [FCM only] ADC CHI IRVING PK IL 607   |

**Labeling Lists: 3-Digit ZIP Code Prefix Groups—ADC Sortation**

L004

| <b>Column A<br/>3-Digit ZIP Code Prefix Group</b>     | <b>Column B<br/>Label to</b>  |
|---|---|
| 480-489, 492  | ADC DETROIT MI 481  |
| 490, 491, 493-497                                     | ADC GRAND RAPIDS MI 493   |
| 498, 499, 530-532, 534, 535,<br>537-539, 541-545, 549 | ADC MILWAUKEE WI 530  |
| 500-509, 520-528, 612                                 | [FCM only] ADC DES MOINES IA 500<br>[PER only] ADC DES MOINES IA 50092<br>[STD and BPM only] ADC DES MOINES IA 50091    |
| 510-516, 680, 681, 683-693                            | ADC OMAHA NE 680  |
| 540, 546-548, 550, 551, 556-559                       | [FCM only] ADC ST PAUL MN 550<br>[PER only] ADC ST PAUL MN 55222<br>[STD and BPM only] ADC ST PAUL MN 55233             |
| 553-555, 560-564, 566                                 | [FCM only] ADC MINNEAPOLIS MN 553<br>[PER only] ADC MINNEAPOLIS MN 55522<br>[STD and BPM only] ADC MINNEAPOLIS MN 55533 |
| 565, 567, 580-588                                     | ADC FARGO ND 580  |
| 570-577   | ADC SIOUX FALLS SD 570  |
| 590-599, 821  | ADC BILLINGS MT 590   |
| 600-603, 610, 611, 614-616                            | ADC CAROL STREAM IL 601   |
| 604, 605, 609, 613, 617-619                           | ADC S SUBURBAN IL 604   |
| 620, 622-631, 633-639                                 | [FCM and PER only] ADC ST LOUIS MO 630<br>[STD and BPM only] ADC ST LOUIS MO 63203                                      |
| 640, 641, 644-658, 660-662,<br>664-668                | [FCM only] ADC KANSAS CITY MO 640<br>[PER only] ADC KANSAS CITY MO 64240<br>[STD and BPM only] ADC KANSAS CITY MO 66340 |
| 669-679, 739  | [FCM and PER only] ADC WICHITA KS 670<br>[STD and BPM only] ADC WICHITA KS 67099  |
| 710-714   | [FCM and PER only] ADC SHREVEPORT LA 710<br>[STD and BPM only] ADC SHREVEPORT LA 71099                                  |
| 716-722, 724-729                                      | [FCM and PER only] ADC LITTLE ROCK AR 720<br>[STD and BPM only] ADC LITTLE ROCK AR 72098                                |
| 730, 731, 734-738, 748                                | ADC OKLAHOMA CITY OK 730  |
| 733, 779-789, 798, 799, 885                           | [FCM and PER only] ADC SAN ANTONIO TX 780<br>[STD and BPM only] ADC SAN ANTONIO TX 78099                                |
| 740, 741, 743-747, 749                                | ADC TULSA OK 740  |
| 750-759   | ADC NORTH TEXAS TX 750  |
| 760-769, 790-797                                      | ADC FT WORTH TX 760   |
| 770-778   | ADC NORTH HOUSTON TX 773  |
| 800-816   | ADC DENVER CO 800   |
| 820, 822-831  | ADC CHEYENNE WY 820   |
| 832-834, 836, 837, 979                                | ADC BOISE ID 836  |
| 835, 838, 980-985, 988-994, 998,<br>999               | ADC SEATTLE WA 980  |
| 840-847, 898  | ADC SALT LAKE CTY UT 840  |
| 850, 852, 853, 855, 859, 860, 863                     | ADC PHOENIX AZ 852  |
| 856, 857  | ADC TUCSON AZ 856   |
| 864, 889-891, 893-895, 897, 961                       | ADC LAS VEGAS NV 890  |
| 865, 870-875, 877-884                                 | ADC ALBUQUERQUE NM 870  |
| 900-905   | ADC LOS ANGELES CA 900  |
| 906-908, 917, 918                                     | ADC INDUSTRY CA 917   |
| 910-916, 930-935                                      | ADC SANTA CLARITA CA 914  |

## Labeling Lists: 3-Digit ZIP Code Prefix Groups—ADC Sortation

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| <b>Column A</b><br><b>3-Digit ZIP Code Prefix Group</b> | <b>Column B</b><br><b>Label to</b>  |
|---|---|
| 919-921   | ADC SAN DIEGO CA 920  |
| 922-925   | ADC SN BERNARDINO CA 923  |
| 926-928   | ADC SANTA ANA CA 926  |
| 936-939, 942, 945-948, 950-953,<br>956-960              | [FCM only] ADC SIERRA CA 940  |
| 936-939, 945-948, 950, 951                              | [PER, STD, and BPM only] ADC OAKLAND CA 945                                   |
| 940, 941, 943, 944, 949, 954, 955                       | ADC PENINSULA CA 941  |
| 942, 952, 953, 956-960                                  | [PER, STD, and BPM only] ADC SACRAMENTO CA 956                                |
| 962-966   | AMF SFO APO/FPO CA 962  |
| 967, 968  | ADC HONOLULU HI 967   |
| 969   | [FCM only] ADC HONOLULU HI 967<br>[PER, STD, and BPM only] ADC OAKLAND CA 945 |
| 970-978, 986  | ADC PORTLAND OR 970   |
| 995-997   | ADC ANCHORAGE AK 995  |

## L005 3-Digit ZIP Code Prefix Groups—SCF Sortation

L005 describes the service area by individual 3-digit ZIP Code prefix for mail destined to a sectional center facility (SCF).

Subject to the standards for the rate claimed, pieces for the 3-digit ZIP Code prefixes shown in Column A must be combined and labeled to the corresponding SCF destination shown in Column B. SCFs serving only one 3-digit area are identified with <sup>S</sup>; Line 1 on labels for these destinations does not include the “SCF” prefix before the facility name. Unassigned 3-digit prefixes or assigned 3-digit prefixes not associated with an SCF are omitted.

| Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to     | Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to     |
|--|--------------------------|--|--------------------------|
| 005, 117-119                                 | SCF MID-ISLAND NY 117    | 105-109                                      | SCF WESTCHESTER NY 105   |
| 006-009                                      | SCF SAN JUAN PR 006      | 110, 111, 113, 114                           | SCF QUEENS NY 110        |
| 010-013                                      | SCF SPRINGFIELD MA 010   | 112, 116                                     | SCF BROOKLYN NY 112      |
| 014-017                                      | SCF CENTRAL MA 015       | 115  | WESTERN NASSAU NY 115 S  |
| 018, 019, 055                                | SCF MIDDLESEX-ESX MA 018 | 120-123                                      | SCF ALBANY NY 120        |
| 020, 023                                     | SCF BROCKTON MA 023      | 124-127                                      | SCF MID-HUDSON NY 125    |
| 021, 022                                     | SCF BOSTON MA 021        | 128  | GLENS FALLS NY 128 S     |
| 024  | NORTHWEST BOS MA 024 S   | 129  | PLATTSBURGH NY 129 S     |
| 025, 026                                     | SCF CAPE COD MA 025      | 130-132                                      | SCF SYRACUSE NY 130      |
| 027-029                                      | SCF PROVIDENCE RI 028    | 133-135                                      | SCF UTICA NY 133         |
| 030-034                                      | SCF MANCHESTER NH 030    | 136  | WATERTOWN NY 136 S       |
| 035-037, 050-053,<br>057-059                 | SCF WHITE RIV JCT VT 050 | 137-139                                      | SCF BINGHAMTON NY 137    |
| 038, 039                                     | SCF PORTSMOUTH NH 038    | 140-143                                      | SCF BUFFALO NY 140       |
| 040-043, 045, 048                            | SCF PORTLAND ME 040      | 144-146                                      | SCF ROCHESTER NY 144     |
| 044, 046, 047, 049                           | SCF BANGOR ME 044        | 147  | JAMESTOWN NY 147 S       |
| 054, 056                                     | SCF BURLINGTON VT 054    | 148, 149                                     | SCF ELMIRA NY 148        |
| 060-062                                      | SCF HARTFORD CT 060      | 150-154                                      | SCF PITTSBURGH PA 150    |
| 063-066                                      | SCF SOUTHERN CT 064      | 155, 157, 159                                | SCF JOHNSTOWN PA 159     |
| 067  | WATERBURY CT 067 S       | 156  | GREENSBURG PA 156 S      |
| 068, 069                                     | SCF STAMFORD CT 068      | 158  | DU BOIS PA 158 S         |
| 070-073                                      | SCF NEWARK NJ 070        | 160-162                                      | SCF NEW CASTLE PA 161    |
| 074-076                                      | SCF NNJ METRO NJ 076     | 163  | OIL CITY PA 163 S        |
| 077, 087                                     | SCF MONMOUTH NJ 077      | 164, 165                                     | SCF ERIE PA 164          |
| 078, 079                                     | SCF WEST JERSEY NJ 079   | 166, 168                                     | SCF ALTOONA PA 166       |
| 080-084                                      | SCF SOUTH JERSEY NJ 080  | 167  | BRADFORD PA 167 S        |
| 085, 086                                     | SCF TRENTON NJ 085       | 169, 177                                     | SCF WILLIAMSPORT PA 177  |
| 088, 089                                     | SCF KILMER NJ 088        | 170-172, 178                                 | SCF HARRISBURG PA 170    |
| 100-102                                      | SCF NEW YORK NY 100      | 173-176                                      | SCF LANCASTER PA 173     |
| 103  | STATEN ISLAND NY 103 S   | 179, 195, 196                                | SCF READING PA 195       |
| 104  | BRONX NY 104 S           | 180, 181, 183                                | SCF LEHIGH VALLEY PA 180 |
|  |                          | 182, 186, 187                                | SCF WILKES BARRE PA 186  |

## Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

| Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to     | Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to     |
|--|--------------------------|--|--------------------------|
| 184, 185, 188                                | SCF SCRANTON PA 184      | 287-289                                      | SCF ASHEVILLE NC 287     |
| 189, 193, 194                                | SCF SOUTHEASTERN PA 189  | 290-292                                      | SCF COLUMBIA SC 290      |
| 190-192                                      | SCF PHILADELPHIA PA 190  | 293, 296                                     | SCF GREENVILLE SC 296    |
| 197-199                                      | SCF WILMINGTON DE 197    | 294  | CHARLESTON SC 294 S      |
| 200  | WASHINGTON DC 200 S      | 295  | FLORENCE SC 295 S        |
| 202-205                                      | SCF WASHINGTON DC 202    | 298, 308, 309                                | SCF AUGUSTA GA 308       |
| 201  | DULLES VA 201 S          | 299, 313, 314                                | SCF SAVANNAH GA 313      |
| 206, 207                                     | SCF SOUTHERN MD MD 207   | 300, 301                                     | SCF NORTH METRO GA 300   |
| 208, 209                                     | SCF SUBURBAN MD MD 208   | 302, 303, 311, 399                           | SCF ATLANTA GA 303       |
| 210, 211, 214                                | SCF LINTHICUM MD 210     | 304  | SWAINSBORO GA 304 S      |
| 212, 219                                     | SCF BALTIMORE MD 212     | 305, 306                                     | SCF ATHENS GA 306        |
| 215, 267                                     | SCF CUMBERLAND MD 215    | 307, 373, 374                                | SCF CHATTANOOGA TN 373   |
| 216, 218                                     | SCF EASTERN SHORE MD 216 | 310, 312                                     | SCF MACON GA 310         |
| 217  | FREDERICK MD 217 S       | 315  | WAYCROSS GA 315 S        |
| 220-223                                      | SCF NORTHERN VA VA 220   | 316  | VALDOSTA GA 316 S        |
| 224, 225, 230-232,<br>238                    | SCF RICHMOND VA 230      | 317, 398                                     | SCF ALBANY GA 317        |
| 226  | WINCHESTER VA 226 S      | 318, 319                                     | SCF COLUMBUS GA 318      |
| 227  | CULPEPER VA 227 S        | 320, 322                                     | SCF JACKSONVILLE FL 320  |
| 228, 229, 244                                | SCF CHARLOTTESVLE VA 229 | 321  | DAYTONA BEACH FL 321 S   |
| 233-237                                      | SCF NORFOLK VA 233       | 323  | TALLAHASSEE FL 323 S     |
| 239  | FARMVILLE VA 239 S       | 324  | PANAMA CITY FL 324 S     |
| 240, 241, 243                                | SCF ROANOKE VA 240       | 325  | PENSACOLA FL 325 S       |
| 242  | BRISTOL VA 242 S         | 326, 344                                     | SCF GAINESVILLE FL 326   |
| 245  | LYNCHBURG VA 245 S       | 327  | MID-FLORIDA FL 327       |
| 246-248                                      | SCF BLUEFIELD WV 247     | 328, 329, 347                                | SCF ORLANDO FL 328       |
| 249  | LEWISBURG WV 249 S       | 330  | SOUTH FLORIDA FL 330 S   |
| 250-253                                      | SCF CHARLESTON WV 250    | 331, 332                                     | SCF MIAMI FL 331         |
| 254  | MARTINSBURG WV 254 S     | 333  | FT LAUDERDALE FL 333 S   |
| 255-257                                      | SCF HUNTINGTON WV 255    | 334, 349                                     | SCF WEST PALM BCH FL 334 |
| 258, 259                                     | SCF BECKLEY WV 258       | 335, 336, 346                                | SCF TAMPA FL 335         |
| 260  | WHEELING WV 260 S        | 337  | ST PETERSBURG FL 337 S   |
| 261  | PARKERSBURG WV 261 S     | 338  | LAKELAND FL 338 S        |
| 262-265                                      | SCF CLARKSBURG WV 263    | 339, 341                                     | SCF FT MYERS FL 339      |
| 266  | GASSAWAY WV 266 S        | 342  | MANASOTA FL 342 S        |
| 268  | PETERSBURG WV 268 S      | 350-352, 355, 359                            | SCF BIRMINGHAM AL 350    |
| 270-274                                      | SCF GREENSBORO NC 270    | 354  | TUSCALOOSA AL 354 S      |
| 275-277                                      | SCF RALEIGH NC 275       | 356-358                                      | SCF HUNTSVILLE AL 357    |
| 278, 279                                     | SCF ROCKY MOUNT NC 278   | 360, 361, 367, 368                           | SCF MONTGOMERY AL 360    |
| 280-282, 297                                 | SCF CHARLOTTE NC 280     | 362  | ANNISTON AL 362 S        |
| 283, 284                                     | SCF FAYETTEVILLE NC 283  | 363  | DOTHAN AL 363 S          |
| 285  | KINSTON NC 285 S         | 364  | EVERGREEN AL 364 S       |
| 286  | HICKORY NC 286 S         | 365, 366                                     | SCF MOBILE AL 365        |

## Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

| Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to     | Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to     |
|--|--------------------------|--|--------------------------|
| 369, 393                                     | SCF MERIDIAN MS 393      | 456  | CHILLICOTHE OH 456 S     |
| 370-372                                      | SCF NASHVILLE TN 370     | 457  | ATHENS OH 457 S          |
| 375, 380, 381, 386,<br>723                   | SCF MEMPHIS TN 380       | 458  | LIMA OH 458 S            |
| 376  | JOHNSON CITY TN 376 S    | 460-462                                      | SCF INDIANAPOLIS IN 460  |
| 377-379                                      | SCF KNOXVILLE TN 377     | 463, 464                                     | SCF GARY IN 463          |
| 382  | MCKENZIE TN 382 S        | 465, 466                                     | SCF SOUTH BEND IN 465    |
| 383  | JACKSON TN 383 S         | 467, 468                                     | SCF FORT WAYNE IN 467    |
| 384  | COLUMBIA TN 384 S        | 469  | KOKOMO IN 469 S          |
| 385  | COOKEVILLE TN 385 S      | 472  | COLUMBUS IN 472 S        |
| 387  | GREENVILLE MS 387 S      | 473  | MUNCIE IN 473 S          |
| 388  | TUPELO MS 388 S          | 474  | BLOOMINGTON IN 474 S     |
| 389  | GRENADA MS 389 S         | 475, 478                                     | SCF TERRE HAUTE IN 478   |
| 390-392                                      | SCF JACKSON MS 390       | 479  | LAFAYETTE IN 479 S       |
| 394  | HATTIESBURG MS 394 S     | 480, 483                                     | SCF ROYAL OAK MI 480     |
| 395  | GULFPORT MS 395 S        | 481, 482                                     | SCF DETROIT MI 481       |
| 396  | MCCOMB MS 396 S          | 484, 485                                     | SCF FLINT MI 484         |
| 397  | COLUMBUS MS 397 S        | 486, 487                                     | SCF SAGINAW MI 486       |
| 400-402, 471                                 | SCF LOUISVILLE KY 400    | 488, 489                                     | SCF LANSING MI 488       |
| 403-406                                      | SCF LEXINGTON KY 403     | 490, 491                                     | SCF KALAMAZOO MI 490     |
| 407-409                                      | SCF LONDON KY 407        | 492  | JACKSON MI 492 S         |
| 410, 450-452, 459,<br>470                    | SCF CINCINNATI OH 450    | 493-495                                      | SCF GRAND RAPIDS MI 493  |
| 411, 412                                     | SCF ASHLAND KY 411       | 496  | TRAVERSE CITY MI 496 S   |
| 413, 414                                     | SCF CAMPTON KY 413       | 497  | GAYLORD MI 497 S         |
| 415, 416                                     | SCF PIKEVILLE KY 415     | 498, 499                                     | SCF IRON MOUNTAIN MI 498 |
| 417, 418                                     | SCF HAZARD KY 417        | 500-503, 509, 525                            | SCF DES MOINES IA 500    |
| 420  | PADUCAH KY 420 S         | 504, 506, 507                                | SCF WATERLOO IA 506      |
| 421, 422                                     | SCF BOWLING GREEN KY 421 | 505  | FORT DODGE IA 505 S      |
| 423  | OWENSBORO KY 423 S       | 508  | CRESTON IA 508 S         |
| 424, 476, 477                                | SCF EVANSVILLE IN 476    | 510-513                                      | SCF SIOUX CITY IA 510    |
| 425, 426                                     | SCF SOMERSET KY 425      | 514  | CARROLL IA 514 S         |
| 427  | ELIZABETHTOWN KY 427 S   | 515, 516, 680, 681                           | SCF OMAHA NE 680         |
| 430-433                                      | SCF COLUMBUS OH 430      | 520  | DUBUQUE IA 520 S         |
| 434-436                                      | SCF TOLEDO OH 434        | 521  | DECORAH IA 521 S         |
| 437, 438                                     | SCF ZANESVILLE OH 437    | 522-524                                      | SCF CEDAR RAPIDS IA 522  |
| 439  | STEUBENVILLE OH 439 S    | 526  | BURLINGTON IA 526 S      |
| 440, 441                                     | SCF CLEVELAND OH 440     | 527, 528, 612                                | SCF QUAD CITIES IL 612   |
| 442, 443                                     | SCF AKRON OH 442         | 530-532, 534                                 | SCF MILWAUKEE WI 530     |
| 444, 445                                     | SCF YOUNGSTOWN OH 444    | 535, 537, 538                                | SCF MADISON WI 535       |
| 446, 447                                     | SCF CANTON OH 446        | 539  | PORTAGE WI 539 S         |
| 448, 449                                     | SCF MANSFIELD OH 448     | 540, 550, 551                                | SCF ST PAUL MN 550       |
| 453-455                                      | SCF DAYTON OH 453        | 541-543                                      | SCF GREEN BAY WI 541     |
|  |                          | 544  | WAUSAU WI 544 S          |

## Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

| <b>Column A</b><br>3-Digit ZIP Code<br>Prefix Group | <b>Column B</b><br>Label to | <b>Column A</b><br>3-Digit ZIP Code<br>Prefix Group | <b>Column B</b><br>Label to |
|---|-----------------------------|---|-----------------------------|
| 545   | RHINELANDER WI 545 S        | 610, 611  | SCF ROCKFORD IL 610         |
| 546   | LA CROSSE WI 546 S          | 613   | LA SALLE IL 613 S           |
| 547   | EAU CLAIRE WI 547 S         | 614   | GALESBURG IL 614 S          |
| 548   | SPOONER WI 548 S            | 615, 616  | SCF PEORIA IL 615           |
| 549   | OSHKOSH WI 549 S            | 617   | BLOOMINGTON IL 617 S        |
| 553-555   | SCF MINNEAPOLIS MN 553      | 618, 619  | SCF CHAMPAIGN IL 618        |
| 556-558   | SCF DULUTH MN 556           | 620, 622, 630, 631,<br>633                          | SCF ST LOUIS MO 630         |
| 559   | ROCHESTER MN 559 S          | 623, 634, 635                                       | SCF QUINCY IL 623           |
| 560, 561  | SCF MANKATO MN 560          | 624   | EFFINGHAM IL 624 S          |
| 562   | WILLMAR MN 562 S            | 625-627   | SCF SPRINGFIELD IL 625      |
| 563   | ST CLOUD MN 563 S           | 628   | CENTRALIA IL 628 S          |
| 564   | BRAINERD MN 564 S           | 629   | CARBONDALE IL 629 S         |
| 565   | DETROIT LAKES MN 565 S      | 636-639   | SCF CAPE GIRARDEAU MO 637   |
| 566   | BEMIDJI MN 566 S            | 640, 641, 649                                       | SCF KANSAS CITY MO 640      |
| 567, 582  | SCF GRAND FORKS ND 582      | 644, 645  | SCF ST JOSEPH MO 644        |
| 570, 571  | SCF SIOUX FALLS SD 570      | 646   | CHILLICOTHE MO 646 S        |
| 572, 573  | SCF DAKOTA CENTRAL SD 572   | 647   | HARRISONVILLE MO 647 S      |
| 574   | ABERDEEN SD 574 S           | 648, 654-658  | SCF SPRINGFIELD MO 656      |
| 575   | PIERRE SD 575 S             | 650-653   | SCF MID-MISSOURI MO 650     |
| 576   | MOBRIDGE SD 576 S           | 660-662   | SCF KANSAS CITY KS 660      |
| 577   | RAPID CITY SD 577 S         | 664-666, 668  | SCF TOPEKA KS 664           |
| 580, 581  | SCF FARGO ND 580            | 667   | FT SCOTT KS 667 S           |
| 583   | DEVILS LAKE ND 583 S        | 669, 674  | SCF SALINA KS 674           |
| 584   | JAMESTOWN ND 584 S          | 670-672   | SCF WICHITA KS 670          |
| 585, 586  | SCF BISMARCK ND 585         | 673   | INDEPENDENCE KS 673 S       |
| 587   | MINOT ND 587 S              | 675   | HUTCHINSON KS 675 S         |
| 588   | WILLISTON ND 588 S          | 676   | HAYS KS 676 S               |
| 590, 591, 821                                       | SCF BILLINGS MT 590         | 677   | COLBY KS 677 S              |
| 592   | WOLF POINT MT 592 S         | 678   | DODGE CITY KS 678 S         |
| 593   | MILES CITY MT 593 S         | 679, 739  | SCF LIBERAL KS 679          |
| 594   | GREAT FALLS MT 594 S        | 683-685   | SCF LINCOLN NE 683          |
| 595   | HAVRE MT 595 S              | 686, 687  | SCF NORFOLK NE 687          |
| 596   | HELENA MT 596 S             | 688, 689  | SCF GRAND ISLAND NE 688     |
| 597   | BUTTE MT 597 S              | 690   | MC COOK NE 690 S            |
| 598   | MISSOULA MT 598 S           | 691   | NORTH PLATTE NE 691 S       |
| 599   | KALISPELL MT 599 S          | 692   | VALENTINE NE 692 S          |
| 600, 602  | SCF PALATINE IL 600         | 693   | ALLIANCE NE 693 S           |
| 601, 603  | SCF CAROL STREAM IL 601     | 700, 701  | SCF NEW ORLEANS LA 700      |
| 604   | S SUBURBAN IL 604 S         | 703   | HOUMA LA 703 S              |
| 605   | FOX VALLEY IL 605 S         | 704   | MANDEVILLE LA 704 S         |
| 606-608   | SCF CHICAGO IL 606          | 705   | LAFAYETTE LA 705 S          |
| 609   | KANKAKEE IL 609 S           | 706   | LAKE CHARLES LA 706 S       |



## Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

| Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to        | Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to      |
|--|-----------------------------|--|---------------------------|
| 707, 708                                     | SCF BATON ROUGE LA 707      | 776, 777                                     | SCF BEAUMONT TX 776       |
| 710, 711                                     | SCF SHREVEPORT LA 710       | 778  | BRYAN TX 778 S            |
| 712  | MONROE LA 712 S             | 779  | VICTORIA TX 779 S         |
| 713, 714                                     | SCF ALEXANDRIA LA 713       | 780-782, 788                                 | SCF SAN ANTONIO TX 780    |
| 716  | PINE BLUFF AR 716 S         | 783, 784                                     | SCF CORPUS CHRISTI TX 783 |
| 717  | CAMDEN AR 717 S             | 785  | MCALLEN TX 785 S          |
| 718, 755                                     | SCF TEXARKANA TX 755        | 790, 791                                     | SCF AMARILLO TX 790       |
| 719  | HOT SPRINGS NTL PK AR 719 S | 792  | CHILDRESS TX 792 S        |
| 720-722                                      | SCF LITTLE ROCK AR 720      | 793, 794                                     | SCF LUBBOCK TX 793        |
| 724  | NE ARKANSAS AR 724 S        | 798, 799, 885                                | SCF EL PASO TX 798        |
| 725  | BATESVILLE AR 725 S         | 800-804, 806, 807                            | SCF DENVER CO 800         |
| 726  | HARRISON AR 726 S           | 805  | LONGMONT CO 805 S         |
| 727  | NW ARKANSAS AR 727 S        | 808-810                                      | SCF COLORADO SPGS CO 808  |
| 728  | RUSSELLVILLE AR 728 S       | 811  | ALAMOSA CO 811 S          |
| 729  | FORT SMITH AR 729 S         | 812  | SALIDA CO 812 S           |
| 730, 731                                     | SCF OKLAHOMA CITY OK 730    | 813  | DURANGO CO 813 S          |
| 733, 786, 787, 789                           | SCF AUSTIN TX 786           | 814, 815                                     | SCF GRAND JUNCTION CO 814 |
| 734  | ARDMORE OK 734 S            | 816  | GLENWOOD SPRINGS CO 816 S |
| 735  | LAWTON OK 735 S             | 820  | CHEYENNE WY 820 S         |
| 736  | CLINTON OK 736 S            | 822  | WHEATLAND WY 822 S        |
| 737  | ENID OK 737 S               | 823  | RAWLINS WY 823 S          |
| 738  | WOODWARD OK 738 S           | 824  | WORLAND WY 824 S          |
| 740, 741, 743                                | SCF TULSA OK 740            | 825  | RIVERTON WY 825 S         |
| 744  | MUSKOGEE OK 744 S           | 826  | CASPER WY 826 S           |
| 745  | MCALESTER OK 745 S          | 827  | GILLETTE WY 827 S         |
| 746  | PONCA CITY OK 746 S         | 828  | SHERIDAN WY 828 S         |
| 747  | DURANT OK 747 S             | 829-831                                      | SCF ROCK SPRINGS WY 829   |
| 748  | SHAWNEE OK 748 S            | 832, 834                                     | SCF POCATELLO ID 832      |
| 749  | POTEAU OK 749 S             | 833  | TWIN FALLS ID 833 S       |
| 750  | NORTH TEXAS TX 750 S        | 835, 994                                     | SCF LEWISTON ID 835       |
| 751-753                                      | SCF DALLAS TX 752           | 836, 837, 979                                | SCF BOISE ID 836          |
| 754  | GREENVILLE TX 754 S         | 838, 990-992                                 | SCF SPOKANE WA 990        |
| 756, 757                                     | SCF EAST TEXAS TX 757       | 840-844                                      | SCF SALT LAKE CTY UT 840  |
| 758  | PALESTINE TX 758 S          | 845-847                                      | SCF PROVO UT 845          |
| 759  | LUFKIN TX 759 S             | 850, 852, 853                                | SCF PHOENIX AZ 852        |
| 760-762, 764                                 | SCF FT WORTH TX 760         | 855  | GLOBE AZ 855 S            |
| 763  | WICHITA FALLS TX 763 S      | 856, 857                                     | SCF TUCSON AZ 856         |
| 765-767                                      | SCF WACO TX 766             | 859  | SHOW LOW AZ 859 S         |
| 768, 795, 796                                | SCF ABILENE TX 795          | 860  | FLAGSTAFF AZ 860 S        |
| 769, 797                                     | SCF MIDLAND TX 797          | 863  | PRESCOTT AZ 863 S         |
| 770-772                                      | SCF HOUSTON TX 770          | 864  | KINGMAN AZ 864 S          |
| 773-775                                      | SCF NORTH HOUSTON TX 773    | 865, 873                                     | SCF GALLUP NM 873         |

## Labeling Lists: 3-Digit ZIP Code Prefix Groups—SCF Sortation

| Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to     | Column A<br>3-Digit ZIP Code<br>Prefix Group | Column B<br>Label to   |
|--|--------------------------|--|------------------------|
| 870-872, 875                                 | SCF ALBUQUERQUE NM 870   | 973  | SALEM OR 973 S         |
| 874  | FARMINGTON NM 874 S      | 974  | EUGENE OR 974 S        |
| 877  | LAS VEGAS NM 877 S       | 975  | MEDFORD OR 975 S       |
| 878  | SOCORRO NM 878 S         | 976  | KLAMATH FALLS OR 976 S |
| 879  | TRUTH OR CONS NM 879 S   | 977  | BEND OR 977 S          |
| 880  | LAS CRUCES NM 880 S      | 978  | PENDLETON OR 978 S     |
| 881  | CLOVIS NM 881 S          | 980, 981                                     | SCF SEATTLE WA 980     |
| 882  | ROSWELL NM 882 S         | 982  | EVERETT WA 982 S       |
| 883  | ALAMOGORDO NM 883 S      | 983, 984                                     | SCF TACOMA WA 983      |
| 884  | TUCUMCARI NM 884 S       | 985  | OLYMPIA WA 985 S       |
| 889-891                                      | SCF LAS VEGAS NV 890     | 988  | WENATCHEE WA 988 S     |
| 893  | ELY NV 893 S             | 989  | YAKIMA WA 989 S        |
| 894, 895, 897, 961                           | SCF RENO NV 894          | 993  | PASCO WA 993 S         |
| 898  | ELKO NV 898 S            | 995, 996                                     | SCF ANCHORAGE AK 995   |
| 900, 901                                     | SCF LOS ANGELES CA 900   | 997  | FAIRBANKS AK 997 S     |
| 902-905                                      | SCF INGLEWOOD CA 902     | 998  | JUNEAU AK 998 S        |
| 906-908                                      | SCF LONG BEACH CA 907    | 999  | KETCHIKAN AK 999 S     |
| 910-912                                      | SCF PASADENA CA 910      |  |                        |
| 913-916                                      | SCF VAN NUYS CA 913      |  |                        |
| 917, 918                                     | SCF INDUSTRY CA 917      |  |                        |
| 919-921                                      | SCF SAN DIEGO CA 920     |  |                        |
| 922-925                                      | SCF SN BERNARDINO CA 923 |  |                        |
| 926, 927                                     | SCF SANTA ANA CA 926     |  |                        |
| 928  | ANAHEIM CA 928 S         |  |                        |
| 930  | OXNARD CA 930 S          |  |                        |
| 931, 934                                     | SCF SANTA BARBARA CA 931 |  |                        |
| 932, 933                                     | SCF BAKERSFIELD CA 932   |  |                        |
| 935  | MOJAVE CA 935 S          |  |                        |
| 936-938                                      | SCF FRESNO CA 936        |  |                        |
| 939  | SALINAS CA 939 S         |  |                        |
| 940, 941, 943, 944                           | SCF SAN FRANCISCO CA 940 |  |                        |
| 942, 956-958                                 | SCF SACRAMENTO CA 956    |  |                        |
| 945-948                                      | SCF OAKLAND CA 945       |  |                        |
| 949, 954                                     | SCF NORTH BAY CA 949     |  |                        |
| 950, 951                                     | SCF SAN JOSE CA 950      |  |                        |
| 952, 953                                     | SCF STOCKTON CA 952      |  |                        |
| 955  | EUREKA CA 955 S          |  |                        |
| 959  | MARYSVILLE CA 959 S      |  |                        |
| 960  | REDDING CA 960 S         |  |                        |
| 967, 968                                     | SCF HONOLULU HI 967      |  |                        |
| 969  | BARRIGADA GU 969 S       |  |                        |
| 970-972, 986                                 | SCF PORTLAND OR 970      |  |                        |

## L006 5-Digit Metro Scheme

L006 is an optional 5-digit metro-area scheme pallet preparation for Periodicals flats and irregular parcels, Standard Mail flats, and Bound Printed Matter flats. The scheme describes situations where processing responsibility for 5-digit ZIP Code destinations within a 3-digit ZIP Code prefix have been split between two or more facilities.

The first column lists the 3-digit ZIP Codes that have zones (5-digit ZIP Codes) assigned to the scheme shown in Column A. Residual 3-digit bundles may be placed on 5-digit metro pallets as shown in Column B. Label containers as shown in Column C.

| 3-Digit ZIP Codes | Column A<br>5-Digit Destination ZIP Codes   | Column B<br>Placement for Residual 3-Digit Bundles | Column C<br>Label Container to |
|-------------------|---|--|--------------------------------|
| 100-102           | 10002-06, 09-14, 16, 18-21, 23-25, 28, 36, 38, 41, 45, 69, 72, 79, 82<br>10101-14, 17, 24-26, 28-33, 38, 49, 56-60, 62, 64, 79, 84, 85, 96, 97<br>10203, 11-13, 42, 65, 68-77, 80, 92 | 100-102 (STD and BPM only)                         | MORGAN STATION NY 100          |
| 100, 101          | 10017, 44<br>10163, 65-78   |  | GRAND CENTRAL STA NY 10017     |
| 100, 101          | 10022, 55<br>10150-55   |  | FDR NY 10022                   |
| 100-102           | 10001, 07, 08, 26, 27, 29-35, 37, 39, 40, 43, 47, 48, 60, 80, 81, 87, 90, 95, 96, 98, 99<br>10115, 16, 18-23, 61, 99<br>10249, 56, 59-61, 78, 79, 81, 82, 85, 86                      | 100-102 (PER only)                                 | JAF NY 101                     |
| 606, 608          | 60601-12, 15-17, 19-24, 28, 29, 32, 33, 36-38, 43, 44, 49, 51-55, 61, 63-65, 67-75, 77-88, 90, 91, 93-97, 99<br>60803-05<br>60827   | 606, 608   | CHICAGO IL 606                 |
| 606, 607          | 60613, 14, 18, 25, 26, 30, 31, 34, 39-41, 45-47, 56, 57, 59, 60, 66<br>60701, 06, 07, 12, 14  | 607  | CHICAGO IL 607                 |



## L007 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

[02-03-05] L007 describes the 5-digit scheme sortation list for automation rate (see [345.7.0](#) for Standard Mail, [365.7.0](#) for Bound Printed Matter, and [707.25.0](#) for Periodicals) and cobundled automation and Presorted rate (see [705.11.0](#)) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM) flat-size pieces that meet the AFSM 100 criteria under [301.3.3](#). The pieces within the scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 5-digit bundles.

When the 5-digit scheme sort is used, mail for the 5-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. All 5-digit scheme bundles must include the appropriate OEL under [708.7.0](#), which must contain the 5-digit ZIP Code listed in Column B. 5-digit scheme sacks containing 5-digit scheme bundles must be labeled to the corresponding destination in Column B.

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 01821, 22                         | BILLERICA MA 01821             | 02532, 42                         | BUZZARDS BAY MA 02532          |
| 01830-32                          | HAVERHILL MA 01830             | 02540, 41                         | FALMOUTH MA 02540              |
| 01833, 34                         | GEORGETOWN MA 01833            | 02664, 73, 75                     | SOUTH YARMOUTH MA 02664        |
| 01840-43                          | LAWRENCE MA 01840              | 03060-64                          | NASHUA NH 03060                |
| 01850-54                          | LOWELL MA 01850                | 03101, 05                         | MANCHESTER NH 03101            |
| 01901-04                          | LYNN MA 01901                  | 03102, 10                         | MANCHESTER NH 03102            |
| 01930, 31                         | GLOUCESTER MA 01930            | 03103, 09, 11                     | MANCHESTER NH 03103            |
| 01950-52                          | NEWBURYPORT MA 01950           | 03246, 47, 49                     | LACONIA NH 03246               |
| 01970, 71                         | SALEM MA 01970                 | 03301-05, 07                      | CONCORD NH 03301               |
| 02109-12, 02210                   | BOSTON MA 02109                | 03431, 35                         | KEENE NH 03431                 |
| 02114, 22, 24                     | BOSTON MA 02114                | 03820, 21                         | DOVER NH 03820                 |
| 02115, 02215                      | BOSTON MA 02115                | 03842, 43                         | HAMPTON NH 03842               |
| 02118-21, 25                      | BOSTON MA 02118                | 03839, 66-68                      | ROCHESTER NH 03867             |
| 02126, 27, 36, 37                 | MATTAPAN MA 02126              | 04222, 50, 52                     | LISBON ME 04250                |
| 02128, 51, 52                     | BOSTON MA 02128                | 04330, 32, 38                     | AUGUSTA ME 04330               |
| 02130, 31, 34                     | JAMAICA PLAIN MA 02130         | 06001, 13, 37, 62, 85, 87         | AVON CT 06001                  |
| 02132, 35                         | WEST ROXBURY MA 02132          | 06002, 95                         | BLOOMFIELD CT 06002            |
| 02138, 39, 63                     | CAMBRIDGE MA 02138             | 06010, 11, 70                     | BRISTOL CT 06010               |
| 02140-42                          | CAMBRIDGE MA 02140             | 06032, 33                         | FARMINGTON CT 06032            |
| 02143-45                          | SOMERVILLE MA 02143            | 06040, 41, 43                     | MANCHESTER CT 06040            |
| 02148, 76, 77                     | MALDEN MA 02148                | 06050-53                          | NEW BRITAIN CT 06050           |
| 02149, 50                         | EVERETT MA 02149               | 06066, 67, 96                     | VERNON ROCKVILLE CT 06066      |
| 02153, 55, 56, 80                 | MEDFORD MA 02155               | 06074, 82                         | ENFIELD CT 06082               |
| 02169, 86                         | QUINCY MA 02169                | 06105, 10, 12, 32, 33             | HARTFORD CT 06105              |
| 02170, 71, 84, 85                 | BRAINTREE MA 02184             | 06106, 14, 20, 26, 34             | HARTFORD CT 06106              |
| 02188-91                          | SOUTH WEYMOUTH MA 02190        | 06107, 17, 19, 27, 37             | WEST HARTFORD CT 06107         |
| 02301-05                          | BROCKTON MA 02301              |                                   |                                |

| Column A<br>Destination ZIP Codes               | Column B<br>Label Container To |
|---|--------------------------------|
| 06108, 18, 28, 38                               | EAST HARTFORD CT 06108         |
| 06109, 11, 29, 31                               | WETHERSFIELD CT 06109          |
| 06510, 11                                       | NEW HAVEN CT 06510             |
| 06512, 13                                       | EAST HAVEN CT 06512            |
| 06514, 17, 18                                   | HAMDEN CT 06514                |
| 06515, 24, 25                                   | NEW HAVEN CT 06515             |
| 06601, 02                                       | BRIDGEPORT CT 06601            |
| 06604, 06                                       | BRIDGEPORT CT 06604            |
| 06607, 10                                       | BRIDGEPORT CT 06607            |
| 06611, 12                                       | TRUMBULL CT 06611              |
| 06614, 15                                       | STRATFORD CT 06614             |
| 06810-14, 16, 17                                | DANBURY CT 06810               |
| 06824, 25, 28                                   | FAIRFIELD CT 06824             |
| 06830, 31, 32, 36                               | GREENWICH CT 06830             |
| 06840, 42                                       | NEW CANAAN CT 06840            |
| 06850-60  | NORWALK CT 06850               |
| 06870, 78                                       | OLD GREENWICH CT 06870         |
| 06880, 81, 83, 88, 89                           | WESTPORT CT 06880              |
| 06901, 02                                       | STAMFORD CT 06901              |
| 06903, 05-07                                    | STAMFORD CT 06903              |
| 06904, 12, 13                                   | STAMFORD CT 06904              |
| 11702, 03                                       | BABYLON NY 11702               |
| 11741, 42                                       | HOLBROOK NY 11741              |
| 11776, 77                                       | PORT JEFFERSON STA NY 11776    |
| 11787, 88                                       | SMITHTOWN NY 11787             |
| 11791, 97                                       | SYOSSET NY 11791               |
| 11803, 04                                       | PLAINVIEW NY 11803             |
| 13309, 16, 26, 46, 50,<br>65, 67, 13403, 39, 60 | BOONVILLE NY 13309             |
| 13323, 13421, 92                                | ONEIDA NY 13421                |
| 13413, 40-42                                    | ROME NY 13440                  |
| 13501, 02                                       | UTICA NY 13501                 |
| 13760, 90                                       | ENDICOTT NY 13760              |
| 13815, 20, 27, 50                               | NORWICH NY 13815               |
| 13901-05  | BINGHAMTON NY 13901            |
| 14094, 95                                       | LOCKPORT NY 14094              |
| 14150, 51                                       | TONAWANDA NY 14150             |
| 14201, 02                                       | BUFFALO NY 14201               |
| 14203-05  | BUFFALO NY 14203               |
| 14208, 09                                       | BUFFALO NY 14208               |
| 14301-05  | NIAGARA FALLS NY 14301         |
| 14424, 25, 50                                   | FAIRPORT NY 14450              |
| 14411, 20, 45, 56, 68                           | GENEVA NY 14456                |
| 14526, 27, 34, 64                               | PITTSFORD NY 14534             |
| 14513, 59, 80, 86                               | WEBSTER NY 14580               |
| 14603, 08, 14                                   | ROCHESTER NY 14603             |

| Column A<br>Destination ZIP Codes                                  | Column B<br>Label Container To |
|--|--------------------------------|
| 14604, 13, 15, 25  | ROCHESTER NY 14604             |
| 14606, 09  | ROCHESTER NY 14609             |
| 14612, 16, 26  | ROCHESTER NY 14612             |
| 14617, 21, 22  | ROCHESTER NY 14617             |
| 14605, 07, 10, 20  | ROCHESTER NY 14620             |
| 14618, 23  | ROCHESTER NY 14623             |
| 14611, 19, 24  | ROCHESTER NY 14624             |
| 16001, 02, 46, 66  | BUTLER PA 16001                |
| 16117, 25, 27, 37, 42,<br>46, 48, 50                               | ELLWOOD CITY PA 16117          |
| 16201, 14, 26, 29, 42  | KITTANNING PA 16201            |
| 16501, 02, 05-08, 12,<br>14, 15, 30                                | ERIE PA 16505                  |
| 16503, 04, 09, 10, 11,<br>31-34, 41, 44, 46, 50,<br>53, 54, 63, 65 | ERIE PA 16510                  |
| 17001, 11  | CAMP HILL PA 17011             |
| 17042, 46  | LEBANON PA 17042               |
| 17050, 55  | MECHANICSBURG PA 17055         |
| 17101, 03, 04  | HARRISBURG PA 17101            |
| 17102, 10  | HARRISBURG PA 17102            |
| 17315, 17401, 03, 05,<br>07  | YORK PA 17401                  |
| 17402, 04, 06  | YORK PA 17402                  |
| 17601, 02, 05, 06  | LANCASTER PA 17601             |
| 17603, 04, 07, 08  | LANCASTER PA 17603             |
| 17866, 72  | SHAMOKIN PA 17872              |
| 20108-10   | MANASSAS VA 20108              |
| 20111-13   | MANASSAS VA 20111              |
| 20151-53   | CHANTILLY VA 20151             |
| 20121, 22  | CENTREVILLE VA 20121           |
| 20146-48   | ASHBURN VA 20146               |
| 20164, 67  | STERLING VA 20164              |
| 20165, 66  | STERLING VA 20165              |
| 20170, 72  | HERNDON VA 20170               |
| 20175-78   | LEESBURG VA 20175              |
| 20190, 95  | RESTON VA 20190                |
| 20191, 94  | RESTON VA 20191                |
| 20814, 24  | BETHESDA MD 20814              |
| 20813, 15, 25  | CHEVY CHASE MD 20815           |
| 20817, 27  | BETHESDA MD 20817              |
| 20849, 50  | ROCKVILLE MD 20850             |
| 20848, 51, 53,   | ROCKVILLE MD 20851             |
| 20847, 52  | ROCKVILLE MD 20852             |
| 20854, 59  | POTOMAC MD 20854               |
| 20874-76   | GERMANTOWN MD 20874            |
| 20877, 84  | GAITHERSBURG MD 20877          |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>      | <b>Column B<br/>Label Container To</b> |
|---|--|--|--|
| 20878, 85                                 | GAITHERSBURG MD 20878                  | 23701-05, 07                                   | PORTSMOUTH VA 23701                    |
| 20879, 86                                 | GAITHERSBURG MD 20879                  | 23801-05                                       | PETERSBURG VA 23801                    |
| 20891, 95                                 | KENSINGTON MD 20895                    | 23831, 36                                      | CHESTER VA 23831                       |
| 20901, 03                                 | SILVER SPRING MD 20901                 | 23832, 38                                      | CHESTERFIELD VA 23832                  |
| 20902, 15                                 | SILVER SPRING MD 20902                 | 26101-06, 64                                   | PARKERSBURG WV 26101                   |
| 20905, 14                                 | SILVER SPRING MD 20905                 | 26201, 41                                      | BUCKHANNON WV 26201                    |
| 20906, 08, 16                             | SILVER SPRING MD 20906                 | 26301, 02, 06, 30                              | CLARKSBURG WV 26301                    |
| 20907, 10, 11                             | SILVER SPRING MD 20910                 | 26354, 78, 26416, 26,<br>31, 52, 26519, 37, 82 | GRAFTON WV 26354                       |
| 20912, 13                                 | TAKOMA PARK MD 20912                   | 26501, 02, 04-08                               | MORGANTOWN WV 26501                    |
| 21701-05                                  | FREDERICK MD 21701                     | 26554, 55                                      | FAIRMONT WV 26554                      |
| 21740-42                                  | HAGERSTOWN MD 21740                    | 28655, 80                                      | MORGANTON NC 28655                     |
| 22040, 46                                 | FALLS CHURCH VA 22040                  | 28625, 77, 87                                  | STATESVILLE NC 28677                   |
| 22041, 43                                 | FALLS CHURCH VA 22041                  | 29033, 29169-72                                | CAYCE SC 29033                         |
| 22102, 03                                 | MC LEAN VA 22102                       | 29072, 73                                      | LEXINGTON SC 29072                     |
| 22150, 53                                 | SPRINGFIELD VA 22150                   | 29115-18                                       | ORANGEBURG SC 29115                    |
| 22181, 83                                 | VIENNA VA 22181                        | 29150-54                                       | SUMTER SC 29150                        |
| 22306, 08                                 | ALEXANDRIA VA 22306                    | 29401-03, 13                                   | CHARLESTON SC 29401                    |
| 22311, 12                                 | ALEXANDRIA VA 22311                    | 29405, 06, 10, 15, 19,<br>92                   | NORTH CHARLESTON SC 29405              |
| 22402, 08                                 | FREDERICKSBURG VA 22402                | 29407, 12, 14, 16, 17,<br>22                   | CHARLESTON SC 29407                    |
| 22403, 05, 06                             | FREDERICKSBURG VA 22403                | 29404, 18, 20                                  | NORTH CHARLESTON SC 29418              |
| 22404, 07                                 | FREDERICKSBURG VA 22404                | 29464-66                                       | MOUNT PLEASANT SC 29464                |
| 22554-56                                  | STAFFORD VA 22554                      | 29456, 83-85                                   | SUMMERVILLE SC 29483                   |
| 23058-60                                  | GLEN ALLEN VA 23058                    | 29501, 05, 06                                  | FLORENCE SC 29501                      |
| 23113, 14                                 | MIDLOTHIAN VA 23113                    | 29502-04                                       | FLORENCE SC 29502                      |
| 23185-87                                  | WILLIAMSBURG VA 23185                  | 29572, 75, 77, 79                              | MYRTLE BEACH SC 29577                  |
| 23218, 19                                 | RICHMOND VA 23218                      | 32034, 35                                      | FERNANDINA BEACH FL 32034              |
| 23229, 55, 94                             | RICHMOND VA 23229                      | 32024, 25, 55, 56                              | LAKE CITY FL 32055                     |
| 23233, 38, 42                             | RICHMOND VA 23233                      | 32060, 64                                      | LIVE OAK FL 32060                      |
| 23234, 37                                 | RICHMOND VA 23234                      | 32003, 65                                      | ORANGE PARK FL 32065                   |
| 23260, 61, 85                             | RICHMOND VA 23260                      | 32050, 68                                      | MIDDLEBURG FL 32068                    |
| 23320, 22, 27, 28                         | CHESAPEAKE VA 23320                    | 32067, 73                                      | ORANGE PARK FL 32073                   |
| 23321, 23-25                              | CHESAPEAKE VA 23321                    | 32004, 82                                      | PONTE VEDRA BEACH FL 32082             |
| 23430-39                                  | SUFFOLK VA 23434                       | 32084, 85, 92, 95                              | SAINT AUGUSTINE FL 32084               |
| 23450, 52                                 | VIRGINIA BEACH VA 23452                | 32080, 86                                      | SAINT AUGUSTINE FL 32086               |
| 23454, 55, 71                             | VIRGINIA BEACH VA 23454                | 32132, 41                                      | EDGEWATER FL 32132                     |
| 23453, 56, 57                             | VIRGINIA BEACH VA 23456                | 32135, 42, 51                                  | PALM COAST FL 32135                    |
| 23462, 66                                 | VIRGINIA BEACH VA 23462                | 32137, 64                                      | PALM COAST FL 32137                    |
| 23451, 64, 67                             | VIRGINIA BEACH VA 23464                | 32159, 62                                      | LADY LAKE FL 32159                     |
| 23502, 06, 13, 18, 41                     | NORFOLK VA 23502                       | 32168, 69                                      | NEW SMYRNA BEACH FL 32168              |
| 23501, 03, 05, 30                         | NORFOLK VA 23503                       | 32173, 74                                      | ORMOND BEACH FL 32173                  |
| 23504, 07-10, 17, 23                      | NORFOLK VA 23510                       | 32175, 76                                      | ORMOND BEACH FL 32175                  |
| 23601, 02, 09                             | NEWPORT NEWS VA 23602                  | 32177, 78                                      | PALATKA FL 32177                       |
| 23606, 08, 12                             | NEWPORT NEWS VA 23606                  | 32203, 31, 32                                  | JACKSONVILLE FL 32203                  |
| 23605, 07, 61-64                          | NEWPORT NEWS VA 23607                  | 32204, 06                                      | JACKSONVILLE FL 32204                  |
| 23666, 69                                 | HAMPTON VA 23666                       |  |  |
| 23690-93                                  | YORKTOWN VA 23693                      |  |  |

| <b>Column A</b><br>Destination ZIP Codes | <b>Column B</b><br>Label Container To | <b>Column A</b><br>Destination ZIP Codes | <b>Column B</b><br>Label Container To |
|--|---------------------------------------|--|---------------------------------------|
| 32205, 20, 21, 36, 54                    | JACKSONVILLE FL 32205                 | 32806, 56                                | ORLANDO FL 32806                      |
| 32207, 47                                | JACKSONVILLE FL 32207                 | 32807, 57                                | ORLANDO FL 32807                      |
| 32208, 19                                | JACKSONVILLE FL 32208                 | 32808, 58                                | ORLANDO FL 32808                      |
| 32210, 38                                | JACKSONVILLE FL 32210                 | 32809, 39, 59                            | ORLANDO FL 32809                      |
| 32211, 39, 77                            | JACKSONVILLE FL 32211                 | 32810, 60                                | ORLANDO FL 32810                      |
| 32216, 45, 46                            | JACKSONVILLE FL 32216                 | 32811, 35, 61                            | ORLANDO FL 32811                      |
| 32217, 23, 41, 57                        | JACKSONVILLE FL 32217                 | 32812, 27, 32                            | ORLANDO FL 32812                      |
| 32225, 35                                | JACKSONVILLE FL 32225                 | 32817, 67                                | ORLANDO FL 32817                      |
| 32224, 27, 33, 66                        | ATLANTIC BEACH FL 32233               | 32818, 68                                | ORLANDO FL 32818                      |
| 32222, 44                                | JACKSONVILLE FL 32244                 | 32819, 21, 36, 69                        | ORLANDO FL 32819                      |
| 32240, 50                                | JACKSONVILLE BEACH FL 32250           | 32820, 25, 33, 34                        | ORLANDO FL 32820                      |
| 32256, 58, 59                            | JACKSONVILLE FL 32256                 | 32826, 28, 31, 78                        | ORLANDO FL 32826                      |
| 32301, 05, 11                            | TALLAHASSEE FL 32301                  | 32829, 72                                | ORLANDO FL 32829                      |
| 32303, 12                                | TALLAHASSEE FL 32303                  | 32837, 77                                | ORLANDO FL 32837                      |
| 32304, 10                                | TALLAHASSEE FL 32304                  | 32901, 03, 19                            | MELBOURNE FL 32901                    |
| 32308, 09, 17                            | TALLAHASSEE FL 32308                  | 32905, 08                                | PALM BAY FL 32905                     |
| 32401, 02                                | PANAMA CITY FL 32401                  | 32907, 09                                | PALM BAY FL 32907                     |
| 32403, 04                                | PANAMA CITY FL 32404                  | 32926, 27                                | COCOA FL 32926                        |
| 32405, 06, 09                            | PANAMA CITY FL 32405                  | 32931, 32                                | COCOA BEACH FL 32931                  |
| 32407, 08, 13                            | PANAMA CITY BEACH FL 32407            | 32934-36                                 | EAU GALLIE FL 32934                   |
| 32433, 35                                | DEFUNIAK SPRINGS FL 32433             | 32940, 41                                | MELBOURNE FL 32940                    |
| 32446-48                                 | MARIANNA FL 32446                     | 32952-54                                 | MERRITT ISLAND FL 32952               |
| 32456, 57                                | PORT SAINT JOE FL 32456               | 32955, 56                                | ROCKLEDGE FL 32955                    |
| 32501, 03, 13                            | PENSACOLA FL 32503                    | 32958, 76, 78                            | SEBASTIAN FL 32958                    |
| 32504, 24                                | PENSACOLA FL 32504                    | 32961, 67                                | VERO BEACH FL 32961                   |
| 32506, 16, 26                            | PENSACOLA FL 32506                    | 32962, 65, 68                            | VERO BEACH FL 32962                   |
| 32505, 07, 08                            | PENSACOLA FL 32507                    | 32964, 66, 69                            | VERO BEACH FL 32964                   |
| 32514, 34                                | PENSACOLA FL 32514                    | 33001, 36, 42-44, 50-52, 70              | LONG KEY FL 33001                     |
| 32522, 23                                | PENSACOLA FL 32522                    | 33008, 22                                | HALLANDALE FL 33008                   |
| 32536, 39                                | CRESTVIEW FL 32536                    | 33010-13                                 | HIALEAH FL 33010                      |
| 32540, 41                                | DESTIN FL 32541                       | 33014, 15, 17                            | HIALEAH FL 33014                      |
| 32544, 69                                | MARY ESTHER FL 32569                  | 33009, 16, 18                            | HIALEAH FL 33018                      |
| 32547-49                                 | FORT WALTON BEACH FL 32548            | 33004, 19, 20                            | HOLLYWOOD FL 33019                    |
| 32561-63                                 | GULF BREEZE FL 32561                  | 33021, 23, 81, 83                        | HOLLYWOOD FL 33021                    |
| 32570, 72, 83                            | MILTON FL 32570                       | 33024, 25, 84                            | HOLLYWOOD FL 33024                    |
| 32578, 88                                | NICEVILLE FL 32578                    | 33026-29                                 | HOLLYWOOD FL 33026                    |
| 32601, 02, 41                            | GAINESVILLE FL 32601                  | 33030-35, 39, 90, 92                     | HOMESTEAD FL 33030                    |
| 32603, 04                                | GAINESVILLE FL 32603                  | 33037, 40, 41, 45                        | KEY LARGO FL 33037                    |
| 32605, 06, 09, 27, 53                    | GAINESVILLE FL 32605                  | 33054-56                                 | OPA LOCKA FL 33054                    |
| 32607, 08                                | GAINESVILLE FL 32608                  | 33060-62, 69, 72                         | POMPANO BEACH FL 33060                |
| 32615, 16                                | ALACHUA FL 32615                      | 33063, 66, 68, 93                        | POMPANO BEACH FL 33063                |
| 32626, 44                                | CHIEFLAND FL 32626                    | 33064, 65, 74, 75                        | POMPANO BEACH FL 33064                |
| 32643, 55                                | HIGH SPRINGS FL 32643                 | 33067, 71, 73, 77, 97                    | POMPANO BEACH FL 33067                |
| 32803, 53                                | ORLANDO FL 32803                      | 33102, 52                                | MIAMI FL 33102                        |
| 32804, 54                                | ORLANDO FL 32804                      | 33127, 37                                | MIAMI FL 33127                        |
| 32805, 55                                | ORLANDO FL 32805                      |  |                                       |



**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 33128, 32, 36                             | MIAMI FL 33128                         | 33624, 26                                 | TAMPA FL 33624                         |
| 33129, 30                                 | MIAMI FL 33129                         | 33625, 94                                 | TAMPA FL 33625                         |
| 33111, 31, 33231                          | MIAMI FL 33131                         | 33702, 16                                 | ST PETERSBURG FL 33702                 |
| 33133, 33233                              | MIAMI FL 33133                         | 33705, 15                                 | ST PETERSBURG FL 33705                 |
| 33134, 33234                              | MIAMI FL 33134                         | 33707, 11                                 | ST PETERSBURG FL 33707                 |
| 33138, 33238                              | MIAMI FL 33138                         | 33709, 10                                 | ST PETERSBURG FL 33709                 |
| 33109, 19, 39, 33239                      | MIAMI BEACH FL 33139                   | 33713, 14                                 | ST PETERSBURG FL 33713                 |
| 33142, 33242                              | MIAMI FL 33142                         | 33755, 57                                 | CLEARWATER FL 33755                    |
| 33143, 33243                              | MIAMI FL 33143                         | 33758, 59, 65, 66                         | CLEARWATER FL 33758                    |
| 33145, 33245                              | MIAMI FL 33145                         | 33760, 62, 64                             | CLEARWATER FL 33760                    |
| 33147, 33247                              | MIAMI FL 33147                         | 33761, 63                                 | CLEARWATER FL 33763                    |
| 33155, 33255                              | MIAMI FL 33155                         | 33770, 71, 73, 78, 79                     | LARGO FL 33770                         |
| 33156, 58, 33256                          | MIAMI FL 33156                         | 33772, 74-77                              | SEMINOLE FL 33772                      |
| 33157, 33257                              | MIAMI FL 33157                         | 33780-82                                  | PINELLAS PARK FL 33780                 |
| 33161, 33261                              | MIAMI FL 33161                         | 33801-03, 15                              | LAKELAND FL 33801                      |
| 33165, 33265                              | MIAMI FL 33165                         | 33804, 05, 09, 10                         | LAKELAND FL 33805                      |
| 33166, 33266                              | MIAMI FL 33166                         | 33806, 07, 11, 13                         | LAKELAND FL 33813                      |
| 33167, 33168                              | MIAMI FL 33167                         | 33825, 26                                 | AVON PARK FL 33825                     |
| 33169, 33269                              | MIAMI FL 33169                         | 33830, 31                                 | BARTOW FL 33830                        |
| 33170, 77, 87                             | MIAMI FL 33170                         | 33836, 37, 96, 97                         | DAVENPORT FL 33836                     |
| 33172, 82                                 | MIAMI FL 33172                         | 33844, 45                                 | HAINES CITY FL 33844                   |
| 33174, 84, 94                             | MIAMI FL 33174                         | 33852, 62                                 | LAKE PLACID FL 33852                   |
| 33175, 85                                 | MIAMI FL 33175                         | 33853, 59, 98                             | LAKE WALES FL 33859                    |
| 33183, 93, 33283                          | MIAMI FL 33183                         | 33870, 71, 76                             | SEBRING FL 33870                       |
| 33189, 90, 97                             | MIAMI FL 33189                         | 33872, 75                                 | SEBRING FL 33872                       |
| 33508-11                                  | BRANDON FL 33508                       | 33880, 82, 83                             | WINTER HAVEN FL 33880                  |
| 33523, 25                                 | DADE CITY FL 33523                     | 33881, 84, 85                             | WINTER HAVEN FL 33881                  |
| 33539-44                                  | ZEPHYRHILLS FL 33539                   | 33901, 16                                 | FORT MYERS FL 33901                    |
| 33548, 49, 58, 59                         | LUTZ FL 33548                          | 33903, 17, 18                             | NORTH FORT MYERS FL 33903              |
| 33564-67                                  | PLANT CITY FL 33564                    | 33905, 94                                 | FORT MYERS FL 33905                    |
| 33568, 69                                 | RIVERVIEW FL 33568                     | 33907, 19                                 | FORT MYERS FL 33907                    |
| 33570, 72                                 | RUSKIN FL 33570                        | 33908, 12, 13                             | FORT MYERS FL 33908                    |
| 33602, 72                                 | TAMPA FL 33602                         | 33909, 93                                 | CAPE CORAL FL 33909                    |
| 33603, 73                                 | TAMPA FL 33603                         | 33914, 91                                 | CAPE CORAL FL 33914                    |
| 33604, 74                                 | TAMPA FL 33604                         | 33931, 32                                 | FORT MYERS BEACH FL 33931              |
| 33607, 77                                 | TAMPA FL 33607                         | 33936, 70-72                              | LEHIGH ACRES FL 33936                  |
| 33609, 29, 79, 90                         | TAMPA FL 33609                         | 33948, 53, 81                             | PORT CHARLOTTE FL 33948                |
| 33610, 80                                 | TAMPA FL 33610                         | 33950, 55, 82                             | PUNTA GORDA FL 33950                   |
| 33611, 16, 81, 86                         | TAMPA FL 33611                         | 33952, 54, 80, 83                         | PORT CHARLOTTE FL 33952                |
| 33612, 13, 82                             | TAMPA FL 33612                         | 34102, 03, 08                             | NAPLES FL 34102                        |
| 33614, 34, 84                             | TAMPA FL 33614                         | 34104, 12                                 | NAPLES FL 34104                        |
| 33615, 35, 85                             | TAMPA FL 33615                         | 34105, 13, 14                             | NAPLES FL 34105                        |
| 33617, 37, 87                             | TAMPA FL 33617                         | 34109, 10                                 | NAPLES FL 34109                        |
| 33618, 88                                 | TAMPA FL 33618                         | 34116, 17, 19, 20                         | NAPLES FL 34116                        |
| 33622, 23, 30, 31, 61-63                  | TAMPA FL 33622                         | 34133-36                                  | BONITA SPRINGS FL 34134                |
|   |  | 34145, 46                                 | MARCO ISLAND FL 34145                  |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 34201-04, 11, 12                  | BRADENTON FL 34201             |
| 34207, 09, 10, 80-82              | BRADENTON FL 34207             |
| 34205, 06, 08                     | BRADENTON FL 34208             |
| 34231, 39, 42                     | SARASOTA FL 34231              |
| 34232, 33, 38, 40, 41             | SARASOTA FL 34232              |
| 34230, 34-37, 43                  | SARASOTA FL 34234              |
| 34265, 66, 69                     | ARCADIA FL 34265               |
| 34284, 85, 92, 93                 | VENICE FL 34284                |
| 34274, 75, 86-89                  | NORTH PORT FL 34286            |
| 34420, 21                         | BELLEVIEW FL 34420             |
| 34423, 28, 29                     | CRYSTAL RIVER FL 34428         |
| 34430-34                          | DUNNELLON FL 34430             |
| 34446-48                          | HOMOSASSA FL 34446             |
| 34450-53                          | INVERNESS FL 34450             |
| 34460, 61, 64, 65                 | LECANTO FL 34460               |
| 34470, 75, 78, 79                 | OCALA FL 34470                 |
| 34471, 72, 80, 83                 | OCALA FL 34471                 |
| 34473, 74, 76, 77, 81, 82         | OCALA FL 34473                 |
| 34488, 89                         | SILVER SPRINGS FL 34488        |
| 34491, 92                         | SUMMERFIELD FL 34491           |
| 34601-03, 05, 13, 14              | BROOKSVILLE FL 34601           |
| 34604, 06-11                      | SPRINGHILL FL 34604            |
| 34667, 69, 74                     | HUDSON FL 34667                |
| 34668, 73                         | PORT RICHEY FL 34668           |
| 34682-85                          | PALM HARBOR FL 34682           |
| 34688-91                          | TARPON SPRINGS FL 34688        |
| 34697, 98                         | DUNEDIN FL 34697               |
| 34711-13                          | CLERMONT FL 34711              |
| 34741, 42                         | KISSIMMEE FL 34741             |
| 34743, 44                         | KISSIMMEE FL 34743             |
| 34746, 47                         | KISSIMMEE FL 34746             |
| 34748, 49                         | LEESBURG FL 34748              |
| 34758, 59                         | KISSIMMEE FL 34758             |
| 34769-73                          | ST CLOUD FL 34769              |
| 34777, 78, 87                     | WINTER GARDEN FL 34787         |
| 34788, 89                         | LEESBURG FL 34788              |
| 34945, 48, 79, 81, 82             | FORT PIERCE FL 34945           |
| 34946, 47, 49-51, 54              | FORT PIERCE FL 34946           |
| 34952, 84, 85                     | PORT SAINT LUCIE FL 34952      |
| 34953, 83, 86-88                  | PORT SAINT LUCIE FL 34953      |
| 34957, 58                         | JENSEN BEACH FL 34957          |
| 34972-74                          | OKEECHOBEE FL 34972            |
| 34990, 91                         | PALM CITY FL 34990             |
| 34992, 94-97                      | STUART FL 34994                |
| 35010, 11                         | ALEXANDER CITY AL 35010        |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 35020-23                          | BESSEMER AL 35020              |
| 35045, 46                         | CLANTON AL 35045               |
| 35055-58                          | CULLMAN AL 35055               |
| 35125, 28                         | PELL CITY AL 35125             |
| 35150, 51                         | SYLACAUGA AL 35150             |
| 35160, 61                         | TALLADEGA AL 35160             |
| 35201, 02                         | BIRMINGHAM AL 35201            |
| 35206, 61                         | BIRMINGHAM AL 35206            |
| 35207, 17                         | BIRMINGHAM AL 35207            |
| 35212, 32                         | BIRMINGHAM AL 35212            |
| 35214, 31                         | BIRMINGHAM AL 35214            |
| 35215, 20, 35                     | BIRMINGHAM AL 35215            |
| 35226, 44                         | BIRMINGHAM AL 35226            |
| 35238, 42                         | BIRMINGHAM AL 35242            |
| 35401-07                          | TUSCALOOSA AL 35401            |
| 35473, 75, 76                     | NORTHPORT AL 35476             |
| 35501-04                          | JASPER AL 35501                |
| 35801, 04                         | HUNTSVILLE AL 35801            |
| 35802, 03, 15                     | HUNTSVILLE AL 35802            |
| 35805, 06, 14, 16                 | HUNTSVILLE AL 35805            |
| 35810, 11                         | HUNTSVILLE AL 35810            |
| 35901-07                          | GADSDEN AL 35901               |
| 35950, 51                         | ALBERTVILLE AL 35950           |
| 36066, 67                         | PRATTVILLE AL 36066            |
| 36079, 81                         | TROY AL 36079                  |
| 36101-03                          | MONTGOMERY AL 36101            |
| 36108, 13                         | MONTGOMERY AL 36108            |
| 36109, 15                         | MONTGOMERY AL 36109            |
| 36201-07                          | ANNISTON AL 36201              |
| 36301, 03, 05                     | DOTHAN AL 36301                |
| 36502-04                          | ATMORE AL 36502                |
| 36526, 27                         | DAPHNE AL 36526                |
| 36532, 33                         | FAIRHOPE AL 36532              |
| 36535, 36                         | FOLEY AL 36535                 |
| 36542, 47                         | GULF SHORES AL 36542           |
| 36515, 45                         | JACKSON AL 36545               |
| 36567, 74                         | ROBERTSDALE AL 36567           |
| 36582, 90                         | THEODORE AL 36582              |
| 36601, 33, 52                     | MOBILE AL 36601                |
| 36602, 03, 44                     | MOBILE AL 36602                |
| 36604, 07, 40, 41                 | MOBILE AL 36604                |
| 36605, 15                         | MOBILE AL 36605                |
| 36606, 60                         | MOBILE AL 36606                |
| 36608, 89                         | MOBILE AL 36608                |
| 36609, 91, 93                     | MOBILE AL 36609                |
| 36610-14, 17, 63, 71              | MOBILE AL 36610                |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

| <b>Column A<br/>Destination ZIP Codes</b>        | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>    | <b>Column B<br/>Label Container To</b> |
|--|--|--|--|
| 36701, 03  | SELMA AL 36701                         | 38201, 37, 42, 61, 81                        | MC KENZIE TN 38201                     |
| 36801, 04  | OPELIKA AL36801                        | 38301-03, 05, 08, 14,<br>20, 82              | JACKSON TN 38301                       |
| 36830, 32  | AUBURN AL 36830                        | 38343, 51, 72                                | HUMBOLDT TN 38343                      |
| 36867, 69, 70                                    | PHENIX CITY AL 36867                   | 38671, 72                                    | SOUTHAVEN MS 38671                     |
| 37602, 04, 15                                    | JOHNSON CITY TN 37604                  | 38801-04                                     | TUPELO MS 38804                        |
| 37642, 45  | CHURCH HILL TN 37642                   | 39501-03, 05-07                              | GULFPORT MS 39501                      |
| 37643, 44  | ELIZABETHTON TN 37643                  | 39530-35, 40                                 | BILOXI MS 39530                        |
| 37660, 62-65                                     | KINGSPORT TN 37660                     | 39564-66                                     | OCEAN SPRINGS MS 39564                 |
| 37680, 83  | LAUREL BLOOMERY TN 37680               | 39562, 63, 67-69, 81                         | PASCAGOLA MS 39567                     |
| 37725, 38, 57, 64, 77,<br>37841, 74              | DANDRIDGE TN 37725                     | 41011, 12, 14-16                             | COVINGTON KY 41011                     |
| 37729, 43-45, 60, 66,<br>37824, 25, 79           | GREENEVILLE TN 37743                   | 41022, 42                                    | FLORENCE KY 41042                      |
| 37748, 63, 71, 72, 74,<br>37854                  | LENOIR CITY TN 37771                   | 41071-74                                     | NEWPORT KY 41071                       |
| 37701, 37801-04                                  | MARYVILLE TN 37801                     | 43551, 52                                    | PERRYSBURG OH 43551                    |
| 37813-16, 21, 22, 57                             | MORRISTOWN TN 37814                    | 43602, 04, 24                                | TOLEDO OH 43604                        |
| 37716, 17, 37830, 31,<br>49                      | OAK RIDGE TN 37830                     | 43610, 20                                    | TOLEDO OH 43610                        |
| 37862-65, 68, 76                                 | SEVIERVILLE TN 37862                   | 43615, 17, 35                                | TOLEDO OH 43615                        |
| 37914, 15, 17, 24, 27                            | KNOXVILLE TN 37917                     | 43616, 18, 19                                | OREGON OH 43616                        |
| 37918, 19, 28, 38, 39                            | KNOXVILLE TN 37919                     | 44221, 22                                    | CUYAHOGA FALLS OH 44221                |
| 37901, 02, 16, 20, 40                            | KNOXVILLE TN 37920                     | 44256, 58                                    | MEDINA OH 44256                        |
| 37909, 12, 21, 23, 32                            | KNOXVILLE TN 37921                     | 44281, 82                                    | WADSWORTH OH 44281                     |
| 37922, 30, 31, 33                                | KNOXVILLE TN 37922                     | 44401, 02, 04, 11, 12,<br>17, 18, 23, 27, 28 | BERLIN CENTER OH 44401                 |
| 38017, 27  | COLLIERVILLE TN 38017                  | 44403, 05, 08, 13, 25,<br>31, 32, 36-38      | BROOKFIELD OH 44403                    |
| 38016, 18, 88                                    | CORDOVA TN 38018                       | 44406, 10, 20, 46, 60                        | CANFIELD OH 44406                      |
| 38024, 25  | DYERSBURG TN 38024                     | 44429, 30, 41-43, 45,<br>49, 50-52           | LAKE MILTON OH 44429                   |
| 38053, 54, 83                                    | MILLINGTON TN 38053                    | 44444, 71                                    | NEWTON FALLS OH 44444                  |
| 38101, 40, 42, 43, 50,<br>51, 59, 61, 66, 94, 97 | MEMPHIS TN 38101                       | 44454, 55, 70, 73, 90,<br>91                 | PETERSBURG OH 44454                    |
| 38103, 05, 63, 73                                | MEMPHIS TN 38103                       | 44481-86                                     | WARREN OH 44481                        |
| 38104, 74  | MEMPHIS TN 38104                       | 44502-07, 09-11                              | YOUNGSTOWN OH 44502                    |
| 38106, 26  | MEMPHIS TN 38106                       | 44512-15                                     | YOUNGSTOWN OH 44512                    |
| 38109, 90  | MEMPHIS TN 38109                       | 44646-48                                     | MASSILLON OH 44646                     |
| 38111, 52  | MEMPHIS TN 38111                       | 44621, 83                                    | UHRICHSVILLE OH 44683                  |
| 38112, 82  | MEMPHIS TN 38112                       | 45011, 12                                    | HAMILTON OH 45011                      |
| 38115, 25, 41, 75                                | MEMPHIS TN 38115                       | 45014, 15, 18                                | FAIRFIELD OH 45014                     |
| 38116, 31, 32, 86                                | MEMPHIS TN 38116                       | 45042-44                                     | MIDDLETOWN OH 45042                    |
| 38117, 37, 57, 77                                | MEMPHIS TN 38117                       | 45069, 71                                    | WEST CHESTER OH 45069                  |
| 38118, 81  | MEMPHIS TN 38118                       | 45203, 04, 14                                | CINCINNATI OH 45203                    |
| 38119, 20, 87                                    | MEMPHIS TN 38119                       | 45206, 26                                    | CINCINNATI OH 45206                    |
| 38127, 67  | MEMPHIS TN 38127                       | 45211, 48                                    | CINCINNATI OH 45211                    |
| 38128, 68  | MEMPHIS TN 38128                       | 45207, 12, 22, 37                            | CINCINNATI OH 45212                    |
| 38133, 35  | MEMPHIS TN 38133                       | 45216, 17, 32                                | CINCINNATI OH 45217                    |
| 38134, 84  | MEMPHIS TN 38134                       | 45219, 20, 23, 25                            | CINCINNATI OH 45219                    |
| 38138, 39, 83                                    | GERMANTOWN TN 38138                    | 45208, 09, 27, 43                            | CINCINNATI OH 45227                    |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 45228, 30                         | CINCINNATI OH 45230            |
| 45213, 36                         | CINCINNATI OH 45236            |
| 45233, 38, 58                     | CINCINNATI OH 45238            |
| 45218, 40, 46                     | CINCINNATI OH 45240            |
| 45241, 62                         | CINCINNATI OH 45241            |
| 45239, 47, 51-53                  | CINCINNATI OH 45251            |
| 45244, 45, 54, 55                 | CINCINNATI OH 45255            |
| 46011-18                          | ANDERSON IN 46011              |
| 46032, 33, 82                     | CARMEL IN 46032                |
| 46038, 46151                      | FISHERS IN 46038               |
| 46113, 40, 76                     | GREENFIELD IN 46140            |
| 46142, 43, 68                     | GREENWOOD IN 46142             |
| 46201, 02, 23, 25                 | INDIANAPOLIS IN 46201          |
| 46203, 08, 28                     | INDIANAPOLIS IN 46203          |
| 46205, 20, 30                     | INDIANAPOLIS IN 46205          |
| 46218, 19                         | INDIANAPOLIS IN 46219          |
| 46214, 24, 53, 54                 | INDIANAPOLIS IN 46224          |
| 46216, 22, 26, 49                 | INDIANAPOLIS IN 46226          |
| 46217, 27, 37, 47                 | INDIANAPOLIS IN 46227          |
| 46229, 35, 36, 39, 59             | INDIANAPOLIS IN 46229          |
| 46240, 60, 80, 90                 | INDIANAPOLIS IN 46240          |
| 46221, 31, 34, 41, 42, 51         | INDIANAPOLIS IN 46241          |
| 46250, 56                         | INDIANAPOLIS IN 46250          |
| 46268, 78                         | INDIANAPOLIS IN 46268          |
| 46303, 47, 48, 60, 61             | CEDAR LAKE IN 46303            |
| 46304, 40, 42, 92                 | CHESTERTON IN 46304            |
| 46307, 08, 10, 41, 56, 90         | CROWN POINT IN 46307           |
| 46311, 19, 65, 73-75              | DYER IN 46311                  |
| 46312, 68, 94                     | EAST CHICAGO IN 46312          |
| 46320, 24, 27                     | HAMMOND IN 46320               |
| 46321-23                          | MUNSTER IN 46321               |
| 46350, 52, 71, 82, 91             | LA PORTE IN 46350              |
| 46366, 83, 84                     | VALPARAISO IN 46383            |
| 46401, 02, 07-09                  | GARY IN 46401                  |
| 46403-06                          | GARY IN 46403                  |
| 46410, 11                         | MERRILLVILLE IN 46410          |
| 46514-17                          | ELKART IN 46514                |
| 46526-28, 80-82                   | GOSHEN IN 46526                |
| 46530, 61                         | GRANGER IN 46530               |
| 46544-46                          | MISHAWAKA IN 46544             |
| 46601, 04, 17, 20, 24, 34, 99     | SOUTH BEND IN 46601            |
| 46613-15, 35, 37, 60, 80          | SOUTH BEND IN 46613            |
| 46616, 19, 28, 29                 | SOUTH BEND IN 46616            |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 46901, 02                         | KOKOMO IN 46901                |
| 46952, 53                         | MARION IN 46952                |
| 48009, 12                         | BIRMINGHAM MI 48009            |
| 48025, 34                         | SOUTHFIELD MI 48034            |
| 48035, 36, 43, 45, 46             | CLINTON TOWNSHIP MI 48035      |
| 48038, 42, 44                     | CLINTON TOWNSHIP MI 48038      |
| 48040, 49, 59-61, 74              | PORT HURON MI 48060            |
| 48026, 66                         | ROSEVILLE MI 48066             |
| 48068, 73                         | ROYAL OAK MI 48073             |
| 48080-82                          | SAINT CLAIR SHORES MI 48080    |
| 48089-91, 48397                   | WARREN MI 48089                |
| 48015, 88, 92, 93                 | WARREN MI 48092                |
| 48048, 50                         | NEW HAVEN MI 48048             |
| 48062-64                          | RICHMOND MI 48062              |
| 48065, 96                         | ROMEO MI 48065                 |
| 48067, 69-70                      | ROYAL OAK MI 48067             |
| 48075, 76                         | SOUTHFIELD MI 48075            |
| 48054, 79                         | SAINT CLAIR MI 48079           |
| 48094, 95                         | WASHINGTON MI 48094            |
| 48121-23, 26                      | DEARBORN MI 48121              |
| 48151-53                          | LIVONIA MI 48151               |
| 48133, 45, 57, 59, 62, 66         | MONROE MI 48162                |
| 48185, 86                         | WESTLAND MI 48185              |
| 48208, 16                         | DETROIT MI 48208               |
| 48206, 09                         | DETROIT MI 48209               |
| 48217, 29, 40                     | DETROIT MI 48217               |
| 48301-04                          | BLOOMFIELD HILLS MI 48301      |
| 48306-08                          | ROCHESTER MI 48306             |
| 48310-12                          | STERLING HEIGHTS MI 48310      |
| 48313, 14                         | STERLING HEIGHTS MI 48313      |
| 48315-18                          | UTICA MI 48315                 |
| 48322-25                          | WEST BLOOMFIELD MI 48322       |
| 48327-30                          | WATERFORD MI 48327             |
| 48331, 33, 34                     | FARMINGTON MI 48331            |
| 48332, 35, 36                     | FARMINGTON MI 48335            |
| 48320, 40-43                      | PONTIAC MI 48340               |
| 48346-48                          | CLARKSTON MI 48346             |
| 48356, 57                         | HIGHLAND MI 48356              |
| 48359-62                          | LAKE ORION MI 48359            |
| 48370, 71                         | OXFORD MI 48370                |
| 48374-77                          | NOVI MI 48374                  |
| 48380, 81                         | MILFORD MI 48380               |
| 48382, 90, 91                     | WALLED LAKE MI 48390           |
| 48383, 86                         | WHITE LAKE MI 48383            |
| 48504, 31                         | FLINT MI 48504                 |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

| <b>Column A<br/>Destination ZIP Codes</b>  | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>                              | <b>Column B<br/>Label Container To</b> |
|--|--|--|--|
| 48519, 29  | BURTON MI 48519                        | 53401, 03, 07  | RACINE WI 53401                        |
| 48823-26   | EAST LANSING MI 48823                  | 53402, 04  | RACINE WI 53402                        |
| 48843, 44, 55  | HOWELL MI 48843                        | 53405, 06, 08  | RACINE WI 53405                        |
| 48804, 58, 59  | MOUNT PLEASANT MI 48858                | 54110, 14, 36, 40, 51,<br>53, 54, 57, 62, 65, 66,<br>54201, 08, 17, 34 | BRILLION WI 54110                      |
| 48805, 40, 64  | OKEMOS MI 48864                        | 54115, 54216, 20, 35,<br>41  | DE PERE WI 54115                       |
| 48817, 41, 67  | OWOSSO MI 48867                        | 54410, 70, 73, 94, 95  | ARPIN WI 54410                         |
| 49001, 08, 48  | KALAMAZOO MI 49001                     | 54412, 25, 35, 40, 43,<br>81, 86                                       | AUBURNDALE WI 54412                    |
| 49002, 24, 81  | PORTAGE MI 49002                       | 54414, 41, 49, 56, 99  | BIRNAMWOOD WI 54414                    |
| 49006, 07, 09  | KALAMAZOO MI 49006                     | 54426, 37, 46, 52, 84,<br>87   | EDGAR WI 54426                         |
| 49014-17   | BATTLE CREEK MI 49014                  | 54520, 40, 52, 55, 58,<br>62   | CRANDON WI 54520                       |
| 49103, 07, 20  | NILES MI 49120                         | 54901-04   | OSHKOSH WI 54901                       |
| 49301, 02, 07, 19, 23,<br>49426, 31, 64  | ADA MI 49301                           | 54911-15, 19   | APPLETON WI 54911                      |
| 49304, 06, 33, 48, 49,<br>49401, 04, 15, 19, 20,<br>37, 54, 55, 57, 61                               | BALDWIN MI 49304                       | 54935-37   | FOND DU LAC WI 54935                   |
| 49315, 16, 21, 29, 31,<br>37, 45, 49412, 56  | BYRON CENTER MI 49315                  | 54956, 57  | NEENAH WI 54956                        |
| 49327, 41, 49408, 17,<br>18, 28, 29, 68  | GRAND HAVEN MI 49417                   | 55101, 02, 07  | SAINT PAUL MN 55101                    |
| 49346, 49421-24, 60  | HOLLAND MI 49422                       | 55104, 14, 18  | SAINT PAUL MN 55104                    |
| 49440-45   | MUSKEGON MI 49441                      | 55105, 09, 16  | SAINT PAUL MN 55105                    |
| 49501, 03, 07, 23, 55,<br>99   | GRAND RAPIDS MI 49501                  | 55106, 24  | SAINT PAUL MN 55106                    |
| 49504, 05, 14, 15, 25,<br>44   | GRAND RAPIDS MI 49504                  | 55108, 13  | SAINT PAUL MN 55108                    |
| 49506, 16, 18, 46, 48  | GRAND RAPIDS MI 49506                  | 55110, 12, 15  | SAINT PAUL MN 55110                    |
| 49508, 09, 12, 19  | GRAND RAPIDS MI 49508                  | 55103, 17, 19, 28  | SAINT PAUL MN 55119                    |
| 49601, 13, 14, 19, 20,<br>25, 26, 34, 37, 43-46,<br>60, 68, 73, 75, 83, 89                           | CADILLAC MI 49601                      | 55120-23, 50   | SAINT PAUL MN 55120                    |
| 49610, 12, 16, 17, 21,<br>28-30, 35, 36, 40, 48,<br>50, 53, 54, 64, 70, 74,<br>76, 82, 90            | ACME MI 49610                          | 55125-27, 29   | SAINT PAUL MN 55125                    |
| 49611, 15, 18, 22, 23,<br>27, 31-33, 38, 39, 42,<br>49, 51, 55-57, 59, 63,<br>65, 67, 77, 79, 80, 88 | ALBA MI 49611                          | 55401, 02, 15  | MINNEAPOLIS MN 55401                   |
| 49684-86, 96   | TRAVERSE CITY MI 49684                 | 55403, 11, 26, 37  | MINNEAPOLIS MN 55403                   |
| 51501-03   | COUNCIL BLUFFS IA 51501                | 55404, 06, 35, 54  | MINNEAPOLIS MN 55404                   |
| 53008, 45  | BROOKFIELD WI 53045                    | 55405, 10, 24, 33, 48  | MINNEAPOLIS MN 55405                   |
| 53051, 52  | MENOMONEE FALLS WI 53051               | 55407, 16, 32  | MINNEAPOLIS MN 55407                   |
| 53092, 97  | THIENSVILLE WI 53092                   | 55408, 09, 19, 21  | MINNEAPOLIS MN 55408                   |
| 53094, 98  | WATERTOWN WI 53094                     | 55412, 17, 22, 25, 50  | MINNEAPOLIS MN 55412                   |
| 53090, 95  | WEST BEND WI 53095                     | 55413, 28, 29, 43, 45  | MINNEAPOLIS MN 55413                   |
| 53146, 51  | NEW BERLIN WI 53151                    | 55414, 34, 36, 38, 49  | MINNEAPOLIS MN 55414                   |
| 53186, 89  | WAUKESHA WI 53186                      | 55418, 23, 39  | MINNEAPOLIS MN 55418                   |
| 53207, 35  | MILWAUKEE WI 53207                     | 55420, 31, 41, 42  | MINNEAPOLIS MN 55420                   |
| 53219, 34  | MILWAUKEE WI 53219                     | 55427, 30, 44, 46, 47,<br>55   | MINNEAPOLIS MN 55427                   |
| 53220, 28  | MILWAUKEE WI 53220                     | 56510, 20, 29, 44, 49,<br>57, 67                                       | ADA MN 56510                           |
|  |  | 57101, 09, 17, 18  | SIOUX FALLS SD 57101                   |
|  |  | 57103, 04, 10  | SIOUX FALLS SD 57103                   |
|  |  | 57105-08   | SIOUX FALLS SD 57105                   |
|  |  | 60101, 08, 43  | ADDISON IL 60101                       |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 60102, 15, 56                     | ALGONQUIN IL 60102             |
| 60103, 07, 33                     | BARTLETT IL 60103              |
| 60104, 18, 30, 52                 | BELLWOOD IL 60104              |
| 60106, 48                         | BENSENVILLE IL 60106           |
| 60110, 71, 77, 78                 | CARPENTERSVILLE IL 60110       |
| 60120, 21, 23                     | ELGIN IL 60120                 |
| 60126, 31, 76                     | ELMHURST IL 60126              |
| 60134, 74, 75                     | GENEVA IL 60134                |
| 60137-39                          | GLEN ELLYN IL 60137            |
| 60142, 91                         | HUNTLEY IL 60142               |
| 60153-55, 90                      | MAYWOOD IL 60153               |
| 60160-65                          | MELROSE PARK IL 60160          |
| 60181, 85, 86                     | VILLA PARK IL 60181            |
| 60187, 89                         | WHEATON IL 60187               |
| 60159, 68, 72, 73, 93, 96         | SCHAUMBURG IL 60193            |
| 60192, 94, 95                     | SCHAUMBURG IL 60195            |
| 60201, 03                         | EVANSTON IL 60201              |
| 60202, 04                         | EVANSTON IL 60202              |
| 60301-05                          | OAK PARK IL 60301              |
| 60411, 12                         | CHICAGO HEIGHTS IL 60411       |
| 60417, 75                         | CRETE IL 60417                 |
| 60423, 48                         | FRANKFORT IL 60423             |
| 60422, 25, 30                     | GLENWOOD IL 60425              |
| 60426, 28                         | HARVEY IL 60426                |
| 60431, 34                         | JOLIET IL 60431                |
| 60432, 33, 36                     | JOLIET IL 60432                |
| 60440, 90                         | BOLINGBROOK IL 60440           |
| 60441, 46, 91                     | LOCKPORT IL 60441              |
| 60443, 61                         | MATTESON IL 60443              |
| 60453, 59                         | OAK LAWN IL 60453              |
| 60415, 54-58                      | OAK LAWN IL 60454              |
| 60462, 67                         | ORLAND PARK IL 60462           |
| 60466, 71                         | PARK FOREST IL 60466           |
| 60477, 78                         | TINLEY PARK IL 60477           |
| 60463-65, 82                      | WORTH IL 60482                 |
| 60504, 05                         | AURORA IL 60504                |
| 60506, 07                         | AURORA IL 60507                |
| 60515, 16                         | DOWNERS GROVE IL 60515         |
| 60521, 23                         | HINSDALE IL 60521              |
| 60525, 26                         | LA GRANGE PARK IL 60526        |
| 60527, 61                         | WILLOWBROOK IL 60527           |
| 60540, 67                         | NAPERVILLE IL 60540            |
| 60563, 66                         | NAPERVILLE IL 60563            |
| 60564, 65                         | NAPERVILLE IL 60564            |
| 60601, 24, 36                     | CHICAGO IL 60601               |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 60602-05                          | CHICAGO IL 60602               |
| 60606, 07, 61, 69                 | CHICAGO IL 60606               |
| 60608, 09                         | CHICAGO IL 60608               |
| 60612, 43                         | CHICAGO IL 60612               |
| 60613, 56, 60712                  | CHICAGO IL 60613               |
| 60615, 49                         | CHICAGO IL 60615               |
| 60616, 21, 52                     | CHICAGO IL 60616               |
| 60618, 41                         | CHICAGO IL 60618               |
| 60619, 44                         | CHICAGO IL 60619               |
| 60623, 60804                      | CHICAGO IL 60623               |
| 60625, 39                         | CHICAGO IL 60625               |
| 60626, 60                         | CHICAGO IL 60626               |
| 60630, 31                         | CHICAGO IL 60630               |
| 60632, 37                         | CHICAGO IL 60632               |
| 60645, 59                         | CHICAGO IL 60645               |
| 60646, 47                         | CHICAGO IL 60646               |
| 60633, 53, 60805, 27              | CHICAGO IL 60653               |
| 60651, 55, 60803                  | CHICAGO IL 60655               |
| 60706, 07                         | HARWOOD HEIGHTS IL 60706       |
| 60901, 14, 15                     | KANKAKEE IL 60901              |
| 60936, 42, 50, 54, 57, 70         | GIBSON CITY IL 60936           |
| 61008, 68, 73, 80                 | BELVIDERE IL 61008             |
| 61010, 54, 61, 88                 | BYRON IL 61010                 |
| 61016, 64, 65, 72                 | CHERRY VALLEY IL 61016         |
| 61021, 71, 81                     | DIXON IL 61021                 |
| 61025, 36, 46, 48, 53, 74, 85     | EAST DUBUQUE IL 61025          |
| 61101, 08                         | ROCKFORD IL 61101              |
| 61102, 07                         | ROCKFORD IL 61102              |
| 61104, 09, 12                     | ROCKFORD IL 61104              |
| 61111, 14, 15                     | LOVES PARK IL 61111            |
| 61401, 02                         | GALESBURG IL 61401             |
| 61542, 43                         | LEWISTOWN IL 61542             |
| 61554, 55, 58                     | PEKIN IL 61554                 |
| 61602, 03                         | PEORIA IL 61602                |
| 61604, 06                         | PEORIA IL 61604                |
| 61610, 11                         | PEORIA IL 61611                |
| 61612-16                          | PEORIA IL 61614                |
| 61801-03                          | URBANA IL 61801                |
| 61820-22, 24-26                   | CHAMPAIGN IL 61820             |
| 61832-34                          | DANVILLE IL 61832              |
| 61846, 53, 56, 74, 61910, 11, 53  | MAHOMET IL 61853               |
| 62025, 26                         | EDWARDSVILLE IL 62025          |
| 62201, 05                         | EAST SAINT LOUIS IL 62201      |
| 62203, 04, 06-08                  | EAST SAINT LOUIS IL 62203      |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>  | <b>Column B<br/>Label Container To</b> |
|---|--|--|--|
| 62220-22, 25                              | BELLEVILLE IL 62220                    | 64119, 57, 58, 67  | KANSAS CITY MO 64119                   |
| 62223, 26                                 | BELLEVILLE IL 62223                    | 64120, 25, 26  | KANSAS CITY MO 64120                   |
| 62224, 58                                 | MASCOUTAH IL 62258                     | 64121, 41, 72, 73, 80,<br>83, 84, 87, 93, 94   | KANSAS CITY MO 64121                   |
| 62521-26                                  | DECATUR IL 62521                       | 64123, 24  | KANSAS CITY MO 64123                   |
| 63005, 06                                 | CHESTERFIELD MO 63005                  | 64129, 30  | KANSAS CITY MO 64129                   |
| 63011, 22                                 | BALLWIN MO 63011                       | 64131, 97  | KANSAS CITY MO 64131                   |
| 63021, 24                                 | BALLWIN MO 63021                       | 64133, 36  | KANSAS CITY MO 64133                   |
| 63026, 99                                 | FENTON MO 63026                        | 64134, 37, 92  | KANSAS CITY MO 64134                   |
| 63019, 28                                 | FESTUS MO 63028                        | 64138, 39  | KANSAS CITY MO 64138                   |
| 63032-34                                  | FLORISSANT MO 63033                    | 64150, 68  | RIVERSIDE MO 64150                     |
| 63043-45                                  | BRIDGETON MO 63044                     | 64151, 53, 54, 63, 64,<br>90   | KANSAS CITY MO 64151                   |
| 63101, 02, 69, 88                         | SAINT LOUIS MO 63101                   | 64155, 56, 65, 66  | KANSAS CITY MO 64155                   |
| 63104, 57, 58                             | SAINT LOUIS MO 63104                   | 65010, 11, 13, 14, 18,<br>20, 23, 24, 26, 32, 35,<br>37, 39, 41, 46, 49, 51-<br>53, 59, 63, 65, 66, 72,<br>74, 78, 79, 81, 82, 84,<br>85 | ASHLAND MO 65010                       |
| 63108, 56                                 | SAINT LOUIS MO 63108                   | 65101, 02, 09, 10  | JEFFERSON CITY MO 65101                |
| 63109, 39                                 | SAINT LOUIS MO 63109                   | 65201-03, 05, 11, 12,<br>15-18   | COLUMBIA MO 65201                      |
| 63113, 20                                 | SAINT LOUIS MO 63113                   | 65231, 33, 36, 37, 39,<br>40, 43, 48, 51, 54-57,<br>59, 61-63, 65, 70, 74-<br>76, 81, 84   | AUXVASSE MO 65231                      |
| 63116, 43                                 | SAINT LOUIS MO 63116                   | 65301, 02, 05, 20-30,<br>32-40, 44, 47-51, 54,<br>55, 60   | SEDALIA MO 65301                       |
| 63118, 63                                 | SAINT LOUIS MO 63118                   | 65804, 09  | SPRINGFIELD MO 65804                   |
| 63123, 44                                 | SAINT LOUIS MO 63123                   | 65807, 10  | SPRINGFIELD MO 65807                   |
| 63126-28                                  | SAINT LOUIS MO 63126                   | 66044-47, 49   | LAWRENCE KS 66044                      |
| 63129, 51                                 | SAINT LOUIS MO 63129                   | 66027, 43, 48  | LEAVENWORTH KS 66048                   |
| 63134, 40                                 | SAINT LOUIS MO 63134                   | 66051, 61-63   | OLATHE KS 66061                        |
| 63137, 38                                 | SAINT LOUIS MO 63137                   | 66101, 15, 17, 18  | KANSAS CITY KS 66101                   |
| 63301, 02                                 | SAINT CHARLES MO 63301                 | 66102, 10  | KANSAS CITY KS 66102                   |
| 63303, 04                                 | SAINT CHARLES MO 63303                 | 66103, 05  | KANSAS CITY KS 66103                   |
| 63366, 67                                 | O FALLON MO 63366                      | 66109, 11-13   | KANSAS CITY KS 66109                   |
| 63601, 28, 40, 45, 64,<br>70              | PARK HILLS MO 63601                    | 66205, 22  | MISSION KS 66205                       |
| 63701, 03, 55, 75                         | CAPE GIRARDEAU MO 63701                | 66207, 11, 51  | OVERLAND PARK KS 66207                 |
| 63801, 30, 34, 41, 57,<br>63, 69          | SIKESTON MO 63801                      | 66209, 13  | LEAWOOD KS 66209                       |
| 63901, 35, 57                             | POPLAR BLUFF MO 63901                  | 66210, 25  | OVERLAND PARK KS 66210                 |
| 64014, 15                                 | BLUE SPRINGS MO 64015                  | 66212, 82  | OVERLAND PARK KS 66212                 |
| 64050, 51, 56, 58                         | INDEPENDENCE MO 64050                  | 66215, 85  | LENEXA KS 66215                        |
| 64052-54                                  | INDEPENDENCE MO 64052                  | 66217-20, 26, 27, 86   | LENEXA KS 66217                        |
| 64055, 57                                 | INDEPENDENCE MO 64055                  | 66221, 23, 24, 83  | OVERLAND PARK KS 66223                 |
| 64063, 81, 82                             | LEES SUMMIT MO 64063                   | 66603, 06, 07, 12, 16  | TOPEKA KS 66603                        |
| 64064, 86                                 | LEES SUMMIT MO 64064                   | 66604, 47, 67  | TOPEKA KS 66604                        |
| 64068, 69, 87                             | LIBERTY MO 64068                       | 66605, 09, 11, 19  | TOPEKA KS 66605                        |
| 64101, 02, 05, 96                         | KANSAS CITY MO 64105                   |  |  |
| 64106, 42, 98                             | KANSAS CITY MO 64106                   |  |  |
| 64109, 28                                 | KANSAS CITY MO 64109                   |  |  |
| 64111, 71                                 | KANSAS CITY MO 64111                   |  |  |
| 64114, 45-49                              | KANSAS CITY MO 64114                   |  |  |
| 64116, 17, 60, 61                         | KANSAS CITY MO 64116                   |  |  |
| 64118, 88                                 | KANSAS CITY MO 64118                   |  |  |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 66608, 17, 18                     | TOPEKA KS 66608                |
| 66610, 14, 15                     | TOPEKA KS 66614                |
| 67204, 19                         | WICHITA KS 67204               |
| 67206, 26, 28, 30, 32             | WICHITA KS 67206               |
| 67208, 20                         | WICHITA KS 67208               |
| 67205, 09, 15, 23, 27, 35         | WICHITA KS 67209               |
| 67210, 16                         | WICHITA KS 67210               |
| 68005, 68147                      | BELLEVUE NE 68005              |
| 68101, 02, 09                     | OMAHA NE 68101                 |
| 68105, 06, 55, 98                 | OMAHA NE 68105                 |
| 51510, 68110, 11, 20              | OMAHA NE 68110                 |
| 68112, 52                         | OMAHA NE 68112                 |
| 68114, 24                         | OMAHA NE 68114                 |
| 68116, 18, 30, 54                 | OMAHA NE 68116                 |
| 68117, 27                         | OMAHA NE 68117                 |
| 68122, 34, 42, 64                 | OMAHA NE 68122                 |
| 68046, 68128, 33, 57              | LA VISTA NE 68128              |
| 68131, 32                         | OMAHA NE 68131                 |
| 68135-39                          | OMAHA NE 68135                 |
| 68144, 45                         | OMAHA NE 68144                 |
| 70001, 04                         | METAIRIE LA 70001              |
| 70002, 06                         | METAIRIE LA 70002              |
| 70003, 33                         | METAIRIE LA 70003              |
| 70005, 55                         | METAIRIE LA 70005              |
| 70009-11                          | METAIRIE LA 70009              |
| 70043, 44                         | CHALMETTE LA 70043             |
| 70053, 54, 56                     | GRETNA LA 70053                |
| 70058, 59                         | HARVEY LA 70058                |
| 70062, 63                         | KENNER LA 70062                |
| 70064, 65                         | KENNER LA 70065                |
| 70068, 69                         | LA PLACE LA 70068              |
| 70072, 73                         | MARRERO LA 70072               |
| 70094, 96                         | WESTWEGO LA 70094              |
| 70112, 63                         | NEW ORLEANS LA 70112           |
| 70114, 31, 74                     | NEW ORLEANS LA 70114           |
| 70115, 75                         | NEW ORLEANS LA 70115           |
| 70116, 72, 76                     | NEW ORLEANS LA 70116           |
| 70117, 77                         | NEW ORLEANS LA 70117           |
| 70118, 78                         | NEW ORLEANS LA 70118           |
| 70119, 79                         | NEW ORLEANS LA 70119           |
| 70121, 81                         | NEW ORLEANS LA 70121           |
| 70122, 48, 82                     | NEW ORLEANS LA 70122           |
| 70123, 83                         | NEW ORLEANS LA 70123           |
| 70124, 84                         | NEW ORLEANS LA 70124           |
| 70125, 85                         | NEW ORLEANS LA 70125           |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 70126, 86                         | NEW ORLEANS LA 70126           |
| 70127, 28, 87                     | NEW ORLEANS LA 70127           |
| 70129, 89                         | NEW ORLEANS LA 70129           |
| 70130, 39, 70, 90                 | NEW ORLEANS LA 70130           |
| 70301, 02, 10                     | THIBODAUX LA 70301             |
| 70360, 61, 63, 64                 | HOUMA LA 70360                 |
| 70380, 81                         | MORGAN CITY LA 70380           |
| 70401, 03, 04                     | HAMMOND LA 70401               |
| 70427, 29                         | BOGALUSA LA 70427              |
| 70433-35                          | COVINGTON LA 70433             |
| 70448, 70, 71                     | MANDEVILLE LA 70448            |
| 70458, 59, 61                     | SLIDELL LA 70458               |
| 70501, 02, 07, 08, 98             | LAFAYETTE LA 70501             |
| 70503, 05, 06, 96                 | LAFAYETTE LA 70503             |
| 70801, 02, 25                     | BATON ROUGE LA 70801           |
| 70805, 12, 92                     | BATON ROUGE LA 70805           |
| 70807, 11, 18, 74                 | BATON ROUGE LA 70807           |
| 70808, 20                         | BATON ROUGE LA 70808           |
| 70809, 10, 36                     | BATON ROUGE LA 70809           |
| 70815, 19, 31                     | BATON ROUGE LA 70815           |
| 70816, 17, 27                     | BATON ROUGE LA 70816           |
| 70821-23, 83                      | BATON ROUGE LA 70821           |
| 70833, 79                         | BATON ROUGE LA 70833           |
| 70893, 94                         | BATON ROUGE LA 70893           |
| 71055, 58                         | MINDEN LA 71055                |
| 71103, 33                         | SHREVEPORT LA 71103            |
| 71104, 34                         | SHREVEPORT LA 71104            |
| 71105, 15, 35                     | SHREVEPORT LA 71105            |
| 71106, 36                         | SHREVEPORT LA 71106            |
| 71107, 37                         | SHREVEPORT LA 71107            |
| 71108, 18, 38, 48                 | SHREVEPORT LA 71108            |
| 71109, 19, 29, 49                 | SHREVEPORT LA 71109            |
| 71111, 71, 72                     | BOSSIER CITY LA 71111          |
| 71112, 13                         | BOSSIER CITY LA 71112          |
| 71201-03, 07-09, 11-13            | MONROE LA 71201                |
| 71220, 21                         | BASTROP LA 71220               |
| 71270, 72, 73                     | RUSTON LA 71270                |
| 71291, 92, 94                     | WEST MONROE LA 71291           |
| 71301-03, 06, 07, 09, 15          | ALEXANDRIA LA 71301            |
| 71360, 61                         | PINEVILLE LA 71360             |
| 71446, 96                         | LEESVILLE LA 71446             |
| 71457, 58, 97                     | NATCHITOCHES LA 71457          |
| 72015, 18, 22, 89                 | BENTON AR 72015                |
| 72032-34                          | CONWAY AR 72032                |
| 72076, 78                         | JACKSONVILLE AR 72076          |



**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

| <b>Column A<br/>Destination ZIP Codes</b>                                  | <b>Column B<br/>Label Container To</b> |
|--|--|
| 72114, 18  | NORTH LITTLE ROCK AR 72114             |
| 72115, 19  | NORTH LITTLE ROCK AR 72115             |
| 72116, 90  | NORTH LITTLE ROCK AR 72116             |
| 72120, 24  | SHERWOOD AR 72120                      |
| 72143, 45, 49  | SEARCY AR 72143                        |
| 72201, 02  | LITTLE ROCK AR 72202                   |
| 72204, 10, 14  | LITTLE ROCK AR 72204                   |
| 72205, 15, 25  | LITTLE ROCK AR 72205                   |
| 72206, 16  | LITTLE ROCK AR 72206                   |
| 72207, 17  | LITTLE ROCK AR 72207                   |
| 72209, 19  | LITTLE ROCK AR 72209                   |
| 72211, 21, 27  | LITTLE ROCK AR 72211                   |
| 72212, 22  | LITTLE ROCK AR 72212                   |
| 72301, 03  | WEST MEMPHIS AR 72301                  |
| 72315, 16  | BLYTHEVILLE AR 72315                   |
| 72335, 36  | FORREST CITY AR 72335                  |
| 72701, 03, 04  | FAYETTEVILLE AR 72701                  |
| 72702, 41, 57, 65, 66  | FAYETTEVILLE AR 72702                  |
| 72714, 15, 27, 39, 70  | BELLA VISTA AR 72714                   |
| 72716-18, 21, 28, 29,<br>33, 35, 37, 42, 47, 49,<br>52, 60, 68, 69, 73, 76 | BENTONVILLE AR 72716                   |
| 72732, 51  | PEA RIDGE AR 72751                     |
| 72756, 58  | ROGERS AR 72756                        |
| 72762, 64  | SPRINGDALE AR 72762                    |
| 72719, 22, 30, 34, 36,<br>38, 40, 44, 45, 53, 61,<br>74                    | WEST FORK AR 72774                     |
| 73026, 69, 71  | NORMAN OK 73069                        |
| 73101, 02  | OKLAHOMA CITY OK 73102                 |
| 73103, 06, 46  | OKLAHOMA CITY OK 73103                 |
| 73104, 11, 17, 21, 41  | OKLAHOMA CITY OK 73104                 |
| 73105, 36  | OKLAHOMA CITY OK 73105                 |
| 73107, 47  | OKLAHOMA CITY OK 73107                 |
| 73108, 27, 28  | OKLAHOMA CITY OK 73108                 |
| 73109, 29, 43, 49  | OKLAHOMA CITY OK 73109                 |
| 73110, 30, 40, 45, 50  | OKLAHOMA CITY OK 73110                 |
| 73112, 57  | OKLAHOMA CITY OK 73112                 |
| 73113, 14, 16, 31, 51  | OKLAHOMA CITY OK 73114                 |
| 73115, 35, 65  | OKLAHOMA CITY OK 73115                 |
| 73118, 54  | OKLAHOMA CITY OK 73118                 |
| 73119, 44, 79  | OKLAHOMA CITY OK 73119                 |
| 73120, 34, 56  | OKLAHOMA CITY OK 73120                 |
| 73122, 23, 32  | OKLAHOMA CITY OK 73122                 |
| 73124-26, 84, 85, 90,<br>94, 96, 98, 99                                    | OKLAHOMA CITY OK 73125                 |
| 73142, 62, 72  | OKLAHOMA CITY OK 73142                 |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 73139, 59, 69, 73, 89                     | OKLAHOMA CITY OK 73159                 |
| 73153, 60                                 | OKLAHOMA CITY OK 73160                 |
| 74003, 04, 06                             | BARTLESVILLE OK 74003                  |
| 74074, 75, 77, 78                         | STILLWATER OK 74074                    |
| 74106, 26                                 | TULSA OK 74106                         |
| 74107, 31, 32                             | TULSA OK 74107                         |
| 74110, 30                                 | TULSA OK 74110                         |
| 74115-17                                  | TULSA OK 74115                         |
| 74108, 28                                 | TULSA OK 74128                         |
| 74129, 34                                 | TULSA OK 74129                         |
| 74145, 46                                 | TULSA OK 74145                         |
| 75006, 11                                 | CARROLLTON TX 75006                    |
| 75007, 10                                 | CARROLLTON TX 75007                    |
| 75020, 21                                 | DENISON TX 75020                       |
| 75022, 28                                 | FLOWER MOUND TX 75022                  |
| 75026, 75                                 | PLANO TX 75026                         |
| 75029, 57                                 | LEWISVILLE TX 75029                    |
| 75030, 88, 89                             | ROWLETT TX 75030                       |
| 75032, 87                                 | ROCKWALL TX 75032                      |
| 75034, 35                                 | FRISCO TX 75034                        |
| 75040, 46                                 | GARLAND TX 75040                       |
| 75041, 47                                 | GARLAND TX 75041                       |
| 75043, 49                                 | GARLAND TX 75043                       |
| 75044, 45, 48                             | GARLAND TX 75044                       |
| 75052, 54                                 | GRAND PRAIRIE TX 75052                 |
| 75067, 77                                 | LEWISVILLE TX 75067                    |
| 75069-71                                  | MC KINNEY TX 75069                     |
| 75074, 94                                 | PLANO TX 75074                         |
| 75081, 82                                 | RICHARDSON TX 75081                    |
| 75090-92                                  | SHERMAN TX 75090                       |
| 75104, 06                                 | CEDAR HILL TX 75104                    |
| 75109, 10, 51                             | CORSICANA TX 75110                     |
| 75115, 23                                 | DESOTO TX 75115                        |
| 75116, 37, 38                             | DUNCANVILLE TX 75116                   |
| 75119, 20                                 | ENNIS TX 75119                         |
| 75103, 43                                 | KEMP TX 75143                          |
| 75134, 46                                 | LANCASTER TX 75146                     |
| 75147, 56                                 | MABANK TX 75147                        |
| 75149, 81, 82, 85                         | MESQUITE TX 75149                      |
| 75150, 80, 87                             | MESQUITE TX 75150                      |
| 75160, 61                                 | TERRELL TX 75160                       |
| 75165, 67, 68                             | WAXAHACHIE TX 75165                    |
| 75202, 70                                 | DALLAS TX 75202                        |
| 75205, 75360                              | DALLAS TX 75205                        |
| 75206, 75372                              | DALLAS TX 75206                        |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 75210, 15, 23, 26, 46, 75315, 71  | DALLAS TX 75210                |
| 75211, 33, 36, 49                 | DALLAS TX 75211                |
| 75214, 75359                      | DALLAS TX 75214                |
| 75203, 16, 75339                  | DALLAS TX 75216                |
| 75220, 75354                      | DALLAS TX 75220                |
| 75221, 75313                      | DALLAS TX 75221                |
| 75224, 75376                      | DALLAS TX 75224                |
| 75228, 75357                      | DALLAS TX 75228                |
| 75229, 75378                      | DALLAS TX 75229                |
| 75230, 75367                      | DALLAS TX 75230                |
| 75231, 75382                      | DALLAS TX 75231                |
| 75232, 37                         | DALLAS TX 75232                |
| 75234, 75381                      | DALLAS TX 75234                |
| 75235, 45, 75390                  | DALLAS TX 75235                |
| 75238, 75355                      | DALLAS TX 75238                |
| 75240, 54, 75380                  | DALLAS TX 75240                |
| 75243, 75374                      | DALLAS TX 75243                |
| 75247, 75356                      | DALLAS TX 75247                |
| 75248, 75379                      | DALLAS TX 75248                |
| 75253, 75336                      | DALLAS TX 75253                |
| 75287, 75370                      | DALLAS TX 75287                |
| 75601-03                          | LONGVIEW TX 75601              |
| 75604, 05                         | LONGVIEW TX 75604              |
| 75701, 07                         | TYLER TX 75701                 |
| 75702, 04-06, 08                  | TYLER TX 75702                 |
| 75703, 09                         | TYLER TX 75703                 |
| 76001, 16, 17                     | ARLINGTON TX 76001             |
| 76002, 14, 18, 96                 | ARLINGTON TX 76002             |
| 76006, 11                         | ARLINGTON TX 76006             |
| 76007, 10                         | ARLINGTON TX 76007             |
| 76020, 98                         | AZLE TX 76020                  |
| 76021, 22, 95                     | BEDFORD TX 76021               |
| 76028, 97                         | BURLESON TX 76028              |
| 76031, 33                         | CLEBURNE TX 76031              |
| 76039, 40                         | EULESS TX 76039                |
| 76051, 99                         | GRAPEVINE TX 76051             |
| 76067, 68                         | MINERAL WELLS TX 76067         |
| 76085-87                          | WEATHERFORD TX 76085           |
| 76101, 13                         | FORT WORTH TX 76101            |
| 76115, 34                         | FORT WORTH TX 76115            |
| 76118, 80                         | FORT WORTH TX 76118            |
| 76131, 77-79                      | FORT WORTH TX 76131            |
| 76123, 32, 62                     | FORT WORTH TX 76132            |
| 76133, 63                         | FORT WORTH TX 76133            |
| 76137, 48                         | FORT WORTH TX 76137            |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 76901-06                          | SAN ANGELO TX 76901            |
| 77002, 10                         | HOUSTON TX 77002               |
| 77003, 23                         | HOUSTON TX 77003               |
| 77007, 08                         | HOUSTON TX 77007               |
| 77011, 12                         | HOUSTON TX 77011               |
| 77013, 15, 29                     | HOUSTON TX 77013               |
| 77014, 66, 68                     | HOUSTON TX 77014               |
| 77016, 39, 50, 93                 | HOUSTON TX 77016               |
| 77017, 61, 87                     | HOUSTON TX 77017               |
| 77018, 92                         | HOUSTON TX 77018               |
| 77027, 46                         | HOUSTON TX 77027               |
| 77028, 44, 49, 78                 | HOUSTON TX 77028               |
| 77030, 54                         | HOUSTON TX 77030               |
| 77031, 71                         | HOUSTON TX 77031               |
| 77032, 38, 60, 67                 | HOUSTON TX 77032               |
| 77033, 48, 51                     | HOUSTON TX 77033               |
| 77037, 76                         | HOUSTON TX 77037               |
| 77043, 80                         | HOUSTON TX 77043               |
| 77045, 47, 53, 85                 | HOUSTON TX 77045               |
| 77059, 62                         | HOUSTON TX 77059               |
| 77064, 69, 70                     | HOUSTON TX 77064               |
| 77072, 99                         | HOUSTON TX 77072               |
| 77073, 90                         | HOUSTON TX 77073               |
| 77074, 81                         | HOUSTON TX 77074               |
| 77075, 89                         | HOUSTON TX 77075               |
| 77077, 82                         | HOUSTON TX 77077               |
| 77079, 94                         | HOUSTON TX 77079               |
| 77086, 88, 91                     | HOUSTON TX 77086               |
| 77301-06, 84, 85                  | CONROE TX 77301                |
| 77327, 28                         | CLEVELAND TX 77327             |
| 77338, 46, 47, 96                 | HUMBLE TX 77338                |
| 77325, 39, 45                     | HUMBLE TX 77339                |
| 77320, 40, 42                     | HUNTSVILLE TX 77340            |
| 77351, 99                         | LIVINGSTON TX 77351            |
| 77353-55                          | MAGNOLIA TX 77355              |
| 77316, 56                         | MONTGOMERY TX 77356            |
| 77373, 83, 88                     | SPRING TX 77373                |
| 77379, 89, 91                     | SPRING TX 77379                |
| 77380, 86, 87                     | SPRING TX 77380                |
| 77381, 82, 93                     | SPRING TX 77381                |
| 77401, 02                         | BELLAIRE TX 77401              |
| 77404, 14                         | BAY CITY TX 77414              |
| 77410, 29, 33                     | CYPRESS TX 77429               |
| 77449, 50, 91                     | KATY TX 77449                  |
| 77459, 89                         | MISSOURI CITY TX 77459         |
| 77406, 69                         | RICHMOND TX 77469              |

**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 77477, 97                                 | STAFFORD TX 77477                      |
| 77478, 87                                 | SUGAR LAND TX 77478                    |
| 77479, 96                                 | SUGAR LAND TX 77479                    |
| 77492-94                                  | KATY TX 77493                          |
| 77501, 02, 06                             | PASADENA TX 77501                      |
| 77503-05, 07, 08                          | PASADENA TX 77503                      |
| 77511, 12                                 | ALVIN TX 77511                         |
| 77515, 16                                 | ANGLETON TX 77515                      |
| 77520-22                                  | BAYTOWN TX 77520                       |
| 77546, 49                                 | FRIENDSWOOD TX 77546                   |
| 77550-55                                  | GALVESTON TX 77550                     |
| 77571, 72                                 | LA PORTE TX 77571                      |
| 77573, 74                                 | LEAGUE CITY TX 77573                   |
| 77581, 84, 88                             | PEARLAND TX 77581                      |
| 77590-92                                  | TEXAS CITY TX 77590                    |
| 77630-32                                  | ORANGE TX 77630                        |
| 77640-43                                  | PORT ARTHUR TX 77640                   |
| 77701, 02, 05, 25                         | BEAUMONT TX 77705                      |
| 77703, 06, 08, 13, 26                     | BEAUMONT TX 77706                      |
| 78006, 15                                 | BOERNE TX 78006                        |
| 78028, 29                                 | KERRVILLE TX 78028                     |
| 78041, 45                                 | LAREDO TX 78041                        |
| 78042, 44                                 | LAREDO TX 78042                        |
| 78043, 46                                 | LAREDO TX 78043                        |
| 78102, 04                                 | BEEVILLE TX 78102                      |
| 78130-32, 35                              | NEW BRAUNFELS TX 78130                 |
| 78202, 04, 07, 83                         | SAN ANTONIO TX 78202                   |
| 78203, 10                                 | SAN ANTONIO TX 78203                   |
| 78205, 06, 91-99                          | SAN ANTONIO TX 78205                   |
| 78208, 09                                 | SAN ANTONIO TX 78208                   |
| 78211, 14, 21, 24-26, 41, 64              | SAN ANTONIO TX 78211                   |
| 78212, 15                                 | SAN ANTONIO TX 78212                   |
| 78216, 79                                 | SAN ANTONIO TX 78216                   |
| 78219, 20, 22, 44, 62, 63                 | SAN ANTONIO TX 78219                   |
| 78227, 42                                 | SAN ANTONIO TX 78227                   |
| 78230, 31, 48, 78                         | SAN ANTONIO TX 78230                   |
| 78232, 70                                 | SAN ANTONIO TX 78232                   |
| 78233, 39, 66                             | SAN ANTONIO TX 78233                   |
| 78234-36, 43                              | SAN ANTONIO TX 78234                   |
| 78238, 68                                 | SAN ANTONIO TX 78238                   |
| 78240, 49, 55-57, 69                      | SAN ANTONIO TX 78240                   |
| 78245, 50-54                              | SAN ANTONIO TX 78245                   |
| 78258-61                                  | SAN ANTONIO TX 78258                   |
| 78284-86                                  | SAN ANTONIO TX 78284                   |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 78332, 33                                 | ALICE TX 78332                         |
| 78335, 36                                 | ARANSAS PASS TX 78336                  |
| 78363, 64                                 | KINGSVILLE TX 78363                    |
| 78381, 82                                 | ROCKPORT TX 78382                      |
| 78401, 02, 07, 08                         | CORPUS CHRISTI TX 78401                |
| 78404, 63                                 | CORPUS CHRISTI TX 78404                |
| 78405, 65                                 | CORPUS CHRISTI TX 78405                |
| 78406, 09, 10, 26, 60                     | CORPUS CHRISTI TX 78410                |
| 78411, 66                                 | CORPUS CHRISTI TX 78411                |
| 78412, 14, 68                             | CORPUS CHRISTI TX 78412                |
| 78413, 27, 72                             | CORPUS CHRISTI TX 78413                |
| 78415-17, 67                              | CORPUS CHRISTI TX 78415                |
| 78418, 80                                 | CORPUS CHRISTI TX 78418                |
| 78613, 30                                 | CEDAR PARK TX 78613                    |
| 78626-28                                  | GEORGETOWN TX 78626                    |
| 78641, 46                                 | LEANDER TX 78641                       |
| 78660, 91                                 | PFLUGERVILLE TX 78660                  |
| 78664, 82                                 | ROUND ROCK TX 78664                    |
| 78666, 67                                 | SAN MARCOS TX 78666                    |
| 78680, 81                                 | ROUND ROCK TX 78680                    |
| 78702, 21, 22                             | AUSTIN TX 78702                        |
| 78717, 26, 29                             | AUSTIN TX 78717                        |
| 78719, 41, 42, 44                         | AUSTIN TX 78719                        |
| 78723-25                                  | AUSTIN TX 78723                        |
| 78728, 53                                 | AUSTIN TX 78728                        |
| 78730, 31                                 | AUSTIN TX 78730                        |
| 78732, 34, 38                             | AUSTIN TX 78732                        |
| 78733, 46                                 | AUSTIN TX 78733                        |
| 78735-37                                  | AUSTIN TX 78735                        |
| 78739, 49                                 | AUSTIN TX 78739                        |
| 78747, 48                                 | AUSTIN TX 78747                        |
| 78752, 54                                 | AUSTIN TX 78752                        |
| 78756, 57                                 | AUSTIN TX 78756                        |
| 78801, 02                                 | UVALDE TX 78801                        |
| 78840-43, 47                              | DEL RIO TX 78840                       |
| 78852, 53                                 | EAGLE PASS TX 78852                    |
| 79007, 08                                 | BORGER TX 79007                        |
| 79015, 16                                 | CANYON TX 79015                        |
| 79065, 66                                 | PAMPA TX 79065                         |
| 79072, 73                                 | PLAINVIEW TX 79072                     |
| 79101-04                                  | AMARILLO TX 79101                      |
| 79106, 19, 21, 24, 59                     | AMARILLO TX 79106                      |
| 79107, 08, 11                             | AMARILLO TX 79107                      |
| 79109, 10, 14, 18                         | AMARILLO TX 79109                      |
| 79701, 06                                 | MIDLAND TX 79701                       |
| 79703, 07                                 | MIDLAND TX 79703                       |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 79704, 08                         | MIDLAND TX 79704               |
| 79710-12                          | MIDLAND TX 79710               |
| 79714, 31, 35, 45, 56, 72         | ANDREWS TX 79714               |
| 79720, 21                         | BIG SPRING TX 79720            |
| 79760, 68, 69                     | ODESSA TX 79760                |
| 79763, 66                         | ODESSA TX 79763                |
| 79764, 65                         | ODESSA TX 79764                |
| 79906, 08                         | EL PASO TX 79906               |
| 79922, 32                         | EL PASO TX 79922               |
| 79924, 34                         | EL PASO TX 79924               |
| 79927, 28                         | EL PASO TX 79927               |
| 84401, 02, 05, 09                 | OGDEN UT 84401                 |
| 84403, 15                         | OGDEN UT 84403                 |
| 84404, 12, 14                     | OGDEN UT 84404                 |
| 85003, 04, 25, 30, 73             | PHOENIX AZ 85003               |
| 85006, 34                         | PHOENIX AZ 85006               |
| 85005, 07, 09                     | PHOENIX AZ 85007               |
| 85008, 10                         | PHOENIX AZ 85008               |
| 85013, 67                         | PHOENIX AZ 85013               |
| 85011, 14                         | PHOENIX AZ 85014               |
| 85016, 64                         | PHOENIX AZ 85016               |
| 85017, 61, 79                     | PHOENIX AZ 85017               |
| 85018, 60                         | PHOENIX AZ 85018               |
| 85019, 31, 43, 63                 | PHOENIX AZ 85019               |
| 85020, 68                         | PHOENIX AZ 85020               |
| 85021, 69                         | PHOENIX AZ 85021               |
| 85023, 80                         | PHOENIX AZ 85023               |
| 85024, 50, 54                     | PHOENIX AZ 85024               |
| 85027, 85-87                      | PHOENIX AZ 85027               |
| 85029, 71                         | PHOENIX AZ 85029               |
| 85032, 46, 78                     | PHOENIX AZ 85032               |
| 85033, 35, 37, 75                 | PHOENIX AZ 85033               |
| 85040-42, 66                      | PHOENIX AZ 85040               |
| 85044, 76                         | PHOENIX AZ 85044               |
| 85045, 48, 70                     | PHOENIX AZ 85045               |
| 85038, 62, 72, 82, 99             | PHOENIX AZ 85072               |
| 85201, 11                         | MESA AZ 85201                  |
| 85202, 74                         | MESA AZ 85202                  |
| 85203, 13, 75                     | MESA AZ 85203                  |
| 85204, 14                         | MESA AZ 85204                  |
| 85205, 15, 77                     | MESA AZ 85215                  |
| 85217-20, 78                      | APACHE JUNCTION AZ 85217       |
| 85222, 30                         | CASA GRANDE AZ 85222           |
| 85225, 44                         | CHANDLER AZ 85225              |
| 85226, 46                         | CHANDLER AZ 85226              |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 85233, 97                         | GILBERT AZ 85233               |
| 85234, 96                         | GILBERT AZ 85234               |
| 85248, 49                         | CHANDLER AZ 85248              |
| 85250, 53                         | SCOTTSDALE AZ 85250            |
| 85251, 52                         | SCOTTSDALE AZ 85251            |
| 85255, 62, 63                     | SCOTTSDALE AZ 85255            |
| 85256, 57, 71                     | SCOTTSDALE AZ 85256            |
| 85258, 61                         | SCOTTSDALE AZ 85258            |
| 85260, 67                         | SCOTTSDALE AZ 85260            |
| 85264, 68, 69                     | SCOTTSDALE AZ 85268            |
| 85280, 81, 87                     | TEMPE AZ 85280                 |
| 85282, 85, 89                     | TEMPE AZ 85282                 |
| 85283, 84                         | TEMPE AZ 85283                 |
| 85308, 10, 18                     | GLENDALE AZ 85308              |
| 85303, 05, 07, 09, 11             | GLENDALE AZ 85303              |
| 85304, 06, 12                     | GLENDALE AZ 85304              |
| 85327, 31                         | CAVE CREEK AZ 85331            |
| 85345, 80                         | PEORIA AZ 85345                |
| 85351, 72                         | SUN CITY AZ 85351              |
| 85364-66, 69                      | YUMA AZ 85364                  |
| 85363, 73                         | SUN CITY AZ 85373              |
| 85374, 78, 79, 87                 | SURPRISE AZ 85374              |
| 85375, 76                         | SUN CITY WEST AZ 85375         |
| 85381-83, 85                      | PEORIA AZ 85381                |
| 85501, 02                         | GLOBE AZ 85501                 |
| 85541, 47                         | PAYSON AZ 85541                |
| 85635, 50                         | SIERRA VISTA AZ 85635          |
| 85701, 02                         | TUCSON AZ 85701                |
| 85713, 14                         | TUCSON AZ 85713                |
| 85735, 36, 46                     | TUCSON AZ 85746                |
| 85747, 48                         | TUCSON AZ 85747                |
| 85901, 02                         | SHOW LOW AZ 85901              |
| 86001-04, 11                      | FLAGSTAFF AZ 86001             |
| 86301, 03, 05, 30                 | PRESCOTT AZ 86301              |
| 86336, 39-41, 51                  | SEDONA AZ 86336                |
| 86401, 02, 13                     | KINGMAN AZ 86401               |
| 86403-06                          | LAKE HAVASU CITY AZ 86403      |
| 86426, 27, 29, 30                 | FORT MOHAVE AZ 86426           |
| 86440, 46                         | MOHAVE VALLEY AZ 86440         |
| 86439, 42                         | BULLHEAD CITY AZ 86442         |
| 89011, 15                         | HENDERSON NV 89011             |
| 89012, 44, 52                     | HENDERSON NV 89012             |
| 89014, 74                         | HENDERSON NV 89014             |
| 89031, 81, 86                     | NORTH LAS VEGAS NV 89031       |
| 89032, 84, 85, 87                 | NORTH LAS VEGAS NV 89032       |
| 89041, 48, 60, 61                 | PAHRUMP NV 89041               |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 89101, 06                         | LAS VEGAS NV 89101             | 91202, 03                         | GLENDALE CA 91202              |
| 89102, 07, 46                     | LAS VEGAS NV 89102             | 91204, 05                         | GLENDALE CA 91204              |
| 89103, 13, 48                     | LAS VEGAS NV 89103             | 91207, 08                         | GLENDALE CA 91207              |
| 89109, 19                         | LAS VEGAS NV 89109             | 91301, 76, 77                     | AGOURA HILLS CA 91301          |
| 89110, 15, 56                     | LAS VEGAS NV 89110             | 91302, 72, 99                     | CALABASAS CA 91302             |
| 89117, 47                         | LAS VEGAS NV 89117             | 91303, 05, 09                     | CANOGA PARK CA 91303           |
| 89122, 42                         | LAS VEGAS NV 89122             | 91306, 96                         | CANOGA PARK CA 91306           |
| 89129, 49                         | LAS VEGAS NV 89129             | 91307, 08                         | CANOGA PARK CA 91307           |
| 89130, 31, 43                     | LAS VEGAS NV 89130             | 91310, 50, 80, 84, 90             | CASTAIC CA 91310               |
| 89134, 44                         | LAS VEGAS NV 89134             | 91311, 13                         | CHATSWORTH CA 91311            |
| 89135, 38, 45                     | LAS VEGAS NV 89135             | 91316, 91416, 26, 36              | ENCINO CA 91316                |
| 89139, 41                         | LAS VEGAS NV 89139             | 91319, 20, 58                     | NEWBURY PARK CA 91319          |
| 89431, 32                         | SPARKS NV 89431                | 91321, 22, 81                     | NEWHALL CA 91321               |
| 89434-36                          | SPARKS NV 89434                | 91324, 25, 28-30                  | NORTHRIDGE CA 91324            |
| 89501, 12                         | RENO NV 89501                  | 91326, 27                         | PORTER RANCH CA 91326          |
| 89503, 13                         | RENO NV 89503                  | 91331, 33, 34                     | PACOIMA CA 91331               |
| 89511, 21                         | RENO NV 89511                  | 91335, 37                         | RESEDA CA 91335                |
| 89523, 33                         | RENO NV 89523                  | 91342, 92                         | SYLMAR CA 91342                |
| 89701-05                          | CARSON CITY NV 89701           | 91343, 93                         | NORTH HILLS CA 91343           |
| 89706, 21                         | CARSON CITY NV 89706           | 91344, 94                         | GRANADA HILLS CA 91344         |
| 90201, 02, 70                     | BELL CA 90201                  | 91341, 45, 46, 95                 | MISSION HILLS CA 91345         |
| 90209-13                          | BEVERLY HILLS CA 90210         | 91351, 86, 87                     | CANYON COUNTRY CA 91351        |
| 90220-24                          | COMPTON CA 90220               | 91352, 53                         | SUN VALLEY CA 91352            |
| 90230-33                          | CULVER CITY CA 90230           | 91354, 55, 85                     | VALENCIA CA 91354              |
| 90239-42                          | DOWNEY CA 90240                | 91356, 57                         | TARZANA CA 91356               |
| 90247-49                          | GARDENA CA 90247               | 91359, 60, 63                     | THOUSAND OAKS CA 91360         |
| 90250, 51                         | HAWTHORNE CA 90250             | 91361, 62                         | THOUSAND OAKS CA 91361         |
| 90260, 61                         | LAWNDALE CA 90260              | 91364, 65, 67, 71                 | WOODLAND HILLS CA 91364        |
| 90263-65                          | MALIBU CA 90265                | 91401, 04, 07, 08, 11             | VAN NUYS CA 91401              |
| 90245, 66, 67                     | MANHATTAN BEACH CA 90266       | 91402, 12                         | PANORAMA CITY CA 91402         |
| 90274, 75                         | PALOS VERDES CA 90274          | 91403, 13, 23                     | SHERMAN OAKS CA 91403          |
| 90254, 77, 78                     | REDONDO BEACH CA 90277         | 91409, 10                         | VAN NUYS CA 91409              |
| 90291-96                          | VENICE CA 90291                | 91501, 02, 04                     | BURBANK CA 91501               |
| 90301-13                          | INGLEWOOD CA 90301             | 91503, 05-08, 10                  | BURBANK CA 91503               |
| 90401, 04, 06, 07                 | SANTA MONICA CA 90401          | 91601-03, 10                      | NORTH HOLLYWOOD CA 91601       |
| 90402, 03, 05, 08-11              | SANTA MONICA CA 90402          | 91604, 14                         | STUDIO CITY CA 91604           |
| 90501, 02, 04, 06                 | TORRANCE CA 90501              | 91605, 06, 08, 09, 15             | NORTH HOLLYWOOD CA 91605       |
| 90503, 05, 07-10                  | TORRANCE CA 90503              | 91607, 16, 17                     | VALLEY VILLAGE CA 91607        |
| 90601, 02                         | WHITTIER CA 90601              | 91701, 37                         | RANCHO CUCAMONGA CA 91701      |
| 90603, 04                         | WHITTIER CA 90603              | 91708, 10                         | CHINO CA 91710                 |
| 90605, 06                         | WHITTIER CA 90605              | 91722-24                          | COVINA CA 91722                |
| 90620, 21, 23                     | BUENA PARK CA 90620            | 91729, 30, 39                     | RANCHO CUCAMONGA CA 91730      |
| 90701, 03                         | ARTESIA CA 90701               | 91731-34                          | EL MONTE CA 91731              |
| 90712, 13, 15, 16                 | LAKEWOOD CA 90712              | 91740, 41                         | GLENDORA CA 91740              |
| 90731, 32                         | SAN PEDRO CA 90731             |                                   |                                |
| 90755, 90806                      | LONG BEACH CA 90806            |                                   |                                |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 91744, 46, 47, 49                         | LA PUENTE CA 91744                     |
| 91745, 48                                 | HACIENDA HEIGHTS CA 91745              |
| 91754, 55                                 | MONTEREY PARK CA 91754                 |
| 91761, 62, 64                             | ONTARIO CA 91761                       |
| 91765, 66, 69                             | DIAMOND BAR CA 91765                   |
| 91767, 68                                 | POMONA CA 91767                        |
| 91775, 76, 78                             | SAN GABRIEL CA 91776                   |
| 91784-86                                  | UPLAND CA 91786                        |
| 91788, 89                                 | WALNUT CA 91788                        |
| 91790-93                                  | WEST COVINA CA 91790                   |
| 91801-03                                  | ALHAMBRA CA 91801                      |
| 91901, 03                                 | ALPINE CA 91901                        |
| 91902, 08                                 | BONITA CA 91902                        |
| 91910, 12                                 | CHULA VISTA CA 91910                   |
| 91909, 11                                 | CHULA VISTA CA 91911                   |
| 91913-15, 21                              | CHULA VISTA CA 91913                   |
| 91932, 33                                 | IMPERIAL BEACH CA 91932                |
| 91942-44                                  | LA MESA CA 91942                       |
| 91945, 46                                 | LEMON GROVE CA 91945                   |
| 91947, 50, 51                             | NATIONAL CITY CA 91950                 |
| 91976-79                                  | SPRING VALLEY CA 91976                 |
| 92008, 18                                 | CARLSBAD CA 92008                      |
| 92009, 13                                 | CARLSBAD CA 92009                      |
| 92019, 22                                 | EL CAJON CA 92019                      |
| 92020, 90                                 | EL CAJON CA 92020                      |
| 92023, 24                                 | ENCINITAS CA 92024                     |
| 92027, 30                                 | ESCONDIDO CA 92027                     |
| 92028, 88                                 | FALLBROOK CA 92028                     |
| 92038, 39, 92, 93,<br>92161               | LA JOLLA CA 92038                      |
| 92049, 51, 54                             | OCEANSIDE CA 92054                     |
| 92052, 56, 58                             | OCEANSIDE CA 92056                     |
| 92064, 74                                 | POWAY CA 92064                         |
| 92069, 78, 79, 96                         | SAN MARCOS CA 92069                    |
| 92071, 72                                 | SANTEE CA 92071                        |
| 92083, 85                                 | VISTA CA 92083                         |
| 92103, 63                                 | SAN DIEGO CA 92103                     |
| 92104, 64                                 | SAN DIEGO CA 92104                     |
| 92105, 65                                 | SAN DIEGO CA 92105                     |
| 92106, 66                                 | SAN DIEGO CA 92106                     |
| 92107, 67                                 | SAN DIEGO CA 92107                     |
| 92108, 68                                 | SAN DIEGO CA 92108                     |
| 92109, 69                                 | SAN DIEGO CA 92109                     |
| 92111, 71                                 | SAN DIEGO CA 92111                     |
| 92113, 70                                 | SAN DIEGO CA 92113                     |
| 92114, 74                                 | SAN DIEGO CA 92114                     |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 92115, 75, 82, 95                         | SAN DIEGO CA 92115                     |
| 92116, 76                                 | SAN DIEGO CA 92116                     |
| 92117, 77                                 | SAN DIEGO CA 92117                     |
| 92118, 78                                 | CORONADO CA 92118                      |
| 92119, 59                                 | SAN DIEGO CA 92119                     |
| 92120, 60, 90                             | SAN DIEGO CA 92120                     |
| 92121, 91                                 | SAN DIEGO CA 92121                     |
| 92122, 92                                 | SAN DIEGO CA 92122                     |
| 92123, 93, 94                             | SAN DIEGO CA 92123                     |
| 92124, 42                                 | SAN DIEGO CA 92124                     |
| 92126, 96                                 | SAN DIEGO CA 92126                     |
| 92128, 98                                 | SAN DIEGO CA 92128                     |
| 92129, 72                                 | SAN DIEGO CA 92129                     |
| 92139, 49                                 | SAN DIEGO CA 92139                     |
| 92173, 43                                 | SAN YSIDRO CA 92173                    |
| 92201-03                                  | INDIO CA 92201                         |
| 92210, 11, 55, 60, 61                     | INDIAN WELLS CA 92210                  |
| 92225, 26                                 | BLYTHE CA 92225                        |
| 92231, 32                                 | CALEXICO CA 92231                      |
| 92234, 35                                 | CATHEDRAL CITY CA 92234                |
| 92240, 41                                 | DESERT HOT SPRINGS CA 92240            |
| 92243, 44                                 | EL CENTRO CA 92243                     |
| 92248, 53                                 | LA QUINTA CA 92253                     |
| 92262-64                                  | PALM SPRINGS CA 92262                  |
| 92277, 78                                 | TWENTYNINE PALMS CA 92277              |
| 92284-86                                  | YUCCA VALLEY CA 92284                  |
| 92307, 08                                 | APPLE VALLEY CA 92307                  |
| 92310-12                                  | FORT IRWIN CA 92310                    |
| 92313, 24                                 | COLTON CA 92324                        |
| 92334-37                                  | FONTANA CA 92334                       |
| 92340, 45                                 | HESPERIA CA 92345                      |
| 92350, 54, 57                             | LOMA LINDA CA 92354                    |
| 92373-75                                  | REDLANDS CA 92373                      |
| 92376, 77                                 | RIALTO CA 92376                        |
| 92392-95                                  | VICTORVILLE CA 92392                   |
| 92401, 02, 08, 10, 12,<br>15, 18          | SAN BERNARDINO CA 92401                |
| 92404, 13, 14, 24                         | SAN BERNARDINO CA 92404                |
| 92405, 06                                 | SAN BERNARDINO CA 92405                |
| 92407, 20, 27                             | SAN BERNARDINO CA 92407                |
| 92501, 02, 21, 22                         | RIVERSIDE CA 92501                     |
| 92503, 13                                 | RIVERSIDE CA 92503                     |
| 92504, 14                                 | RIVERSIDE CA 92504                     |
| 92505, 15                                 | RIVERSIDE CA 92505                     |
| 92506, 16                                 | RIVERSIDE CA 92506                     |
| 92507, 17                                 | RIVERSIDE CA 92507                     |

## Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 92508, 18                         | RIVERSIDE CA 92508             | 92857, 65                         | ORANGE CA 92857                |
| 92509, 19                         | RIVERSIDE CA 92509             | 92859, 62, 69                     | ORANGE CA 92859                |
| 92530-32                          | LAKE ELSINORE CA 92530         | 92861, 63, 67, 68                 | VILLA PARK CA 92861            |
| 92543-46                          | HEMET CA 92543                 | 92870, 71                         | PLACENTIA CA 92870             |
| 92551-57                          | MORENO VALLEY CA 92551         | 92877, 79, 81, 83                 | CORONA CA 92877                |
| 92562-64                          | MURRIETA CA 92562              | 92878, 80, 82                     | CORONA CA 92878                |
| 92570-72                          | PERRIS CA 92570                | 92885-87                          | YORBA LINDA CA 92885           |
| 92584-87                          | MENIFEE CA 92584               | 93002, 05-07, 09                  | VENTURA CA 93007               |
| 92589-93                          | TEMECULA CA 92589              | 93011, 12                         | CAMARILLO CA 93012             |
| 92603, 12, 18                     | IRVINE CA 92612                | 93013, 14                         | CARPINTERIA CA 93013           |
| 92604, 06, 14                     | IRVINE CA 92614                | 93015, 16                         | FILLMORE CA 93015              |
| 92602, 20                         | IRVINE CA 92620                | 93020, 21                         | MOORPARK CA 93021              |
| 92626, 28                         | COSTA MESA CA 92626            | 93022-24                          | OAK VIEW CA 93022              |
| 92624, 29                         | DANA POINT CA 92629            | 93030, 36                         | OXNARD CA 93030                |
| 92646, 48                         | HUNTINGTON BEACH CA 92646      | 93031, 32, 34                     | OXNARD CA 93031                |
| 92647, 49                         | HUNTINGTON BEACH CA 92647      | 93033, 35                         | OXNARD CA 93033                |
| 92651, 52                         | LAGUNA BEACH CA 92651          | 93041, 44                         | PORT HUENEME CA 93041          |
| 92660, 62                         | NEWPORT BEACH CA 92660         | 93060, 61                         | SANTA PAULA CA 93060           |
| 92661, 63                         | NEWPORT BEACH CA 92661         | 93062, 64, 93, 94, 99             | SIMI VALLEY CA 93062           |
| 92672, 73                         | SAN CLEMENTE CA 92672          | 93101, 02, 09, 20, 21             | SANTA BARBARA CA 93101         |
| 92675, 93                         | SAN JUAN CAPISTRAN CA 92675    | 93103, 08                         | SANTA BARBARA CA 93103         |
| 92607, 77                         | LAGUNA NIGUEL CA 92677         | 93105, 10, 11                     | SANTA BARBARA CA 93105         |
| 92610, 79, 88                     | RCHO STA MARGARITA CA 92688    | 93116, 17, 60                     | GOLETA CA 93117                |
| 92690, 91                         | MISSION VIEJO CA 92691         | 93215, 16                         | DELANO CA 93215                |
| 92692, 94                         | MISSION VIEJO CA 92692         | 93230, 32                         | HANFORD CA 93230               |
| 92701, 02                         | SANTA ANA CA 92701             | 93257, 58                         | PORTERVILLE CA 93257           |
| 92703, 06                         | SANTA ANA CA 92703             | 93274, 75                         | TULARE CA 93274                |
| 92705, 35                         | SANTA ANA CA 92705             | 93277, 78, 90                     | VISALIA CA 93277               |
| 92708, 28                         | FOUNTAIN VALLEY CA 92708       | 93279, 91                         | VISALIA CA 93291               |
| 92780, 82                         | TUSTIN CA 92780                | 93301-03                          | BAKERSFIELD CA 93301           |
| 92801, 03                         | ANAHEIM CA 92801               | 93304, 84                         | BAKERSFIELD CA 93304           |
| 92802, 12                         | ANAHEIM CA 92802               | 93305, 85                         | BAKERSFIELD CA 93305           |
| 92804, 14                         | ANAHEIM CA 92804               | 93306, 86                         | BAKERSFIELD CA 93306           |
| 92805, 15, 25                     | ANAHEIM CA 92805               | 93307, 87                         | BAKERSFIELD CA 93307           |
| 92806, 16                         | ANAHEIM CA 92806               | 93309, 89                         | BAKERSFIELD CA 93309           |
| 92807, 17                         | ANAHEIM CA 92807               | 93311, 90                         | BAKERSFIELD CA 93311           |
| 92808, 09                         | ANAHEIM CA 92808               | 93313, 83                         | BAKERSFIELD CA 93313           |
| 92821-23                          | BREA CA 92821                  | 93401-03, 05, 06                  | SAN LUIS OBISPO CA 93401       |
| 92831, 34                         | FULLERTON CA 92831             | 93436-38                          | LOMPOC CA 93436                |
| 92832, 36                         | FULLERTON CA 92832             | 93454-58                          | SANTA MARIA CA 93454           |
| 92833, 37                         | FULLERTON CA 92833             | 93901, 02, 08                     | SALINAS CA 93901               |
| 92835, 38                         | FULLERTON CA 92835             | 93905, 15                         | SALINAS CA 93905               |
| 92840, 42                         | GARDEN GROVE CA 92840          | 93906, 07                         | SALINAS CA 93906               |
| 92841, 43, 44                     | GARDEN GROVE CA 92841          | 93922, 23                         | CARMEL CA 93923                |
| 92845, 46                         | GARDEN GROVE CA 92845          | 93940, 42-44                      | MONTEREY CA 93940              |
| 92856, 66                         | ORANGE CA 92856                | 94010, 11                         | BURLINGAME CA 94010            |

| <b>Column A</b><br>Destination ZIP Codes | <b>Column B</b><br>Label Container To | <b>Column A</b><br>Destination ZIP Codes | <b>Column B</b><br>Label Container To |
|--|---------------------------------------|--|---------------------------------------|
| 94014-17                                 | DALY CITY CA 94014                    | 95066, 67                                | SCOTTS VALLEY CA 95066                |
| 94022-24                                 | LOS ALTOS CA 94022                    | 95070, 71                                | SARATOGA CA 95070                     |
| 94025-28                                 | MENLO PARK CA 94025                   | 95076, 77                                | WATSONVILLE CA 95076                  |
| 94040, 41, 43                            | MOUNTAIN VIEW CA 94040                | 95110, 13                                | SAN JOSE CA 95110                     |
| 94061, 63                                | REDWOOD CITY CA 94061                 | 95116, 56                                | SAN JOSE CA 95116                     |
| 94062, 64, 65                            | REDWOOD CITY CA 94062                 | 95117, 30, 57                            | SAN JOSE CA 95117                     |
| 94080, 83                                | S SAN FRANCISCO CA 94080              | 95118, 58                                | SAN JOSE CA 95118                     |
| 94085, 86                                | SUNNYVALE CA 94086                    | 95119, 39                                | SAN JOSE CA 95119                     |
| 94109, 64                                | SAN FRANCISCO CA 94109                | 95120, 41, 60                            | SAN JOSE CA 95120                     |
| 94114, 46                                | SAN FRANCISCO CA 94114                | 95121, 38                                | SAN JOSE CA 95121                     |
| 94118, 59                                | SAN FRANCISCO CA 94118                | 95122, 51                                | SAN JOSE CA 95122                     |
| 94123, 47                                | SAN FRANCISCO CA 94123                | 95123, 53                                | SAN JOSE CA 95123                     |
| 94501, 02                                | ALAMEDA CA 94501                      | 95124, 54                                | SAN JOSE CA 95124                     |
| 94509, 31                                | ANTIOCH CA 94509                      | 95126, 59                                | SAN JOSE CA 95126                     |
| 94518, 20                                | CONCORD CA 94518                      | 95129, 70                                | SAN JOSE CA 95129                     |
| 94519, 21                                | CONCORD CA 94519                      | 95131, 34, 64                            | SAN JOSE CA 95131                     |
| 94522, 24, 27                            | CONCORD CA 94522                      | 95132, 52                                | SAN JOSE CA 95132                     |
| 94533, 34                                | FAIRFIELD CA 94533                    | 95135, 48, 73                            | SAN JOSE CA 95135                     |
| 94550, 51                                | LIVERMORE CA 94550                    | 95202, 03                                | STOCKTON CA 95202                     |
| 94558, 59, 81                            | NAPA CA 94558                         | 95204, 12                                | STOCKTON CA 95204                     |
| 94566, 88                                | PLEASANTON CA 94566                   | 95205, 15                                | STOCKTON CA 95205                     |
| 94578, 79                                | SAN LEANDRO CA 94578                  | 95209, 10                                | STOCKTON CA 95209                     |
| 94503, 89, 90, 92                        | VALLEJO CA 94589                      | 95241, 42                                | LODI CA 95241                         |
| 94596, 97                                | WALNUT CREEK CA 94596                 | 95336, 37                                | MANTECA CA 95336                      |
| 94801, 02, 04, 07, 08                    | RICHMOND CA 94801                     | 95340, 41, 44, 48                        | MERCED CA 95340                       |
| 94803, 20                                | EL SOBRANTE CA 94803                  | 95351, 58                                | MODESTO CA 95351                      |
| 94805, 06                                | RICHMOND CA 94805                     | 95355, 57                                | MODESTO CA 95355                      |
| 94925, 39, 76                            | CORTE MADERA CA 94925                 | 95304, 77, 78, 91                        | TRACY CA 95377                        |
| 94927, 28, 31                            | ROHNERT PARK CA 94928                 | 95380-82                                 | TURLOCK CA 95380                      |
| 94941, 42                                | MILL VALLEY CA 94941                  | 95401, 03                                | SANTA ROSA CA 95401                   |
| 94945, 47-49                             | NOVATO CA 94947                       | 95405, 09                                | SANTA ROSA CA 95405                   |
| 94952-55                                 | PETALUMA CA 94952                     | 95602-04                                 | AUBURN CA 95603                       |
| 94930, 60, 78, 79                        | SAN ANSELMO CA 94960                  | 95608, 09                                | CARMICHAEL CA 95608                   |
| 94965, 66                                | SAUSALITO CA 94965                    | 95610, 11, 21                            | CITRUS HEIGHTS CA 95610               |
| 95001, 03                                | APTOS CA 95003                        | 95616-18                                 | DAVIS CA 95616                        |
| 95008, 09, 11                            | CAMPBELL CA 95008                     | 95624, 95759                             | ELK GROVE CA 95624                    |
| 95014, 15                                | CUPERTINO CA 95014                    | 95630, 95762, 63                         | FOLSOM CA 95630                       |
| 95020, 21                                | GILROY CA 95020                       | 95661, 95746                             | ROSEVILLE CA 95661                    |
| 95023, 24                                | HOLLISTER CA 95023                    | 95670, 95741-43                          | RANCHO CORDOVA CA 95670               |
| 95030-33                                 | LOS GATOS CA 95030                    | 95677, 95765                             | ROCKLIN CA 95677                      |
| 95035, 36                                | MILPITAS CA 95035                     | 95678, 95747                             | ROSEVILLE CA 95678                    |
| 95037, 38                                | MORGAN HILL CA 95037                  | 95687, 88, 96                            | VACAVILLE CA 95687                    |
| 95050, 52, 54, 56                        | SANTA CLARA CA 95050                  | 95605, 91                                | WEST SACRAMENTO CA 95691              |
| 95051, 55                                | SANTA CLARA CA 95051                  | 95695, 95776                             | WOODLAND CA 95695                     |
| 95060, 61, 64                            | SANTA CRUZ CA 95060                   | 95813, 51-53                             | SACRAMENTO CA 95813                   |
| 95062, 63, 65                            | SANTA CRUZ CA 95062                   | 95815, 33-37                             | SACRAMENTO CA 95815                   |



**Labeling Lists: 5-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles**

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| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 95822, 31                                 | SACRAMENTO CA 95822                    |
| 95823, 32                                 | SACRAMENTO CA 95823                    |
| 95825, 64-66                              | SACRAMENTO CA 95825                    |
| 95828-30                                  | SACRAMENTO CA 95828                    |
| 95842, 43                                 | SACRAMENTO CA 95842                    |
| 95926-28, 73                              | CHICO CA 95926                         |
| 95965, 66                                 | OROVILLE CA 95965                      |
| 95991-93                                  | YUBA CITY CA 95991                     |
| 96786, 89                                 | WAHIAWA HI 96786                       |
| 96813, 14                                 | HONOLULU HI 96813                      |
| 96822, 26                                 | HONOLULU HI 96822                      |



## L008 3-Digit Scheme—Periodicals, Standard Mail, and BPM Flats in Bundles

L008 describes the 3-digit scheme sortation list for automation rate (see [345.7.0](#) for Standard Mail, [365.7.0](#) for Bound Printed Matter, and [707.25.0](#) for Periodicals) and cobundled automation and Presorted rate (see [705.11.0](#)) Periodicals and Standard Mail flat-size pieces and Presorted rate Bound Printed Matter (BPM) flat-size pieces that meet the AFSM 100 criteria under [301.3.3](#). Pieces within scheme bundles are processed in the same operation and therefore are not required to be prepared in individual 3-digit bundles.

When the 3-digit scheme sort is used, mail for the 3-digit ZIP Codes shown in Column A must be combined in bundles for all combinations for which mail exists and density dictates. All 3-digit scheme bundles must include the appropriate OEL under [708.7.0](#), which must contain only the 3-digit ZIP Code listed in Column B. The city and state are provided as information only.

| Column A<br>Destination ZIP Codes | Column B<br>Label Bundle To | Column A<br>Destination ZIP Codes | Column B<br>Label Bundle To |
|-----------------------------------|-----------------------------|-----------------------------------|-----------------------------|
| 006, 007, 008, 009                | SAN JUAN PR 006             | 208, 209                          | SUBURBAN MD MD 208          |
| 010, 011, 013                     | SPRINGFIELD MA 010          | 210, 211                          | LINTHICUM MD 210            |
| 014, 015, 017                     | CENTRAL MA 015              | 212, 219                          | BALTIMORE MD 212            |
| 018, 019                          | MIDDLESEX-ESX MA 018        | 215, 267                          | CUMBERLAND MD 215           |
| 020, 023                          | BROCKTON MA 023             | 220, 221, 222, 223                | NORTHERN VA 220             |
| 021, 022                          | BOSTON MA 021               | 224, 225                          | RICHMOND VA 224             |
| 027, 028, 029                     | PROVIDENCE RI 028           | 228, 229, 244                     | CHARLOTTESVILLE VA 229      |
| 045, 048                          | PORTLAND ME 045             | 230, 231                          | RICHMOND VA 230             |
| 063, 064, 065                     | SOUTHERN CT 064             | 233, 234, 235, 236, 237           | NORFOLK VA 233              |
| 077, 087                          | MONMOUTH NJ 077             | 238, 239                          | RICHMOND VA 238             |
| 078, 079                          | WEST JERSEY NJ 079          | 240, 241, 243                     | ROANOKE VA 240              |
| 080, 081, 082, 083, 084           | SOUTH JERSEY NJ 080         | 250, 251, 253                     | CHARLESTON WV 250           |
| 085, 086                          | TRENTON NJ 085              | 262, 264, 265                     | CLARKSBURG WV 262           |
| 100, 101, 102                     | NEW YORK NY 100             | 270, 272, 273                     | GREENSBORO NC 270           |
| 110, 111, 113, 114                | QUEENS NY 110               | 275, 276, 277, 285                | GREENSBORO NC 285           |
| 112, 116                          | BROOKLYN NY 112             | 287, 289                          | ASHEVILLE NC 287            |
| 117, 118                          | MID ISLAND NY 117           | 290, 291, 292                     | COLUMBIA SC 290             |
| 120, 121, 122, 123                | ALBANY NY 120               | 303, 311                          | ATLANTA GA 303              |
| 124, 125, 127                     | MID-HUDSON NY 125           | 299, 313, 314                     | SAVANNAH GA 313             |
| 130, 131, 132                     | SYRACUSE NY 130             | 304, 315, 320, 322                | JACKSONVILLE FL 320         |
| 140, 141                          | BUFFALO NY 140              | 326, 344                          | GAINESVILLE FL 326          |
| 144, 145, 146                     | ROCHESTER NY 144            | 307, 373, 374                     | CHATTANOOGA TN 373          |
| 172, 178                          | HARRISBURG PA 172           | 328, 329, 347                     | ORLANDO FL 328              |
| 180, 181, 183                     | LEHIGH VALLEY PA 180        | 331, 332                          | MIAMI FL 331                |
| 182, 186, 187                     | LEHIGH VALLEY PA 182        | 334, 349                          | WEST PALM BCH FL 334        |
| 184, 185, 188                     | SCRANTON PA 184             | 335, 336, 346                     | TAMPA FL 335                |
| 201, 226, 227                     | DULLES VA 201               | 339, 341                          | FT MYERS FL 339             |
| 206, 207                          | SOUTHERN MD 207             | 350, 351                          | BIRMINGHAM AL 350           |

| <b>Column A</b><br><b>Destination ZIP Codes</b> | <b>Column B</b><br><b>Label Bundle To</b> |
|---|---|
| 355, 359  | BIRMINGHAM AL 355                         |
| 370, 371  | NASHVILLE TN 370                          |
| 377, 378, 379                                   | KNOXVILLE, TN 377                         |
| 390, 391  | JACKSON MS 390                            |
| 434, 435, 436                                   | TOLEDO OH 434                             |
| 463, 464  | GARY IN 463                               |
| 465, 466  | SOUTH BEND IN 465                         |
| 467, 468  | FT WAYNE IN 467                           |
| 484, 485  | FLINT MI 484                              |
| 486, 487  | SAGINAW MI 486                            |
| 490, 491  | KALAMAZOO MI 490                          |
| 493, 494, 495                                   | GRAND RAPIDS MI 493                       |
| 541, 542  | GREEN BAY WI 541                          |
| 600, 602  | PALATINE IL 600                           |
| 601, 603  | CAROL STREAM IL 601                       |
| 710, 711, 712                                   | SHREVEPORT LA 710                         |
| 713, 714  | SHREVEPORT LA 713                         |
| 720, 721  | LITTLE ROCK AR 720                        |
| 733, 787  | AUSTIN TX 787                             |
| 740, 741, 743                                   | TULSA OK 740                              |
| 750, 754  | NORTH TX 750                              |
| 752, 753  | DALLAS TX 752                             |
| 770, 772  | HOUSTON TX 770                            |
| 773, 774, 775                                   | NORTH HOUSTON TX 773                      |
| 776, 777  | BEAUMONT TX 776                           |
| 780, 781, 782, 788                              | SAN ANTONIO TX 780                        |
| 786, 789  | AUSTIN TX 786                             |
| 850, 852, 853                                   | PHOENIX AZ 852                            |
| 856, 857  | TUCSON AZ 856                             |
| 870, 871, 875, 880                              | ALBUQUERQUE NM 870                        |
| 894, 895, 961                                   | RENO NV 894                               |
| 900, 901  | LOS ANGELES CA 900                        |
| 906, 907, 908                                   | LONG BEACH CA 907                         |
| 917, 918  | INDUSTRY CA 917                           |
| 919, 920  | SAN DIEGO CA 920                          |
| 926, 927  | SANTA ANA CA 926                          |
| 932, 933  | BAKERSFIELD CA 932                        |
| 939, 950, 951                                   | SAN JOSE CA 950                           |
| 940, 943, 944                                   | SAN FRANCISCO CA 940                      |
| 945, 948  | OAKLAND CA 945                            |
| 946, 947  | OAKLAND CA 946                            |
| 952, 953  | STOCKTON CA 952                           |
| 967, 968  | HONOLULU HI 967                           |

# L009 Mixed ADCs-Periodicals Flats and Irregular Parcels, Standard Mail and Package Services Flats, Standard Mail Irregular Parcels (of uniform thickness)

[03-17-05] [02-03-05] Effective May 15, 2005, L009 must be used (mailers may use this list immediately) to label mixed ADC bundles and sacks of Periodicals, Standard Mail, Bound Printed Matter, Media Mail, and Library Mail flats.

Effective May 15, 2005, L009 also must be used to label mixed ADC bundles and sacks containing Periodicals irregular parcels and mixed ADC bundles and sacks containing Standard Mail irregular parcels of uniform thickness (under 445.5.4). Mail originating in the three-digit ZIP Code areas in Column A must be labeled by using the corresponding destination line in Column B.

| Column A<br>3-Digit ZIP Code Prefix<br>Group   | Column B<br>Label to      | Column A<br>3-Digit ZIP Code Prefix<br>Group                        | Column B<br>Label to                      |
|--|---------------------------|---|---|
| 005, 068-079, 085-089, 100-119, 124-127  | MXD DV DANIELS NJ 07099   | 500-516, 520-528, 612, 680, 681, 683-689                            | MXD DES MOINES IA 500                     |
| 006-009  | MXD SAN JUAN PR 006       | 565, 567, 580-588   | MXD FARGO ND 580                          |
| 010-067, 120-123, 128, 129   | MXD SPRINGFIELD MA 010    | 570-577   | MXD SIOUX FALLS SD 570                    |
| 080-084, 137-139, 169-199  | MXD PHILADELPHIA PA 190   | 590-599, 821  | MXD BILLINGS MT 590                       |
| 130-136, 140-149   | MXD BUFFALO NY 140        | 640, 641, 644-658, 660-662, 664-679, 739 (PER only)                 | MXD KANSAS CITY MO 64240                  |
| 150-168, 260-266, 439-447  | MXD PITTSBURGH PA 150     | 640, 641, 644-658, 660-662, 664-679, 739 (STD and PKG. SVCS. only)  | MXD KANSAS CITY MO 66340                  |
| 200-212, 214-239, 244, 254, 267, 268   | MXD JCTM WASH DC 20495    | 690-693, 800-816, 820, 822-831, 856, 857                            | MXD DENVER CO 800                         |
| 240-243, 245-249, 270-297, 376   | MXD GREENSBORO NC 270     | 706, 710-712, 718, 733, 747, 750-799, 885 (PER only)                | MXD NORTH TEXAS TX 750                    |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474            | MXD CINCINNATI OH 450     | 706, 710-712, 718, 733, 747, 760-799, 885 (STD and PKG. SVCS. only) | MXD FT WORTH TX 760                       |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399 (PER only)              | MXD NORTH METRO GA 301    | 730, 731, 734-738, 740, 741, 743-746, 748, 749                      | MXD OKLAHOMA CITY OK 730                  |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399 (STD and PKG SVCS only) | MXD ATLANTA GA 303        | 750-759 (STD and PKG SVCS. Only)                                    | MXD DALLAS TX 752                         |
| 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349  | MXD JACKSONVILLE FL 320   | 832-834, 836, 837, 840-847, 898, 979                                | MXD SALT LAKE CITY UT 840                 |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729              | MXD MEMPHIS TN 380        | 835, 838, 970-978, 980-986, 988-994, 998, 999                       | MXD SEATTLE WA 980                        |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639  | MXD ST LOUIS MO 630       | 850, 852, 853, 855, 859, 860, 863, 864                              | MXD PHOENIX AZ 852                        |
| 434-436, 465-468, 480-497  | MXD DETROIT MI 481        | 865, 870-875, 877-884   | MXD ALBUQUERQUE NM 870                    |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613   | MXD IRVING PARK RD IL 607 | 889-891, 893, 900-908, 910-928, 930-935                             | MXD LOS ANGELES CA 900                    |
| 498, 499, 540-551, 553-564, 566  | MXD MINNEAPOLIS MN 555    | 894, 895, 897, 936-961, 967-969                                     | MXD OAKLAND CA 945<br>MXD HONOLULU HI 967 |

| <b>Column A</b><br><b>3-Digit ZIP Code Prefix</b><br><b>Group</b> | <b>Column B</b><br><b>Label to</b> |
|---|------------------------------------|
| 995-997   | MXD ANCHORAGE AK 995               |
| 005, 068-079, 085-089, 100-119, 124-127                           | MXD DV DANIELS NJ<br>07099         |
| 006-009   | MXD SAN JUAN PR 006                |
| 010-067, 120-123, 128, 129  | MXD SPRINGFIELD MA 010             |
| 080-084, 137-139, 169-199   | MXD PHILADELPHIA PA<br>190         |
| 130-136, 140-149  | MXD BUFFALO NY 140                 |

## L010 BMC/ASF Entry—Standard Mail Letters and Package Services Irregular Parcels

[03-17-05] [02-03-05] L010 indicates the label destination (Column B) for mixed AADC and mixed ADC trays of Standard Mail letters and mixed sacks of Package Services irregular parcels placed on an ASF or BMC pallet, or entered at an ASF or BMC (Column A).

This list also may be used for mixed ADC bundles and sacks of automation rate Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats when these mailings are entered at a BMC/ASF facility. Effective May 15, 2005, L009 must be used when labeling mixed ADC bundles and sacks of these types of mailings.

| Column A<br>Entry BMC/ASF      | Column B<br>Label to      |
|--------------------------------|---------------------------|
| Albuquerque ASF                | MXD ALBUQUERQUE NM 870    |
| Atlanta BMC                    | MXD ATLANTA GA 303        |
| Billings ASF                   | MXD BILLINGS MT 590       |
| Buffalo ASF                    | MXD BUFFALO NY 140        |
| Chicago BMC                    | MXD IRVING PARK RD IL 607 |
| Cincinnati BMC                 | MXD CINCINNATI OH 450     |
| Dallas BMC                     | MXD BMC DALLAS TX 75197   |
| Denver BMC                     | MXD DENVER CO 800         |
| Des Moines BMC                 | MXD DES MOINES IA 500     |
| Detroit BMC                    | MXD DETROIT MI 481        |
| Fargo ASF                      | MXD FARGO ND 580          |
| Greensboro BMC                 | MXD GREENSBORO NC 270     |
| Jacksonville BMC               | MXD JACKSONVILLE FL 320   |
| Kansas City BMC                | MXD KANSAS CITY KS 660    |
| Los Angeles BMC                | MXD LOS ANGELES CA 900    |
| Memphis BMC                    | MXD MEMPHIS TN 380        |
| Minneapolis BMC                | MXD MINNEAPOLIS MN 555    |
| New Jersey International & BMC | MXD DV DANIELS NJ 07099   |
| Oklahoma City ASF              | MXD OKLAHOMA CITY OK 730  |
| Philadelphia BMC               | MXD PHILADELPHIA PA 190   |
| Phoenix ASF                    | MXD PHOENIX AZ 852        |
| Pittsburgh BMC                 | MXD PITTSBURGH PA 150     |
| St. Louis BMC                  | MXD ST LOUIS MO 630       |
| Salt Lake City ASF             | MXD SALT LAKE CTY UT 840  |
| San Francisco BMC              | MXD OAKLAND CA 945        |
| Seattle BMC                    | MXD SEATTLE WA 980        |
| Sioux Falls ASF                | MXD SIOUX FALLS SD 570    |
| Springfield BMC                | MXD SPRINGFIELD MA 010    |
| Washington BMC                 | MXD JCTM WASH DC 20495    |





## L011 Non-BMC/ASF Entry—Periodicals and Standard Mail Letters

[3-17-05] [02-03-05] L011 describes the service area by individual 3-digit ZIP Code prefix for mixed AADC and mixed ADC trays of Periodicals and Standard Mail letters.

This list also may be used for mixed ADC bundles and sacks of automation rate Periodicals and Standard Mail flats and barcoded Bound Printed Matter flats. Effective May 15, 2005, L009 must be used when labeling mixed ADC bundles and sacks of these types of mailings.

| Column A<br>Originating ZIP Codes          | Column B<br>Label to   |
|--|--|
| 006-009                                    | MXD SAN JUAN PR 006  |
| 010-013, 035-037, 050-054, 056-059         | MXD SPRINGFIELD MA 010   |
| 014-019, 055                               | MXD MIDDLESEX-ESX MA 018   |
| 021, 022, 024                              | MXD BOSTON MA 021  |
| 020, 023, 025-029                          | MXD PROVIDENCE RI 028  |
| 030-034, 038, 039                          | MXD MANCHESTER NH 030  |
| 040-049                                    | MXD PORTLAND ME 040  |
| 060-069                                    | [STD only] MXD HARTFORD CT 060<br>[PER only] MXD SOUTHERN CT 064 |
| 070-076, 078-079                           | MXD DV DANIELS NJ 07099  |
| 080-084                                    | MXD SOUTH JERSEY NJ 080  |
| 077, 085-089                               | MXD KILMER NJ 088  |
| 100-102, 104                               | [STD only] MXD NEW YORK NY 100<br>[PER only] MXD JAF NY 101      |
| 103, 112, 116                              | MXD BROOKLYN NY 112  |
| 105-109, 124-127                           | MXD WESTCHESTER NY 105   |
| 110, 111, 113, 114                         | MXD QUEENS NY 110  |
| 005, 115, 117-119                          | MXD LONG ISLAND NY 117   |
| 120-123, 128-139                           | MXD ALBANY NY 120  |
| 140-149                                    | MXD BUFFALO NY 140   |
| 150-168, 260                               | MXD PITTSBURGH PA 150  |
| 169-178                                    | MXD HARRISBURG PA 170  |
| 180-188                                    | MXD LEHIGH VALLEY PA 180   |
| 179, 189, 193-196                          | MXD SOUTHEASTERN PA 189  |
| 190-192                                    | MXD PHILADELPHIA PA 190  |
| 197-199                                    | MXD WILMINGTON DE 197  |
| 200-212, 214-239, 244, 267                 | MXD JCTM WASH DC 20495   |
| 240-243, 245                               | MXD ROANOKE VA 240   |
| 246-259, 261-266, 268                      | MXD CHARLESTON WV 250  |
| 270-279, 285                               | MXD GREENSBORO NC 270  |
| 280-284, 286-289, 297                      | MXD CHARLOTTE NC 280   |
| 290-296                                    | MXD COLUMBIA SC 290  |
| 298, 300-303, 305, 306, 308, 309, 311, 399 | MXD NORTH METRO GA 301   |

| <b>Column A<br/>Originating ZIP Codes</b>          | <b>Column B<br/>Label to</b> |
|--|------------------------------|
| 310, 312, 316-319, 398                             | MXD MACON GA 310             |
| 299, 304, 313-315, 320-326, 344                    | MXD JACKSONVILLE FL 320      |
| 327-329, 334, 347, 349                             | MXD ORLANDO FL 328           |
| 330-333  | MXD MIAMI FL 331             |
| 335-339, 341, 342, 346                             | MXD TAMPA FL 335             |
| 350-352, 354-359, 362                              | MXD BIRMINGHAM AL 350        |
| 360, 361, 363-368                                  | MXD MONTGOMERY AL 360        |
| 307, 370-374, 376-379, 384, 385                    | MXD NASHVILLE TN 370         |
| 375, 380-383, 386-389, 723                         | MXD MEMPHIS TN 380           |
| 369, 390-397                                       | MXD JACKSON MS 390           |
| 400-402, 406-409, 420-427, 471, 476, 477           | MXD LOUISVILLE KY 400        |
| 403-405, 411-418                                   | MXD LEXINGTON KY 403         |
| 430-438, 456, 457                                  | MXD COLUMBUS OH 430          |
| 439-449  | MXD CLEVELAND OH 440         |
| 410, 450-455, 458, 459, 470                        | MXD CINCINNATI OH 450        |
| 460-462, 465-469, 472-475, 478, 479                | MXD INDIANAPOLIS IN 460      |
| 463, 464, 606-608                                  | MXD CHICAGO IL 606           |
| 480-489, 492                                       | MXD DETROIT MI 481           |
| 490, 491, 493-497                                  | MXD GRAND RAPIDS MI 493      |
| 500-509, 520-528, 612                              | MXD DES MOINES IA 500        |
| 498, 499, 530-532, 534, 535, 537-539, 541-545, 549 | MXD MILWAUKEE WI 530         |
| 540, 546-548, 550, 551, 553-564, 566               | MXD MINNEAPOLIS MN 555       |
| 570-577  | MXD SIOUX FALLS SD 570       |
| 565, 567, 580-588                                  | MXD FARGO ND 580             |
| 590-599, 821                                       | MXD BILLINGS MT 590          |
| 600-603, 610, 611, 613-616                         | MXD CAROL STREAM IL 601      |
| 604, 605, 609, 617-619                             | MXD S SUBURBAN IL 604        |
| 620, 622-631, 633-639                              | MXD ST LOUIS MO 630          |
| 640, 641, 644-658, 660-662, 664-679                | MXD KANSAS CITY MO 640       |
| 510-516, 680, 681, 683-693                         | MXD OMAHA NE 680             |
| 700, 701, 703-714                                  | MXD NEW ORLEANS LA 700       |
| 716-722, 724-729                                   | MXD LITTLE ROCK AR 720       |
| 730, 731, 734-741, 743-749                         | MXD OKLAHOMA CITY OK 730     |
| 733, 750-799, 885                                  | MXD FT WORTH TX 760          |
| 800-816  | MXD DENVER CO 800            |
| 820, 822-831                                       | MXD CHEYENNE WY 820          |
| 832-838, 979                                       | MXD BOISE ID 836             |
| 840-847, 898                                       | MXD SALT LAKE CTY UT 840     |
| 850, 852, 853, 855, 859, 860, 863                  | MXD PHOENIX AZ 852           |
| 856, 857   | MXD TUCSON AZ 856            |
| 864, 889-891, 893-895, 897, 961                    | MXD LAS VEGAS NV 890         |
| 865, 870-875, 877-884                              | MXD ALBUQUERQUE NM 870       |
| 900-908, 910-928, 930-935                          | MXD LOS ANGELES CA 901       |
| 936-960, 962-966, 969                              | MXD OAKLAND CA 945           |

| <b>Column A<br/>Originating ZIP Codes</b> | <b>Column B<br/>Label to</b> |
|---|------------------------------|
| 967, 968                                  | MXD HONOLULU HI 967          |
| 970-978, 986                              | MXD PORTLAND OR 970          |
| 980-985, 988-994, 998-999                 | MXD SEATTLE WA 980           |
| 995-997                                   | MXD ANCHORAGE AK 995         |



## L601 BMCs

L601 describes the service area by individual 3-digit ZIP Code prefix for sorting mail to BMC destinations.

Use this list for:

- a. Standard Mail machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- b. Standard Mail bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels except ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC.
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post except for ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates and nonmachinable BMC Presort or OBMC Presort rate mail. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC. Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC if bedloaded and presented with machinable parcels.
- f. Presorted Media Mail and Presorted Library Mail to BMC destinations.

For labeling mixed BMC sacks and pallets, mailers must add "MXD" before the Column B information of the BMC serving the 3-digit ZIP Code prefix of the post office at which the mail is entered.

| Column A<br>Destination ZIP Codes   | Column B<br>Label to    |
|---|-------------------------|
| 005, 068-079, 085-119, 124-127  | BMC NEW JERSEY NJ 00102 |
| 006-009   | SCF SAN JUAN PR 006 1   |
| 006-009, 299, 313-316, 320-342, 344, 346, 347, 349                                | BMC JAXVILLE FL 32099   |
| 010-067, 120-123, 128, 129  | BMC SPFLD MA 05500      |
| 080-084, 137-139, 169-199   | BMC PHILA PA 19205      |
| 130-136, 140-168, 260-266, 439-447  | BMC PITTSBURGH PA 15195 |
| 200-212, 214-239, 244, 254, 267, 268  | BMC WASHINGTON DC 20499 |
| 240-243, 245-249, 270-297, 376  | BMC GREENSBORO NC 27075 |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 | BMC CINCINN OH 45900    |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399              | BMC ATLANTA GA 31195    |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   | BMC MEMPHIS TN 38999    |

| <b>Column A<br/>Destination ZIP Codes</b>   | <b>Column B<br/>Label to</b>     |
|---|----------------------------------|
| 420, 423, 424, 475-479, 614-620,<br>622-631, 633-639  | BMC ST LOUIS MO 63299            |
| 434-436, 465-468, 480-497   | BMC DETROIT MI 48399             |
| 463, 464, 530-532, 534, 535, 537-539,<br>600-611, 613   | BMC CHICAGO IL 60808             |
| 498, 499, 540-551, 553-567, 580-588   | BMC MPLS/STP MN 55202            |
| 500-516, 520-528, 570-577, 612, 680,<br>681, 683-689  | BMC DES MOINES IA 50999          |
| 590-599, 690-693, 800-816, 820-834,<br>836, 837, 840-847, (850, 852, 853, 855),<br>856, 857, (859, 860, 863, 864), 865,<br>870-875, 877-884, 898, 979 | BMC DENVER CO 80088 <sup>2</sup> |
| 640, 641, 644-658, 660-662, 664-679,<br>739   | BMC KANS CITY KS 64399           |
| 706, 710-712, 718, 730, 731, 733-738,<br>740, 741, 743-799, 885   | BMC DALLAS TX 75199              |
| 835, 838, 970-978, 980-986, 988-999   | BMC SEATTLE WA 98000             |
| 889-891, 893, 900-908, 910-928,<br>930-935  | BMC LOS ANGELS CA 90901          |
| 894, 895, 897, 936-969  | BMC SAN FRAN CA 94850            |

1. Mailed from ZIP Code areas 006-009.
2. Except for mail prepared for destination entry rates, if the origin entry post office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999 and the destination post office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, then the mail containers are labeled to the Los Angeles BMC rather than the Denver BMC as follows:  
BMC LOS ANGELS CA 90901

## L602 ASFs

L602 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail and Package Services mail that must be sorted to ASFs.

Use this list for:

- a. Standard Mail machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under [L601](#).
- b. Standard Mail bundles, letter trays, or sacks on pallets.
- c. Bound Printed Matter machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under [L601](#).
- d. Bound Printed Matter bundles or sacks on pallets.
- e. Parcel Post machinable parcels if ASF mail (other than mail for the Buffalo ASF service area) prepared and claimed at DBMC rates. Machinable parcels for the Buffalo ASF service area prepared and claimed at DBMC rates must be sorted to the Pittsburgh BMC under [L601](#). Nonmachinable parcels for the Buffalo ASF service area claimed at DBMC rates may be sorted to the Pittsburgh BMC under [L601](#) if bedloaded and presented with machinable parcels.

| Column A<br>Destination ZIP Codes              | Column B<br>Label to     |
|--|--------------------------|
| 130-136, 140-149                               | ASF BUFFALO NY 140       |
| 570-577  | ASF SIOUX FALLS SD 570   |
| 565, 567, 580-588                              | ASF FARGO ND 580         |
| 590-599, 821                                   | ASF BILLINGS MT 590      |
| 730, 731, 734-738, 740, 741, 743-746, 748, 749 | ASF OKLAHOMA CITY OK 730 |
| 832-834, 836, 837, 840-847, 898, 979           | ASF SALT LAKE CTY UT 840 |
| 850, 852, 853, 855, 859, 860, 863, 864         | ASF PHOENIX AZ 852       |
| 865, 870-875, 877-884                          | ASF ALBUQUERQUE NM 870   |





## L603 ADCs—Irregular Standard Mail Parcels

L603 describes the service area by individual 3-digit ZIP Code prefix for Standard Mail irregular parcels.

| Column A<br>Destination ZIP Codes   | Column B<br>Label to             |
|---|----------------------------------|
| 006-009, 299, 313-316, 320-342, 344, 346, 347, 349  | BMC JAXVILLE FL 32099            |
| 006-009   | SCF SAN JUAN PR 006 <sup>1</sup> |
| 010-067, 120-123, 128, 129  | BMC SPRINGFIELD MA 05500         |
| 005, 068-079, 085-089, 103-119, 124-127   | DIS DV DANIELS NJ 07099          |
| 080-084, 169-199  | BMC PHILA PA 19204               |
| 090-099   | MILITARY CENTER NY 090           |
| 100-102   | NEW YORK NY 100                  |
| 130-149   | DIS BUFFALO NY 140               |
| 150-168, 260-266, 439-447   | BMC PITTSBURGH PA 15194          |
| 202-205   | SCF WASHINGTON DC 202            |
| 200, 201, 206-212, 214-239, 244, 254, 267, 268  | BMC WASHINGTON DC 20499          |
| 240-243, 245-249, 270-297, 376  | BMC GREENSBORO NC 27076          |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474   | BMC CINCINN OH 42900             |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399  | BMC ATLANTA GA 31196             |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   | BMC MEMPHIS TN 38899             |
| 434-436, 465-468, 480-497   | BMC DETROIT MI 48399             |
| 500-516, 520-528, 570-577, 612, 680, 681, 683-689   | BMC DES MOINES IA 51799          |
| 498, 499, 540-551, 553-567, 580-588   | BMC MPLS/STP MN 55204            |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613  | BMC CHICAGO IL 60899             |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639   | BMC ST LOUIS MO 63299            |
| 590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, (850, 852, 853, 855), 856, 857 (859, 860, 863, 864), 865, 870-875, 877-884, 898, 979 | BMC DENVER CO 80077 <sup>2</sup> |
| 640, 641, 644-658, 660-662, 664-679, 739  | BMC KANS CITY KS 66399           |
| 706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 885  | BMC DALLAS TX 75199              |
| 889-891, 893, 900-908, 910-928, 930-935   | BMC LOS ANGELS CA 90901          |

| Column A<br>Destination ZIP Codes   | Column B<br>Label to               |
|-------------------------------------|------------------------------------|
| 894-897, 936-961, 967-969           | BMC SAN FRAN CA 94850              |
| 962-966                             | BMC SAN FRAN CA 94850 <sup>3</sup> |
| 835, 838, 970-978, 980-986, 988-999 | BMC SEATTLE WA 98000               |

1. Mailed from ZIP Code areas 006-009.
2. Except for mail prepared for destination entry rates, if the origin entry post office is in ZIP Code areas 800-820, 822-831, 835, 838-884, 889-978, or 980-999 and the destination post office is in ZIP Code areas 850, 852, 853, 855, 859, 860, 863, or 864, then the mail containers are labeled to the Los Angeles BMC rather than the Denver BMC as follows:  
BMC LOS ANGELS CA 90901
3. May be combined in the same sack with ADC mail for ZIP Code areas 894-897, 936-961, and 967-969, labeled to BMC SAN FRAN CA 94850.

## L604 Originating ADCs—Standard Mail Irregular Parcels

L604 describes the service area by individual 3-digit ZIP Code prefix for mixed ADC Standard Mail irregular parcels.

For Line 1 (destination line) for labels for containers of mixed ADC mail: (1) determine the ZIP Code of the origin office (i.e., the post office where the mail is to be entered and postage paid); (2) find the first three digits of that ZIP Code in Column A; and (3) use the Column B entry as Line 1.

| Column A<br>Originating ZIP Codes   | Column B<br>Label to        |
|---|-----------------------------|
| 006-009   | MXD SAN JUAN PR 006         |
| 010-013   | MXD SPRINGFIELD MA 010      |
| 018, 019, 021, 022, 024, 055  | MXD BOSTON MA 021           |
| 014-017, 020, 023, 025-029  | MXD PROVIDENCE RI 028       |
| 030-034, 038, 039   | MXD MANCHESTER NH 030       |
| 040-049   | MXD PORTLAND ME 040         |
| 035-037, 050-054, 056-059   | MXD WHITE RIV JCT VT 050    |
| 060-069   | MXD HARTFORD CT 060         |
| 070-079, 085-089  | MXD BMC NEW JERSEY NJ 07097 |
| 100-102, 104  | MXD NEW YORK NY 100         |
| 105-109, 124-127  | MXD WESTCHESTER NY 105      |
| 103, 110-114, 116   | MXD BROOKLYN NY 112         |
| 005, 115, 117-119   | MXD MID-ISLAND NY 117       |
| 120-123, 128-139  | MXD ALBANY NY 120           |
| 140-149   | MXD BUFFALO NY 140          |
| 150-168, 260-266, 439-447   | MXD BMC PITTSBURGH PA 15194 |
| 080-084, 169-199  | MXD BMC PHILA PA 19204      |
| 200-212, 214-239, 244, 254, 267, 268  | MXD BMC WASHINGTON DC 20499 |
| 240-243, 245-249, 270-297, 376  | MXD BMC GREENSBORO NC 27076 |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399              | MXD BMC ATLANTA GA 31196    |
| 299, 313-316, 320-339, 341, 342, 344, 346, 347, 349                               | MXD BMC JAXVILLE FL 32099   |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   | MXD BMC MEMPHIS TN 38899    |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 | MXD BMC CINCINN OH 42900    |
| 434-436, 465-468, 480-497   | MXD BMC DETROIT MI 48399    |
| 500-516, 520-528, 570-577, 612, 680, 681, 683-689                                 | MXD BMC DES MOINES IA 51799 |
| 498, 499, 540-551, 553-567, 580-588   | MXD BMC MPLS/STP MN 55204   |

| <b>Column A<br/>Originating ZIP Codes</b>  | <b>Column B<br/>Label to</b> |
|--|------------------------------|
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613   | MXD BMC CHICAGO IL 60899     |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639  | MXD BMC ST LOUIS MO 63299    |
| 590-599, 690-693, 800-816, 820-834, 836, 837, 840-847, 850, 852, 853, 855-857, 859, 860, 863-865, 870-875, 877-884, 898, 979 | MXD BMC DENVER CO 80077      |
| 640, 641, 644-658, 660-662, 664-679, 739   | MXD BMC KANS CITY KS 66399   |
| 706, 710-712, 718, 730, 731, 733-738, 740, 741, 743-799, 885   | MXD BMC DALLAS TX 75199      |
| 889-891, 893, 900-908, 910-928, 930-935  | MXD BMC LOS ANGELS CA 90901  |
| 894, 895, 897, 936-961, 969  | MXD BMC SAN FRAN CA 94850 1  |
| 967, 968   | MXD HONOLULU HI 967          |
| 835, 838, 970-978, 980-986, 988-999  | MXD BMC SEATTLE WA 98000 2   |

1. Mail that both originates and destines in ZIP Code area 969 must be sacked separately and labeled to the origin SCF.
2. Mail that both originates and destines in ZIP Code areas 995, 996, 997, 998, or 999 must be sacked separately and labeled to the origin SCF. For example, mail originating and destinating in ZIP Code areas 995 or 996 must be labeled to SCF ANCHORAGE AK 995.

## L605 BMCs/ASFs—Nonmachinable Parcel Post BMC Presort and OBMC Presort

L605 describes the service area by individual 3-digit ZIP Code prefix for Parcel Post mailers preparing BMC Presort and OBMC Presort mailings of nonmachinable parcels.

| Column A<br>Destination ZIP Codes   | Column B<br>Label to     |
|---|--------------------------|
| 005, 068-079, 085-119, 124-127  | BMC NEW JERSEY NJ 00102  |
| 006-009   | SCF SAN JUAN PR 006 1    |
| 006-009, 299, 313-316, 320-342, 344, 346, 347, 349                                | BMC JAXVILLE FL 32099    |
| 010-067, 120-123, 128, 129  | BMC SPRINGFIELD MA 05500 |
| 080-084, 137-139, 169-199   | BMC PHILA PA 19205       |
| 130-136, 140-149  | ASF BUFFALO NY 140       |
| 150-168, 260-266, 439-447   | BMC PITTSBURGH PA 15195  |
| 200-212, 214-239, 244, 254, 267, 268  | BMC WASHINGTON DC 20499  |
| 240-243, 245-249, 270-297, 376  | BMC GREENSBORO NC 27075  |
| 250-253, 255-259, 400-418, 421, 422, 425-427, 430-433, 437, 438, 448-462, 469-474 | BMC CINCINN OH 45900     |
| 298, 300-312, 317-319, 350-352, 354-368, 373, 374, 377-379, 398, 399              | BMC ATLANTA GA 31195     |
| 369-372, 375, 380-397, 700, 701, 703-705, 707, 708, 713, 714, 716, 717, 719-729   | BMC MEMPHIS TN 38999     |
| 434-436, 465-468, 480-497   | BMC DETROIT MI 48399     |
| 498, 499, 540-551, 553-564, 566   | BMC MPLS/STP MN 55202    |
| 500-516, 520-528, 612, 680, 681, 683-689  | BMC DES MOINES IA 50999  |
| 570-577   | ASF SIOUX FALLS SD 570   |
| 565, 567, 580-588   | ASF FARGO ND 580         |
| 590-599, 821  | ASF BILLINGS MT 590      |
| 463, 464, 530-532, 534, 535, 537-539, 600-611, 613                                | BMC CHICAGO IL 60808     |
| 420, 423, 424, 475-479, 614-620, 622-631, 633-639                                 | BMC ST LOUIS MO 63299    |
| 640, 641, 644-658, 660-662, 664-679, 739  | BMC KANS CITY KS 64399   |
| 690-693, 800-816, 820, 822-831, 856, 857  | BMC DENVER CO 80088      |
| 706, 710-712, 718, 733, 747, 750-799, 885   | BMC DALLAS TX 75199      |

| <b>Column A<br/>Destination ZIP Codes</b>         | <b>Column B<br/>Label to</b> |
|---|------------------------------|
| 730, 731, 734-738, 740, 741, 743-746,<br>748, 749 | ASF OKLAHOMA CITY OK 730     |
| 832-834, 836, 837, 840-847, 898, 979              | ASF SALT LAKE CTY UT 840     |
| 850, 852, 853, 855, 859, 860, 863, 864            | ASF PHOENIX AZ 852           |
| 865, 870-875, 877-884                             | ASF ALBUQUERQUE NM 870       |
| 889-891, 893, 900-908, 910-928,<br>930-935        | BMC LOS ANGELS CA 90901      |
| 894, 895, 897, 936-969                            | BMC SAN FRAN CA 94850        |
| 835, 838, 970-978, 980-986, 988-999               | BMC SEATTLE WA 98000         |

1. Mailed from ZIP Code areas 006-009.

## L606 5-Digit Scheme—Standard Mail and Package Services Parcels

[02-03-05] L606 lists the optional 5-digit scheme sort for Standard Mail machinable and irregular parcels (excluding ECR irregular parcels), and Package Services machinable and nonmachinable parcels destined for multiple 5-digit ZIP Codes served by a single delivery unit.

Use of the 5-digit scheme sort for parcels is always optional, including when 5-digit sortation is required for rate eligibility. This 5-digit scheme sort need not be used for all possible 5-digit scheme sorts. When used, all parcels for the 5-digit ZIP Codes shown in Column A must be combined in a 5-digit scheme sack(s) or on a 5-digit scheme pallet(s) labeled to the corresponding destination shown in Column B.

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes    | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|--------------------------------------|--------------------------------|
| 00601, 31                         | ADJUNTAS PR 00601              | 01013, 20-22                         | CHICOPEE MA 01013              |
| 00603-05                          | AGUADILLA PR 00603             | 01038, 88                            | HATFIELD MA 01038              |
| 00612-14                          | ARECIBO PR 00612               | 01060, 61, 63                        | NORTHAMPTON MA 01060           |
| 00636, 80-82                      | MAYAGUEZ PR 00680              | 01069, 80                            | PALMER MA 01069                |
| 00693, 94                         | VEGA BAJA PR 00694             | 01083, 92                            | WARREN MA 01083                |
| 00716, 17, 28, 30-34              | PONCE PR 00716                 | 01085, 86, 97                        | WESTFIELD MA 01085             |
| 00725-27                          | CAGUAS PR 00725                | 01089, 01107                         | WEST SPRINGFIELD MA 01089      |
| 00736, 37                         | CAYEY PR 00736                 | 01101, 02, 11, 15, 33,<br>44, 52, 99 | SPRINGFIELD MA 01101           |
| 00721, 45                         | RIO GRANDE PR 00745            | 01104, 05                            | SPRINGFIELD MA 01104           |
| 00784, 85                         | GUAYAMA PR 00784               | 01108, 38                            | SPRINGFIELD MA 01108           |
| 00791, 92                         | HUMACAO PR 00791               | 01118, 28                            | SPRINGFIELD MA 01118           |
| 00801, 02, 05                     | ST THOMAS VI 00801             | 01201-03, 26, 40                     | PITTSFIELD MA 01201            |
| 00820, 21                         | ST CROIX VI 00820              | 01220, 56                            | ADAMS MA 01220                 |
| 00830, 31                         | ST JOHN VI 00830               | 01224, 37                            | LANESBORO MA 01237             |
| 00840, 41                         | FREDERIKSTED VI 00840          | 01238, 64                            | LEE MA 01238                   |
| 00850, 51                         | KINGSHILL VI 00850             | 01262, 63                            | STOCKBRIDGE MA 01262           |
| 00901, 02, 06                     | SAN JUAN PR 00901              | 01331, 68                            | ATHOL MA 01331                 |
| 00907, 09, 11-15                  | SAN JUAN PR 00914              | 01339, 43                            | CHARLEMONT MA 01339            |
| 00917-19                          | SAN JUAN PR 00918              | 01364, 78                            | ORANGE MA 01364                |
| 00920-22, 68                      | SAN JUAN PR 00920              | 01344, 49, 76                        | TURNERS FALLS MA 01376         |
| 00925, 27, 28                     | SAN JUAN PR 00928              | 01440, 41                            | GARDNER MA 01440               |
| 00923, 24, 29, 30                 | SAN JUAN PR 00929              | 01450, 70, 71                        | GROTON MA 01450                |
| 00934-36                          | SAN JUAN PR 00936              | 01469, 74                            | TOWNSEND MA 01469              |
| 00949-51                          | TOA BAJA PR 00949              | 01518, 21                            | FISKDALE MA 01518              |
| 00953, 54                         | TOA ALTA PR 00953              | 01527, 86                            | MILLBURY MA 01527              |
| 00956-58                          | BAYAMON PR 00956               | 01517, 41                            | PRINCETON MA 01541             |
| 00959-61                          | BAYAMON PR 00960               | 01570, 71                            | WEBSTER MA 01570               |
| 00962, 63, 65                     | CATANO PR 00962                | 01580-82                             | WESTBOROUGH MA 01580           |
| 00966, 69-71                      | GUAYNABO PR 00970              | 01602, 12                            | WORCESTER MA 01602             |
| 00975-78                          | TRUJILLO ALTO PR 00976         | 01603, 11                            | WORCESTER MA 01603             |
| 00979, 81-87                      | CAROLINA PR 00981              | 01607, 10                            | WORCESTER MA 01607             |
| 01002, 04                         | AMHERST MA 01002               | 01718-20                             | ACTON MA 01720                 |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 01730, 31                         | BEDFORD MA 01730               |
| 01745, 72                         | SOUTHBOROUGH MA 01745          |
| 01801, 88                         | WOBURN MA 01801                |
| 01830-32                          | HAVERHILL MA 01830             |
| 01833, 34                         | GEORGETOWN MA 01833            |
| 01840-43                          | LAWRENCE MA 01840              |
| 01850, 52, 53                     | LOWELL MA 01850                |
| 01851, 54                         | LOWELL MA 01851                |
| 01901-04, 10                      | LYNN MA 01901                  |
| 01930, 31                         | GLOUCESTER MA 01930            |
| 01950-52                          | NEWBURYPORT MA 01950           |
| 01960, 61                         | PEABODY MA 01960               |
| 01970,71                          | SALEM MA 01970                 |
| 02026, 27                         | DEDHAM MA 02026                |
| 02050, 65                         | MARSHFIELD MA 02050            |
| 02108, 13, 33, 02201              | BOSTON MA 02108                |
| 02110, 02210                      | BOSTON MA 02110                |
| 02111, 12                         | BOSTON MA 02111                |
| 02114, 02202, 03, 22              | BOSTON MA 02114                |
| 02115, 23                         | BOSTON MA 02115                |
| 02116, 17, 99, 02216, 17, 95      | BOSTON MA 02116                |
| 02118-20                          | ROXBURY MA 02119               |
| 02136, 37                         | HYDE PARK MA 02136             |
| 02143-45                          | SOMERVILLE MA 02143            |
| 02153, 55, 56                     | MEDFORD MA 02155               |
| 02169, 02269                      | QUINCY MA 02169                |
| 02184, 02185                      | BRAINTREE MA 02184             |
| 02186, 87                         | MILTON MA 02186                |
| 02301, 03-05                      | BROCKTON MA 02301              |
| 02324, 25, 33                     | BRIDGEWATER MA 02324           |
| 02331, 32                         | DUXBURY MA 02331               |
| 02344, 46, 47, 49                 | MIDDLEBORO MA 02344            |
| 02356, 57                         | NORTH EASTON MA 02356          |
| 02360-62                          | PLYMOUTH MA 02360              |
| 02420, 21                         | LEXINGTON MA 02420             |
| 02445, 46                         | BROOKLINE MA 02446             |
| 02451-54                          | WALTHAM MA 02451               |
| 02471, 72, 77                     | WATERTOWN MA 02472             |
| 02474-76                          | ARLINGTON MA 02474             |
| 02478, 79                         | BELMONT MA 02478               |
| 02457, 81                         | WELLESLEY HILLS MA 02481       |
| 02492, 94                         | NEEDHAM MA 02494               |
| 02532, 42                         | BUZZARDS BAY MA 02532          |
| 02540, 41                         | FALMOUTH MA 02540              |
| 02664, 73, 75                     | S YARMOUTH MA 02664            |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 02721, 22                         | FALL RIVER MA 02721            |
| 02725, 26                         | SOMERSET MA 02725              |
| 02740-42, 44                      | NEW BEDFORD MA 02740           |
| 02745, 46                         | NEW BEDFORD MA 02745           |
| 02760, 61, 63                     | NORTH ATTLEBORO MA 02760       |
| 02779, 80, 83                     | TAUNTON MA 02780               |
| 02813, 36                         | CHARLESTOWN RI 02813           |
| 02816, 17, 27                     | COVENTRY RI 02816              |
| 02830, 58                         | HARRISVILLE RI 02830           |
| 02840, 41                         | NEWPORT RI 02840               |
| 02860, 62, 63                     | PAWTUCKET RI 02860             |
| 02879, 80                         | WAKEFIELD RI 02879             |
| 02895, 96                         | WOONSOCKET RI 02895            |
| 02901, 02                         | PROVIDENCE RI 02901            |
| 03034, 40                         | CANDIA NH 03034                |
| 03045, 46                         | GOFFSTOWN NH 03045             |
| 03051, 52                         | HUDSON NH 03051                |
| 03060, 61                         | NASHUA NH 03060                |
| 03062-64                          | NASHUA NH 03063                |
| 03101, 05                         | MANCHESTER NH 03101            |
| 03102, 10                         | MANCHESTER NH 03102            |
| 03103, 09                         | MANCHESTER NH 03103            |
| 03215, 23                         | CAMPTON NH 03223               |
| 03218, 25                         | CTR BARNSTEAD NH 03225         |
| 03234, 58                         | EPSOM NH 03234                 |
| 03246, 47, 49                     | LACONIA NH 03246               |
| 03255, 72                         | NEWBURY NH 03255               |
| 03262, 93                         | NORTH WOODSTOCK NH 03262       |
| 03266, 74                         | RUMNEY NH 03266                |
| 03224, 76                         | TILTON NH 03276                |
| 03301, 03, 04, 07                 | CONCORD NH 03301               |
| 03440, 42                         | ANTRIM NH 03440                |
| 03445, 57                         | SULLIVAN NH 03445              |
| 03456, 64                         | MARLOW NH 03456                |
| 03583, 87                         | JEFFERSON NH 03583             |
| 03602, 07                         | ALSTEAD NH 03602               |
| 03604, 08                         | WALPOLE NH 03608               |
| 03745, 46                         | CORNISH FLAT NH 03746          |
| 03755, 66, 84                     | LEBANON NH 03766               |
| 03820, 21                         | DOVER NH 03820                 |
| 03842, 43                         | HAMPTON NH 03842               |
| 03839, 66-68                      | ROCHESTER NH 03867             |
| 03886, 97                         | TAMWORTH NH 03886              |
| 04008, 04287                      | BOWDOINHAM ME 04008            |
| 04011, 53                         | BRUNSWICK ME 04011             |
| 04038, 93                         | GORHAM ME 04038                |



| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>      | <b>Column B<br/>Label Container To</b> |
|---|--|--|--|
| 04096, 97                                 | YARMOUTH ME 04096                      | 06019, 20, 22                                  | CANTON CT 06019                        |
| 04105, 10                                 | FALMOUTH ME 04105                      | 06030, 32, 34                                  | FARMINGTON CT 06032                    |
| 04106, 07                                 | SOUTH PORTLAND ME 04106                | 06040, 43, 45                                  | MANCHESTER CT 06040                    |
| 04122-24                                  | PORTLAND ME 04122                      | 06050-53                                       | NEW BRITAIN CT 06050                   |
| 04210-12                                  | AUBURN ME 04210                        | 06078, 80, 93                                  | SUFFIELD CT 06078                      |
| 04222, 50, 52                             | LISBON ME 04250                        | 06082, 83                                      | ENFIELD CT 06082                       |
| 04282, 83                                 | TURNER ME 04282                        | 06006, 95                                      | WINDSOR CT 06095                       |
| 04330, 32, 36, 38                         | AUGUSTA ME 04330                       | 06063, 94, 98                                  | WINSTED CT 06098                       |
| 04344-46                                  | GARDINER ME 04345                      | 06101, 02, 41-47, 50-56,<br>60, 76, 80, 83, 99 | HARTFORD CT 06101                      |
| 04411, 28                                 | BRADLEY ME 04411                       | 06103, 23                                      | HARTFORD CT 06103                      |
| 04412, 74                                 | BREWER ME 04412                        | 06106, 12, 26                                  | HARTFORD CT 06106                      |
| 04419, 34                                 | CARMEL ME 04419                        | 06107, 27                                      | W HARTFORD CT 06107                    |
| 04426, 81                                 | DOVER FOXCROFT ME 04426                | 06108, 28                                      | EAST HARTFORD CT 06108                 |
| 04536, 38                                 | BOOTHBAY HARBOR ME 04538               | 06110, 33                                      | W HARTFORD CT 06110                    |
| 04554, 58                                 | NEW HARBOR ME 04554                    | 06111, 31                                      | NEWINGTON CT 06111                     |
| 04656, 79                                 | SOUTHWEST HARBOR ME<br>04679           | 06109, 14                                      | HARTFORD CT 06114                      |
| 04739, 70, 88                             | EAGLE LAKE ME 04739                    | 06118, 38                                      | EAST HARTFORD CT 06118                 |
| 04741, 43                                 | FORT KENT ME 04743                     | 06120, 40                                      | HARTFORD CT 06120                      |
| 04841, 56                                 | ROCKLAND ME 04841                      | 06232, 48                                      | HEBRON CT 06248                        |
| 04843, 47                                 | CAMDEN ME 04843                        | 06268, 69                                      | STORRS MANSFIELD CT 06268              |
| 04901, 03, 37                             | WATERVILLE ME 04901                    | 06281, 82                                      | WOODSTOCK CT 06281                     |
| 05001, 09                                 | WHITE RIVER JCT VT 05001               | 06335, 38, 39                                  | LEDYARD CT 06339                       |
| 05040, 76                                 | EAST CORINTH VT 05040                  | 06340, 49                                      | GROTON CT 06340                        |
| 05301-04                                  | BRATTLEBORO VT 05301                   | 06334, 60, 65                                  | NORWICH CT 06360                       |
| 05350, 52                                 | READSBORO VT 05350                     | 06378, 79                                      | PAWCATUCK CT 06379                     |
| 05351, 62                                 | WILLIAMSVILLE VT 05362                 | 06370, 82                                      | UNCASVILLE CT 06382                    |
| 05401, 05, 39                             | BURLINGTON VT 05401                    | 06417, 19                                      | DEEP RIVER CT 06417                    |
| 05403, 07                                 | SOUTH BURLINGTON VT 05403              | 06450, 51, 54                                  | MERIDEN CT 06450                       |
| 05446, 49                                 | COLCHESTER VT 05446                    | 06478, 83                                      | SEYMOUR CT 06483                       |
| 05451-53                                  | ESSEX JUNCTION VT 05452                | 06487, 88                                      | SOUTHBURY CT 06488                     |
| 05478, 79                                 | SAINT ALBANS VT 05478                  | 06510, 11, 19, 30-36,<br>38, 40                | NEW HAVEN CT 06511                     |
| 05442, 92                                 | WATERVILLE VT 05492                    | 06512, 13                                      | EAST HAVEN CT 06512                    |
| 05601-04, 09, 20, 33                      | MONTPELIER VT 05602                    | 06524, 25                                      | NEW HAVEN CT 06524                     |
| 05657, 61                                 | MORRISVILLE VT 05661                   | 06601, 02, 50, 73, 99                          | BRIDGEPORT CT 06602                    |
| 05671, 76                                 | WATERBURY VT 05676                     | 06604, 06                                      | BRIDGEPORT CT 06604                    |
| 05701, 02                                 | RUTLAND VT 05701                       | 06607, 10, 14, 15                              | STRATFORD CT 06614                     |
| 05731, 43                                 | FAIR HAVEN VT 05743                    | 06701, 02, 20-26                               | WATERBURY CT 06701                     |
| 05740, 53, 66                             | MIDDLEBURY VT 05753                    | 06703, 05, 16                                  | WATERBURY CT 06705                     |
| 05741, 64                                 | POULTNEY VT 05764                      | 06706, 08, 10                                  | WATERBURY CT 06708                     |
| 05822, 39, 75                             | BARTON VT 05822                        | 06762, 79                                      | OAKVILLE CT 06779                      |
| 05847, 74                                 | LOWELL VT 05847                        | 06430-32, 06824, 25, 28                        | FAIRFIELD CT 06824                     |
| 05901, 03                                 | CANAAN VT 05901                        | 06870, 78                                      | OLD GREENWICH CT 06870                 |
| 06010, 11                                 | BRISTOL CT 06010                       | 06490, 06890                                   | SOUTHPORT CT 06890                     |
| 06013, 85, 87                             | BURLINGTON CT 06013                    | 07004, 06, 07                                  | WEST CALDWELL NJ 07006                 |
| 06018, 24                                 | CANAAN CT 06018                        |  |  |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 07011-13, 15                      | CLIFTON NJ 07015               |
| 07017-19                          | EAST ORANGE NJ 07019           |
| 07031-32                          | KEARNY NJ 07032                |
| 07060, 61                         | PLAINFIELD NJ 07060            |
| 07065-67                          | RAHWAY NJ 07065                |
| 07090-92                          | WESTFIELD NJ 07090             |
| 07112, 14                         | NEWARK NJ 07114                |
| 07450, 51                         | RIDGEWOOD NJ 07450             |
| 07470, 74                         | WAYNE NJ 07470                 |
| 07502, 11, 12                     | PATERSON NJ 07502              |
| 07506, 07                         | PATERSON NJ 07506              |
| 07508, 38                         | PATERSON NJ 07508              |
| 07631, 32                         | ENGLEWOOD CLIFFS NJ 07632      |
| 07652, 53                         | PARAMUS NJ 07652               |
| 07701-04                          | RED BANK NJ 07701              |
| 07709, 11                         | ALLENHURST NJ 07711            |
| 07715, 19                         | BELMAR NJ 07719                |
| 07733, 77                         | HOLMDEL NJ 07733               |
| 07753, 54                         | NEPTUNE NJ 07753               |
| 07801, 03                         | DOVER NJ 07801                 |
| 07826, 27, 90                     | BRANCHVILLE NJ 07826           |
| 07851, 81                         | LAYTON NJ 07851                |
| 07901, 02                         | SUMMIT NJ 07901                |
| 07960-63                          | MORRISTOWN NJ 07960            |
| 07981, 83                         | WHIPPANY NJ 07981              |
| 08030, 31                         | BELLMAWR NJ 08031              |
| 08002, 34                         | CHERRY HILL NJ 08034           |
| 08076, 77                         | RIVERTON NJ 08077              |
| 08096, 97                         | DEPTFORD NJ 08096              |
| 08102, 03                         | CAMDEN NJ 08102                |
| 08106, 07                         | AUDUBON NJ 08106               |
| 08201, 05                         | ABSECON NJ 08201               |
| 08232, 34                         | PLEASANTVILLE NJ 08232         |
| 08360-62                          | VINELAND NJ 08360              |
| 08512, 70                         | CRANBURY NJ 08512              |
| 08540, 41, 43, 44                 | PRINCETON NJ 08540             |
| 08601-07                          | TRENTON NJ 08601               |
| 08608, 09, 11                     | TRENTON NJ 08608               |
| 08619, 20                         | TRENTON NJ 08619               |
| 08638, 48                         | TRENTON NJ 08638               |
| 08640, 41                         | TRENTON NJ 08640               |
| 08690, 91                         | TRENTON NJ 08690               |
| 08723, 24                         | BRICK NJ 08723                 |
| 08733, 59                         | LAKEHURST NJ 08733             |
| 08753, 55                         | TOMS RIVER NJ 08753            |
| 08754, 56, 57                     | TOMS RIVER NJ 08754            |

| Column A<br>Destination ZIP Codes            | Column B<br>Label Container To |
|--|--------------------------------|
| 08817, 18, 20                                | EDISON NJ 08817                |
| 08834, 48                                    | MILFORD NJ 08848               |
| 08854, 55                                    | PISCATAWAY NJ 08854            |
| 08861, 62                                    | PERTH AMBOY NJ 08861           |
| 08869, 96                                    | RARITAN NJ 08869               |
| 08871, 72                                    | SAYREVILLE NJ 08872            |
| 08873, 75, 90                                | SOMERSET NJ 08873              |
| 08878, 79                                    | SOUTH AMBOY NJ 08879           |
| 10001, 43, 99, 10118-23                      | NEW YORK NY 10001              |
| 10003, 10210                                 | NEW YORK NY 10003              |
| 10004, 10041, 10205                          | BOWLING GREEN NY 10004         |
| 10005, 45-48, 10265, 70, 71                  | NEW YORK NY 10005              |
| 10006, 10280                                 | NEW YORK NY 10006              |
| 10007, 15, 80, 10204, 42, 49, 58, 61, 81, 82 | NEW YORK NY 10007              |
| 10008, 10203, 67                             | NEW YORK NY 10008              |
| 10016, 10158                                 | NEW YORK NY 10016              |
| 10017, 10165-79                              | NEW YORK NY 10017              |
| 10019, 10103-07                              | NEW YORK NY 10019              |
| 10020, 10111, 12                             | NEW YORK NY 10020              |
| 10021, 10162                                 | NEW YORK NY 10021              |
| 10022, 55, 10151-55                          | NEW YORK NY 10022              |
| 10023, 10069                                 | NEW YORK NY 10023              |
| 10027, 10115                                 | NEW YORK NY 10027              |
| 10028, 10128                                 | NEW YORK NY 10028              |
| 10036, 10110                                 | NEW YORK NY 10036              |
| 10311, 13, 14                                | STATEN ISLAND NY 10314         |
| 10514, 46                                    | CHAPPAQUA NY 10514             |
| 10520, 21                                    | CROTON ON HUDSON NY 10520      |
| 10550-52                                     | MOUNT VERNON NY 10550          |
| 10566, 67                                    | PEEKSKILL NY 10566             |
| 10570-72                                     | PLEASANTVILLE NY 10570         |
| 10601, 02                                    | WHITE PLAINS NY 10601          |
| 10604, 05                                    | WHITE PLAINS NY 10604          |
| 10606, 07                                    | WHITE PLAINS NY 10606          |
| 10701, 03                                    | YONKERS NY 10703               |
| 10707, 09                                    | TUCKAHOE NY 10707              |
| 10801, 02, 05                                | NEW ROCHELLE NY 10801          |
| 10925, 79                                    | GREENWOOD LAKE NY 10925        |
| 10940, 41, 43                                | MIDDLETOWN NY 10940            |
| 10910, 87                                    | TUXEDO PARK NY 10987           |
| 10996, 97                                    | WEST POINT NY 10996            |
| 11001, 02, 04, 05                            | FLORAL PARK NY 11001           |
| 11020-22, 26                                 | GREAT NECK NY 11021            |
| 11023, 24                                    | GREAT NECK NY 11023            |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 11040, 42, 43                             | NEW HYDE PARK NY 11040                 |
| 11050-55                                  | PORT WASHINGTON NY 11050               |
| 11101, 09, 20                             | LONG ISLAND CITY NY 11101              |
| 11201, 02, 41, 42, 45, 48                 | BROOKLYN NY 11201                      |
| 11205, 51                                 | BROOKLYN NY 11205                      |
| 11209, 52                                 | BROOKLYN NY 11209                      |
| 11216, 47                                 | BROOKLYN NY 11216                      |
| 11217, 40, 43                             | BROOKLYN NY 11217                      |
| 11236, 39                                 | BROOKLYN NY 11236                      |
| 11352, 55                                 | FLUSHING NY 11355                      |
| 11359-61                                  | BAYSIDE NY 11360                       |
| 11362, 63                                 | LITTLE NECK NY 11362                   |
| 11365, 66                                 | FRESH MEADOWS NY 11365                 |
| 11369-71                                  | EAST ELMHURST NY 11369                 |
| 11373, 80                                 | ELMHURST NY 11373                      |
| 11379, 81                                 | MIDDLE VILLAGE NY 11379                |
| 11385, 86                                 | RIDGEWOOD NY 11385                     |
| 11415, 24                                 | KEW GARDENS NY 11415                   |
| 11416, 17                                 | OZONE PARK NY 11416                    |
| 11420, 36                                 | SOUTH OZONE PARK NY 11420              |
| 11427-29                                  | QUEENS VILLAGE NY 11427                |
| 11430, 84                                 | JAMAICA NY 11430                       |
| 11405, 31-33, 39, 51                      | JAMAICA NY 11432                       |
| 11425, 34                                 | JAMAICA NY 11434                       |
| 11530, 31                                 | GARDEN CITY NY 11530                   |
| 11549-51                                  | HEMPSTEAD NY 11550                     |
| 11553, 55, 56                             | UNIONDALE NY 11553                     |
| 11570, 71                                 | ROCKVILLE CENTER NY 11570              |
| 11580-82                                  | VALLEY STREAM NY 11580                 |
| 11568, 90                                 | WESTBURY NY 11590                      |
| 11096, 11690, 91                          | FAR ROCKAWAY NY 11691                  |
| 11692, 95, 97                             | ARVERNE NY 11692                       |
| 11704, 07                                 | WEST BABYLON NY 11704                  |
| 11722, 49, 60                             | CENTRAL ISLIP NY 11722                 |
| 11741, 42                                 | HOLBROOK NY 11741                      |
| 11746, 47                                 | HUNTINGTON STATION NY<br>11746         |
| 11776, 77                                 | PORT JEFFERSON NY 11777                |
| 11787, 88                                 | SMITHTOWN NY 11787                     |
| 11790, 94                                 | STONY BROOK NY 11790                   |
| 11732, 73, 91, 97                         | SYOSSET NY 11791                       |
| 11753, 11801, 02, 15                      | HICKSVILLE NY 11801                    |
| 11968, 69                                 | SOUTHAMPTON NY 11968                   |
| 12019, 27                                 | BURNT HILLS NY 12027                   |
| 12051, 12192                              | COXSACKIE NY 12051                     |
| 12028, 57                                 | EAGLE BRIDGE NY 12057                  |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 12058, 12176                              | EARLTON NY 12058                       |
| 12016, 72                                 | FULTONVILLE NY 12072                   |
| 12110, 11                                 | LATHAM NY 12110                        |
| 12168, 69                                 | STEPHENTOWN NY 12168                   |
| 12179-81                                  | TROY NY 12180                          |
| 12055, 12193                              | WESTERLO NY 12193                      |
| 12202, 07, 10                             | ALBANY NY 12207                        |
| 12301, 05, 08, 45                         | SCHENECTADY NY 12305                   |
| 12401, 02                                 | KINGSTON NY 12401                      |
| 12413, 70                                 | CAIRO NY 12413                         |
| 12414, 15                                 | CATSKILL NY 12414                      |
| 12445, 55                                 | MARGARETVILLE NY 12455                 |
| 12528, 42, 47                             | HIGHLAND NY 12528                      |
| 12533, 40, 70                             | HOPEWELL JUNCTION NY<br>12533          |
| 12550-52                                  | NEWBURGH NY 12550                      |
| 12601, 02                                 | POUGHKEEPSIE NY 12601                  |
| 12603, 04                                 | POUGHKEEPSIE NY 12603                  |
| 12701, 77                                 | MONTICELLO NY 12701                    |
| 12740, 82                                 | GRAHAMSVILLE NY 12740                  |
| 12879, 52                                 | NEWCOMB NY 12852                       |
| 12901, 03                                 | PLATTSBURGH NY 12901                   |
| 12911, 24, 44                             | KEESEVILLE NY 12944                    |
| 12952, 55                                 | LYON MOUNTAIN NY 12952                 |
| 12956, 98                                 | MINEVILLE NY 12956                     |
| 12949, 12967                              | NORTH LAWRENCE NY 12967                |
| 13021, 22, 24                             | AUBURN NY 13021                        |
| 13039, 41                                 | CLAY NY 13041                          |
| 13089, 90                                 | LIVERPOOL NY 13090                     |
| 13056, 13158                              | TRUXTON NY 13158                       |
| 13209, 19                                 | SYRACUSE NY 13209                      |
| 13220, 21                                 | SYRACUSE NY 13220                      |
| 13308, 13401                              | BLOSSVALE NY 13308                     |
| 13315, 13415                              | BURLINGTON FLATS NY 13315              |
| 13440, 41                                 | ROME NY 13440                          |
| 13504, 99                                 | UTICA NY 13504                         |
| 13634, 57                                 | DEXTER NY 13634                        |
| 13676, 99                                 | POTSDAM NY 13676                       |
| 13752, 53                                 | DELHI NY 13753                         |
| 13850, 51                                 | VESTAL NY 13850                        |
| 14011, 37                                 | ATTICA NY 14011                        |
| 14003, 13                                 | BASOM NY 14013                         |
| 14020, 21                                 | BATAVIA NY 14020                       |
| 14031, 32                                 | CLARENCE NY 14031                      |
| 14048, 14166                              | DUNKIRK NY 14048                       |
| 14065, 14133                              | FREEDOM NY 14065                       |

| Column A<br>Destination ZIP Codes  | Column B<br>Label Container To |
|--|--------------------------------|
| 14094, 95  | LOCKPORT NY 14094              |
| 14028, 14108   | NEWFANE NY 14108               |
| 14150, 51  | TONAWANDA NY 14150             |
| 14201, 02  | BUFFALO NY 14202               |
| 14203-05, 63   | BUFFALO NY 14203               |
| 14208, 09  | BUFFALO NY 14209               |
| 14221, 31  | BUFFALO NY 14221               |
| 14233, 40, 64, 67, 70,<br>72, 73   | BUFFALO NY 14240               |
| 14301-03, 05   | NIAGARA FALLS NY 14302         |
| 14462, 14545   | GROVELAND NY 14462             |
| 14443, 69  | BLOOMFIELD NY 14469            |
| 14418, 78  | KEUKA PARK NY 14478            |
| 14486, 14525   | PAVILION NY 14525              |
| 14650, 52, 53  | ROCHESTER NY 14650             |
| 14692, 94  | ROCHESTER NY 14692             |
| 14701-04   | JAMESTOWN NY 14701             |
| 14844, 45  | HORSEHEADS NY 14845            |
| 14850-53, 82   | ITHACA NY 14850                |
| 15205, 75-77   | PITTSBURGH PA 15205            |
| 15213, 60, 61  | PITTSBURGH PA 15213            |
| 15220, 42  | PITTSBURGH PA 15220            |
| 15250, 51-55, 57, 58,<br>62-65, 67, 68, 70, 72,<br>74, 78, 79, 81, 82, 85,<br>86, 90, 95 | PITTSBURGH PA 15290            |
| 15501, 02, 10, 55  | SOMERSET PA 15501              |
| 15531, 46  | BOSWELL PA 15531               |
| 15541, 49  | FREIDENS PA 15541              |
| 15545, 64  | HYNDMAN PA 15545               |
| 15548, 63  | STOYSTOWN PA 15563             |
| 15701, 05  | INDIANA PA 15701               |
| 15721, 24  | CHERRY TREE PA 15724           |
| 15728, 61  | CLYMER PA 15728                |
| 15732, 39  | CREEKSIDE PA 15732             |
| 15712, 13, 48  | HOMER CITY PA 15748            |
| 15730, 40, 51, 63, 67,<br>76, 84   | PUNXSUTAWNEY PA 15767          |
| 15758, 71  | ROCHESTER MILLS PA 15771       |
| 15822, 53  | RIDGEWAY PA 15853              |
| 15901, 02, 04-07, 09,<br>15, 45  | JOHNSTOWN PA 15901             |
| 15935, 53  | HOLLSOPPLE PA 15935            |
| 15957, 60  | TWIN ROCKS PA 15960            |
| 16001-03   | BUTLER PA 16001                |
| 16016-18, 20   | BOYERS PA 16020                |
| 16021, 57  | SLIPPERY ROCK PA 16057         |
| 16101, 02, 05  | NEW CASTLE PA 16101            |

| Column A<br>Destination ZIP Codes              | Column B<br>Label Container To |
|--|--------------------------------|
| 16103, 07, 08                                  | NEW CASTLE PA 16108            |
| 16142, 72                                      | NEW WILMINGTON PA 16142        |
| 16201, 15                                      | KITTANNING PA 16201            |
| 16226, 28                                      | FORD CITY PA 16226             |
| 16220, 33                                      | LEEPER PA 16233                |
| 16235, 57                                      | LUCINDA PA 16235               |
| 16242, 53                                      | NEW BETHLEHEM PA 16242         |
| 16321, 22                                      | ENDEAVOR PA 16322              |
| 16329, 68                                      | IRVINE PA 16329                |
| 16335, 88                                      | MEADVILLE PA 16335             |
| 16365-67                                       | WARREN PA 16365                |
| 16401, 75                                      | ALBION PA 16401                |
| 16404, 32                                      | CENTERVILLE PA 16404           |
| 16412, 44                                      | EDINBORO PA 16412              |
| 16501, 02, 07, 12, 22,<br>34, 38, 41, 44, 50   | ERIE PA 16501                  |
| 16505, 06, 53                                  | ERIE PA 16506                  |
| 16503, 04, 09-11, 14,<br>15, 30-32, 46, 63, 65 | ERIE PA 16515                  |
| 16601-03                                       | ALTOONA PA 16601               |
| 16613, 29                                      | ASHVILLE PA 16613              |
| 16621, 85                                      | BROADTOP PA 16621              |
| 16625, 70, 82                                  | CLAYSBURG PA 16625             |
| 16630, 99                                      | CRESSON PA 16630               |
| 16646, 75                                      | HASTINGS PA 16646              |
| 16651, 98                                      | HOUTZDALE PA 16651             |
| 16652, 54                                      | HUNTINGDON PA 16652            |
| 16645, 56                                      | IRVONA PA 16656                |
| 16638, 57                                      | JAMES CREEK PA 16657           |
| 16666, 67                                      | OSCEOLA MILLS PA 16666         |
| 16728, 35                                      | KANE PA 16735                  |
| 16801-05                                       | STATE COLLEGE PA 16801         |
| 16822, 64                                      | BEECH CREEK PA 16822           |
| 16836, 50                                      | FRENCHVILLE PA 16836           |
| 16845, 71                                      | KARTHAUS PA 16845              |
| 16839, 58, 60                                  | MORRISDALE PA 16858            |
| 16837, 63                                      | OLANTA PA 16863                |
| 16923, 41                                      | GENESEE PA 16923               |
| 16910, 26                                      | GRANVILLE SUMMIT PA 16926      |
| 16927, 50                                      | WESTFIELD PA 16950             |
| 17042, 46                                      | LEBANON PA 17042               |
| 17050, 55                                      | MECHANICSBURG PA 17050         |
| 17106, 07, 20-30                               | HARRISBURG PA 17107            |
| 17102, 10                                      | HARRISBURG PA 17110            |
| 17109, 12                                      | HARRISBURG PA 17112            |
| 17228, 29                                      | HUSTONTOWN PA 17229            |

| <b>Column A<br/>Destination ZIP Codes</b>   | <b>Column B<br/>Label Container To</b> |
|---|--|
| 17223, 33   | MC CONNELLSBURG PA 17233               |
| 17212, 38   | NEEDMORE PA 17238                      |
| 17325, 26   | GETTYSBURG PA 17325                    |
| 17331-33  | HANOVER PA 17331                       |
| 17572, 73   | RONKS PA 17572                         |
| 17723, 40   | JERSEY SHORE PA 17740                  |
| 17726, 45   | LOCK HAVEN PA 17745                    |
| 17751, 67   | MILL HALL PA 17751                     |
| 17722, 71   | TROUT RUN PA 17771                     |
| 17812, 43   | BEAVER SPRINGS PA 17812                |
| 17821, 22   | DANVILLE PA 17821                      |
| 17931, 32   | FRACKVILLE PA 17931                    |
| 18010, 13, 50   | BANGOR PA 18013                        |
| 18015-17, 20, 25  | BETHLEHEM PA 18016                     |
| 18049, 98, 99   | EMMAS PA 18049                         |
| 18201, 02   | HAZELTON PA 18201                      |
| 18347, 48   | POCONO LAKE PA 18347                   |
| 18430, 70   | UNION DALE PA 18470                    |
| 18612, 90   | DALLAS PA 18612                        |
| 18954, 66   | SOUTHAMPTON PA 18966                   |
| 18924, 69   | TELFORD PA 18969                       |
| 18974, 91   | WARMINISTER PA 18974                   |
| 19020, 21   | BENSALEM PA 19020                      |
| 19029, 19113  | ESSINGTON PA 19029                     |
| 19025, 34   | FT WASHINGTON PA 19034                 |
| 19043, 74   | NORWOOD PA 19074                       |
| 19080, 87-89  | WAYNE PA 19087                         |
| 19019, 92, 93, 99,<br>19101-04, 10, 61, 62,<br>70-73, 75, 77, 78, 81,<br>83-85, 87, 88, 91-93, 96,<br>97, 19244, 55 | PHILADELPHIA PA 19104                  |
| 19122, 23   | PHILADELPHIA PA 19122                  |
| 19124, 37   | PHILADELPHIA PA 19124                  |
| 19142, 53   | PHILADELPHIA PA 19142                  |
| 19112, 45   | PHILADELPHIA PA 19145                  |
| 19331, 39, 40   | CONCORDVILLE PA 19331                  |
| 19335, 72   | DOWNINGTON PA 19335                    |
| 19341, 53   | EXTON PA 19341                         |
| 19342, 73   | GLEN MILLS PA 19342                    |
| 19397-99  | SOUTHEASTERN PA 19399                  |
| 19401, 04, 05   | NORRISTOWN PA 19401                    |
| 19406, 84, 85   | KING OF PRUSSIA PA 19406               |
| 19422, 24   | BLUEBELL PA 19422                      |
| 19438, 41   | HARLEYSVILLE PA 19438                  |
| 19454, 55   | NORTH WALES PA 19454                   |
| 19604, 05   | READING PA 19604                       |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 19610, 11                                 | READING PA 19610                       |
| 19711, 12, 14-18, 25, 26                  | NEWARK DE 19711                        |
| 19720, 21                                 | NEW CASTLE DE 19720                    |
| 19850, 80, 84-87, 89,<br>91-93, 95-98     | WILMINGTON DE 19850                    |
| 19890, 94, 99                             | WILMINGTON DE 19890                    |
| 19901-04                                  | DOVER DE 19901                         |
| 19905, 06                                 | DOVER DE 19905                         |
| 19940, 21875                              | DELMAR DE 19940                        |
| 19967, 70                                 | OCEAN VIEW DE 19970                    |
| 19944, 75                                 | SELBYVILLE DE 19975                    |
| 20004, 05, 45                             | WASHINGTON DC 20004                    |
| 20006, 52                                 | WASHINGTON DC 20006                    |
| 20007, 57                                 | WASHINGTON DC 20007                    |
| 20011, 39                                 | WASHINGTON DC 20011                    |
| 20019, 29                                 | WASHINGTON DC 20019                    |
| 20020, 30                                 | WASHINGTON DC 20020                    |
| 20003, 24                                 | WASHINGTON DC 20024                    |
| 20036, 37                                 | WASHINGTON DC 20036                    |
| 20059, 60, 66, 71, 76,<br>80, 81          | WASHINGTON DC 20066                    |
| 20108-10                                  | MANASSAS VA 20109                      |
| 20111, 12                                 | MANASSAS VA 20111                      |
| 20115, 16                                 | MARSHALL VA 20115                      |
| 20117, 18                                 | MIDDLEBURG VA 20117                    |
| 20121, 22                                 | CENTREVILLE VA 20121                   |
| 20132, 34                                 | PURCELLVILLE VA 20132                  |
| 20141, 42                                 | ROUND HILL VA 20141                    |
| 20146-48                                  | ASHBURN VA 20147                       |
| 20151-53                                  | CHANTILLY VA 20151                     |
| 20155, 56                                 | GAINESVILLE VA 20155                   |
| 20158, 59                                 | HAMILTON VA 20158                      |
| 20164, 67                                 | STERLING VA 20164                      |
| 20165, 66                                 | POTOMAC FALLS VA 20165                 |
| 20168, 69                                 | HAYMARKET VA 20169                     |
| 20170, 72                                 | HERNDON VA 20170                       |
| 20175-77                                  | LEESBURG VA 20175                      |
| 20181, 82                                 | NOKESVILLE VA 20181                    |
| 20184, 85                                 | UPPERVILLE VA 20184                    |
| 20186-88                                  | WARRENTON VA 20186                     |
| 20190, 95                                 | RESTON VA 20190                        |
| 20601-03                                  | WALDORF MD 20601                       |
| 20645, 82                                 | ISSUE MD 20645                         |
| 20704, 05                                 | BELTSVILLE MD 20704                    |
| 20703, 06                                 | LANHAM MD 20706                        |
| 20707, 08, 23, 24                         | LAUREL MD 20707                        |

| <b>Column A</b><br>Destination ZIP Codes | <b>Column B</b><br>Label Container To |
|--|---------------------------------------|
| 20715, 20, 21                            | BOWIE MD 20715                        |
| 20716, 17                                | MITCHELLVILLE MD 20716                |
| 20740, 41                                | COLLEGE PARK MD 20740                 |
| 20731, 43                                | CAPITOL HEIGHTS MD 20743              |
| 20744, 49                                | FORT WASHINGTON MD 20744              |
| 20745, 50                                | OXON HILL MD 20745                    |
| 20746, 52                                | SUITLAND MD 20746                     |
| 20747, 53                                | DISTRICT HEIGHTS MD 20747             |
| 20748, 57                                | TEMPLE HILLS MD 20748                 |
| 20768, 70                                | GREENBELT MD 20770                    |
| 20772, 73                                | UPPER MARLBORO MD 20772               |
| 20774, 92                                | LARGO MD 20774                        |
| 20737, 81-84                             | HYATTSVILLE MD 20782                  |
| 20815, 16, 89, 94                        | CHEVY CHASE MD 20815                  |
| 20817, 27                                | WEST BETHESDA MD 20817                |
| 20830, 32                                | OLNEY MD 20832                        |
| 20847, 52                                | ROCKVILLE MD 20847                    |
| 20849, 50                                | ROCKVILLE MD 20850                    |
| 20848, 51, 53                            | ROCKVILLE MD 20851                    |
| 20854, 59                                | POTOMAC MD 20854                      |
| 20861, 62                                | ASHTON MD 20861                       |
| 20874-76                                 | GERMANTOWN MD 20874                   |
| 20877, 84                                | GAITHERSBURG MD 20877                 |
| 20878, 85                                | GAITHERSBURG MD 20878                 |
| 20879, 82, 86                            | MONTGOMERY VILLAGE MD<br>20879        |
| 20891, 95                                | KENSINGTON MD 20895                   |
| 20897, 98                                | SUBURBAN MD FAC MD 20898              |
| 20902, 15                                | WHEATON MD 20902                      |
| 20905, 14                                | COLESVILLE MD 20905                   |
| 20906, 16                                | ASPEN HILL MD 20906                   |
| 20907, 10, 11                            | SILVER SPRING MD 20907                |
| 20912, 18                                | SILVER SPRING MD 20912                |
| 21014, 15                                | BEL AIR MD 21014                      |
| 21030, 31                                | COCKEYSVILLE MD 21030                 |
| 21042, 43                                | ELLICOTT CITY MD 21043                |
| 21044-46                                 | COLUMBIA MD 21045                     |
| 21060, 61                                | GLEN BURNIE MD 21061                  |
| 21075-77                                 | ELKRIDGE MD 21075                     |
| 21093, 94                                | LUTHERVILLE MD 21093                  |
| 21088, 21102                             | MANCHESTER MD 21102                   |
| 21055, 21117                             | OWINGS MILLS MD 21117                 |
| 21157, 58                                | WESTMINSTER MD 21157                  |
| 21104, 63                                | WOODSTOCK MD 21163                    |
| 21205, 13                                | BALTIMORE MD 21205                    |
| 21210, 11                                | ROLAND PARK MD 21210                  |

| <b>Column A</b><br>Destination ZIP Codes | <b>Column B</b><br>Label Container To |
|--|---------------------------------------|
| 21219, 22                                | DUNDALK MD 21222                      |
| 21225, 26                                | BROOKLYN MD 21225                     |
| 21204, 86                                | LOCH RAVEN VILLAGE MD<br>21286        |
| 21501, 02                                | CUMBERLAND MD 21502                   |
| 21540, 62                                | WESTERNPORT MD 21562                  |
| 21626, 75                                | CRAPO MD 21626                        |
| 21624, 47, 63                            | SAINT MICHAELS MD 21663               |
| 21648, 77                                | WOOLFORD MD 21677                     |
| 21701-05                                 | FREDERICK MD 21701                    |
| 21716, 58                                | BRUNSWICK MD 21716                    |
| 21723, 38                                | GLENWOOD MD 21738                     |
| 21740, 42                                | HAGERSTOWN MD 21742                   |
| 21774, 54                                | NEW MARKET MD 21774                   |
| 21801-04                                 | SALISBURY MD 21801                    |
| 21850, 52                                | PITTSVILLE MD 21850                   |
| 21857, 71                                | WESTOVER MD 21871                     |
| 22009, 15                                | BURKE VA 22015                        |
| 22040, 46                                | FALLS CHURCH VA 22040                 |
| 22079, 22199                             | LORTON VA 22079                       |
| 22101, 06                                | MCLEAN VA 22101                       |
| 22124, 81                                | OAKTON VA 22124                       |
| 22191, 94                                | WOODBRIIDGE VA 22191                  |
| 22192, 95                                | WOODBRIIDGE VA 22192                  |
| 22201, 10                                | ARLINGTON VA 22201                    |
| 22205, 13                                | ARLINGTON VA 22205                    |
| 22209, 19                                | ROSSLYN VA 22209                      |
| 22301, 13                                | ALEXANDRIA VA 22301                   |
| 22306, 08                                | COMMUNITY VA 22306                    |
| 22311, 12                                | ALEXANDRIA VA 22311                   |
| 22401, 08                                | FREDERICKSBURG VA 22401               |
| 22403, 05, 06                            | FALMOUTH VA 22403                     |
| 22404, 07                                | FREDERICKSBURG VA 22404               |
| 22432, 56                                | BURGESS VA 22432                      |
| 22472, 22570                             | HAYNESVILLE VA 22472                  |
| 22554, 55                                | STAFFORD VA 22554                     |
| 22601-04                                 | WINCHESTER VA 22601                   |
| 22801, 02, 07                            | HARRISONBURG VA 22801                 |
| 22967, 76                                | ROSELAND VA 22967                     |
| 23102, 60                                | MAIDENS VA 23102                      |
| 23101, 39                                | POWHATAN VA 23139                     |
| 23108, 56                                | SHACKLEFORDS VA 23156                 |
| 23185-87                                 | WILLIAMSBURG VA 23185                 |
| 23218, 19                                | RICHMOND VA 23219                     |
| 23233, 38, 42                            | RICHMOND VA 23233                     |
| 23234, 37                                | RICHMOND VA 23234                     |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 23303, 23483                      | ATLANTIC VA 23303              | 24505, 06, 12-15                  | LYNCHBURG VA 24505             |
| 23320, 26, 27                     | CHESAPEAKE VA 23320            | 24541, 43                         | DANVILLE VA 24541              |
| 23322, 28                         | CHESAPEAKE VA 23322            | 24577, 85                         | NATHALIE VA 24577              |
| 23336, 37                         | CHINCOTEAGUE IS VA 23336       | 24614, 18                         | GRUNDY VA 24614                |
| 23341, 45                         | CRADDOCKVILLE VA 23341         | 24605, 24701                      | BLUEFIELD WV 24701             |
| 23398, 23482                      | JAMESVILLE VA 23398            | 24715, 24                         | BRAMWELL WV 24715              |
| 23412, 14                         | NELSONIA VA 23414              | 24716, 26                         | BUD WV 24716                   |
| 23396, 23416                      | OAK HALL VA 23416              | 24714, 33                         | LASHMEET WV 24733              |
| 23430, 31                         | SMITHFIELD VA 23430            | 24801, 20, 24, 96                 | WELCH WV 24801                 |
| 23434, 37-39                      | SUFFOLK VA 23434               | 24808, 56                         | ANAWALT WV 24808               |
| 23432, 33, 35, 36                 | SUFFOLK VA 23435               | 24825, 52, 68, 97                 | NORTHFORK WV 24868             |
| 23399, 23442                      | TEMPERANCEVILLE VA 23442       | 24854, 70                         | OCEANA WV 24870                |
| 23450, 52, 68                     | VIRGINIA BEACH VA 23450        | 24846, 72                         | PANTHER WV 24872               |
| 23451, 59                         | VIRGINIA BEACH VA 23451        | 24859, 74                         | PINEVILLE WV 24874             |
| 23455, 71                         | VIRGINIA BEACH VA 23455        | 24821, 92, 99                     | WAR WV 24892                   |
| 23462, 66                         | VIRGINIA BEACH VA 23462        | 24931, 50                         | CRAWLEY WV 24931               |
| 23463, 65                         | VIRGINIA BEACH VA 23463        | 24941, 84                         | GAP MILLS WV 24941             |
| 23464, 67                         | VIRGINIA BEACH VA 23464        | 24915, 44                         | GREEN BANK WV 24944            |
| 23502, 06, 41                     | NORFOLK VA 23502               | 24917, 66                         | RENICK WV 24966                |
| 23508, 29                         | NORFOLK VA 23508               | 24936, 70                         | RONCEVERTE WV 24970            |
| 23504, 09                         | NORFOLK VA 23509               | 24961, 86                         | WHITE SULPHUR SPGS WV<br>24986 |
| 23507, 17                         | NORFOLK VA 23517               | 25007, 25180                      | ARNETT WV 25007                |
| 23602, 09                         | NEWPORT NEWS VA 23602          | 25045, 46                         | CLENDENIN WV 25045             |
| 23603, 04                         | FORT EUSTIS VA 23604           | 25063, 26639                      | DUCK WV 25063                  |
| 23606, 12                         | NEWPORT NEWS VA 23606          | 25075, 25147                      | ESKDALE WV 25075               |
| 23630, 31, 53                     | HAMPTON VA 23630               | 25085, 25115                      | GAULEY BRIDGE WV 25085         |
| 23690-93                          | YORKTOWN VA 23690              | 25150, 64                         | PROCIOSUS WV 25164             |
| 23701, 02                         | PORTSMOUTH VA 23701            | 25025, 25201                      | TAD WV 25201                   |
| 23704, 07                         | PORTSMOUTH VA 23707            | 25010, 25209                      | WHITESVILLE WV 25209           |
| 23831, 36                         | CHESTER VA 23831               | 25239, 64                         | COTTAGEVILLE WV 25239          |
| 23832, 38                         | CHESTERFIELD VA 23832          | 25259, 81                         | LOONEYVILLE WV 25259           |
| 23867, 70                         | JARRATT VA 23867               | 25245, 71, 79                     | RIPLEY WV 25271                |
| 23890, 91                         | WAVERLY VA 23890               | 25301, 11                         | CHARLESTON WV 25301            |
| 23924, 41                         | CHASE CITY VA 23924            | 25302, 12, 62                     | CHARLESTON WV 25302            |
| 24001-10                          | ROANOKE VA 24001               | 25303, 09                         | CHARLESTON WV 25303            |
| 24011, 16                         | ROANOKE VA 24011               | 25304, 15                         | CHARLESTON WV 25304            |
| 24014, 18                         | ROANOKE VA 24018               | 25313, 56                         | CHARLESTON WV 25313            |
| 24022-38, 40, 42-44, 48           | ROANOKE VA 24022               | 25321-39                          | CHARLESTON WV 25321            |
| 24060-62                          | BLACKSBURG VA 24060            | 25401, 02                         | MARTINSBURG WV 25401           |
| 24068, 73                         | CHRISTIANSBURG VA 24073        | 25420, 21                         | GERRARDSTOWN WV 25420          |
| 24112-15                          | MARTINSVILLE VA 24112          | 25431, 34                         | PAWPAW WV 25434                |
| 24141-43                          | RADFORD VA 24141               | 25501, 72                         | ALKOL WV 25501                 |
| 24201, 02, 09                     | BRISTOL VA 24201               | 25601, 36, 54                     | LOGAN WV 25601                 |
| 24210-12                          | ABINGDON VA 24210              | 25661, 87                         | WILLIAMSON WV 25661            |
| 24465, 68                         | MONTEREY VA 24465              | 25672, 94                         | EDGARTON WV 25672              |
| 24437, 67                         | MOUNT SIDNEY VA 24467          |                                   |                                |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 25682, 86                         | NEWTON WV 25686                |
| 25701, 03-05                      | HUNTINGTON WV 25704            |
| 25706-29                          | HUNTINGTON WV 25706            |
| 25801, 02                         | BECKLEY WV 25801               |
| 25813, 16, 47                     | BEAVER WV 25813                |
| 25823, 56                         | COAL CITY WV 25823             |
| 25846, 25936                      | GLEN JEAN WV 25846             |
| 25864, 25934                      | LAYLAND WV 25864               |
| 25875, 76                         | MC GRAWS WV 25875              |
| 25859, 80                         | MOUNT HOPE WV 25880            |
| 25901, 14, 31                     | OAK HILL WV 25901              |
| 25958, 67                         | CHARMCO WV 25958               |
| 25965, 76                         | MEADOW BRIDGE WV 25976         |
| 25961, 81                         | QUINWOOD WV 25981              |
| 26138, 48, 52                     | MACFARLAN WV 26148             |
| 26155, 62                         | NEW MARTINSVILLE WV 26155      |
| 26164, 73                         | RAVENSWOOD WV 26164            |
| 26215, 34, 36                     | ROCK CAVE WV 26234             |
| 26161, 26337                      | CAIRO WV 26337                 |
| 26334, 47                         | FLEMMINGTON WV 26347           |
| 26374, 26410                      | NEWBURG WV 26410               |
| 26327, 26421                      | PULLMAN WV 26421               |
| 26332, 26426                      | SALEM WV 26426                 |
| 26343, 26447                      | WALKERSVILLE WV 26447          |
| 26501, 05, 08                     | MORGANTOWN WV 26501            |
| 26529, 41                         | MAIDSVILLE WV 26541            |
| 26554, 55                         | FAIRMONT WV 26554              |
| 26581, 86                         | LITTLETON WV 26581             |
| 26623, 41                         | FRAMETOWN WV 26623             |
| 26674, 90                         | SWISS WV 26690                 |
| 26824, 52                         | PURGITSVILLE WV 26852          |
| 27103, 04, 14                     | WINSTON SALEM NC 27103         |
| 27105, 06, 16                     | WINSTON SALEM NC 27105         |
| 27107, 17, 27                     | WINSTON SALEM NC 27107         |
| 27203, 04                         | ASHEBORO NC 27203              |
| 27215-17, 20                      | BURLINGTON NC 27215            |
| 27260-62, 65                      | HIGH POINT NC 27260            |
| 27284, 85                         | KERNERSVILLE NC 27284          |
| 27288, 89                         | EDEN NC 27288                  |
| 27292-95                          | LEXINGTON NC 27292             |
| 27228, 27312                      | PITTSBORO NC 27312             |
| 27320, 23                         | REIDSVILLE NC 27320            |
| 27330, 31                         | SANFORD NC 27330               |
| 27360, 61                         | THOMASVILLE NC 27360           |
| 27212, 27379                      | YANCEYVILLE NC 27379           |
| 27405, 15                         | GREENSBORO NC 27405            |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 27406, 16                         | GREENSBORO NC 27406            |
| 27502, 23, 39                     | APEX NC 27502                  |
| 27511-13                          | CARY NC 27511                  |
| 27514, 15, 99                     | CHAPEL HILL NC 27514           |
| 27522, 64                         | CREEDMOOR NC 27522             |
| 27530, 33                         | GOLDSBORO NC 27530             |
| 27532, 34                         | GOLDSBORO NC 27534             |
| 27536, 37                         | HENDERSON NC 27536             |
| 27573, 74                         | ROXBORO NC 27573               |
| 27587, 88                         | WAKE FOREST NC 27587           |
| 27603, 06, 27                     | RALEIGH NC 27603               |
| 27604, 16, 29                     | RALEIGH NC 27604               |
| 27610, 20                         | RALEIGH NC 27610               |
| 27612, 13, 17                     | RALEIGH NC 27612               |
| 27614, 15, 24                     | RALEIGH NC 27614               |
| 27701, 03                         | DURHAM NC 27701                |
| 27705, 15                         | DURHAM NC 27705                |
| 27707, 17                         | DURHAM NC 27707                |
| 27709, 11, 13                     | DURHAM NC 27709                |
| 27704, 12, 22                     | DURHAM NC 27722                |
| 27801, 03, 04                     | ROCKY MOUNT NC 27801           |
| 27833, 34                         | GREENVILLE NC 27833            |
| 27835, 58                         | GREENVILLE NC 27835            |
| 27893-96                          | WILSON NC 27893                |
| 27968, 72, 82                     | RODANTHE NC 27968              |
| 28001, 02                         | ALBEMARLE NC 28001             |
| 28025, 26                         | CONCORD NC 28025               |
| 28052, 53                         | GASTONIA NC 28052              |
| 28054-56                          | GASTONIA NC 28054              |
| 28070, 78                         | HUNTERSVILLE NC 28078          |
| 28081-83                          | KANNAPOLIS NC 28081            |
| 28092, 93                         | LINCOLNTON NC 28092            |
| 28104-06                          | MATTHEWS NC 28104              |
| 28110-12                          | MONROE NC 28110                |
| 28144-47                          | SALISBURY NC 28144             |
| 28150-52                          | SHELBY NC 28150                |
| 28203, 04                         | CHARLOTTE NC 28203             |
| 28208, 14, 66                     | CHARLOTTE NC 28208             |
| 28210, 87                         | CHARLOTTE NC 28210             |
| 28211, 22                         | CHARLOTTE NC 28211             |
| 28213, 56                         | CHARLOTTE NC 28213             |
| 28226, 47                         | CHARLOTTE NC 28226             |
| 28230-37                          | CHARLOTTE NC 28230             |
| 28270, 77                         | CHARLOTTE NC 28270             |
| 28241, 73                         | CHARLOTTE NC 28273             |
| 28301, 11, 12                     | FAYETTEVILLE NC 28301          |



| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 28328, 29                                 | CLINTON NC 28328                       | 29406, 10, 19, 92                         | CHARLESTON SC 29406                    |
| 28334, 35                                 | DUNN NC 28334                          | 29407, 17                                 | CHARLESTON SC 29407                    |
| 28352, 53                                 | LAURINBURG NC 28352                    | 29412, 22                                 | CHARLESTON SC 29412                    |
| 28358-60                                  | LUMBERTON NC 28358                     | 29414, 16                                 | CHARLESTON SC 29414                    |
| 28379, 80                                 | ROCKINGHAM NC 28379                    | 29418, 20, 23                             | CHARLESTON SC 29418                    |
| 28387, 88                                 | SOUTHERN PINES NC 28387                | 29440, 42                                 | GEORGETOWN SC 29440                    |
| 28401, 02                                 | WILMINGTON NC 28401                    | 29455, 57                                 | JOHNS ISLAND SC 29455                  |
| 28403, 06                                 | WILMINGTON NC 28403                    | 29464-66                                  | MOUNT PLEASANT SC 29464                |
| 28404, 11                                 | WILMINGTON NC 28404                    | 29483, 84                                 | SUMMERVILLE SC 29483                   |
| 28408, 09, 12                             | WILMINGTON NC 28408                    | 29456, 85                                 | SUMMERVILLE SC 29485                   |
| 28461, 65                                 | SOUTHPORT NC 28461                     | 29501, 02                                 | FLORENCE SC 29501                      |
| 28467-69                                  | CALABASH NC 28467                      | 29504-06                                  | FLORENCE SC 29505                      |
| 28501-04                                  | KINSTON NC 28501                       | 29511, 44                                 | AYNOR SC 29511                         |
| 28540, 41, 45                             | JACKSONVILLE NC 28540                  | 29526-28                                  | CONWAY SC 29526                        |
| 28542, 47                                 | CAMP LEJEUNE NC 28542                  | 29532, 40                                 | DARLINGTON SC 29532                    |
| 28543, 44, 46                             | JACKSONVILLE NC 28546                  | 29550, 51                                 | HARTSVILLE SC 29550                    |
| 28560-64                                  | NEW BERN NC 28562                      | 29575, 87                                 | SURFSIDE BEACH SC 29575                |
| 28601-03                                  | HICKORY NC 28601                       | 29577, 78                                 | MYRTLE BEACH SC 29577                  |
| 28655, 80                                 | MORGANTON NC 28655                     | 29582, 97, 98                             | NORTH MYRTLE BEACH SC 29582            |
| 28734, 44                                 | FRANKLIN NC 28734                      | 29606, 07                                 | GREENVILLE SC 29606                    |
| 28739, 92                                 | HENDERSONVILLE NC 28739                | 29609, 13, 14                             | GREENVILLE SC 29609                    |
| 28737, 52                                 | MARION NC 28752                        | 29610, 11, 17                             | GREENVILLE SC 29610                    |
| 28785, 86                                 | WAYNESVILLE NC 28785                   | 29615, 16                                 | GREENVILLE SC 29615                    |
| 28804, 14                                 | ASHEVILLE NC 28804                     | 29621, 26                                 | ANDERSON SC 29621                      |
| 28806, 16                                 | ASHEVILLE NC 28806                     | 29631-34                                  | CLEMSON SC 29631                       |
| 29033, 29169-72                           | CAYCE SC 29033                         | 29640-42                                  | EASLEY SC 29640                        |
| 29051, 29143                              | GABLE SC 29051                         | 29646-49                                  | GREENWOOD SC 29649                     |
| 29015, 65                                 | JENKINSVILLE SC 29065                  | 29650-52                                  | GREER SC 29650                         |
| 29067, 29175                              | KERSHAW SC 29067                       | 29653, 95                                 | HODGES SC 29653                        |
| 29006, 70                                 | LEESVILLE SC 29070                     | 29672, 78, 79                             | SENECA SC 29678                        |
| 29071-73                                  | LEXINGTON SC 29072                     | 29708, 15, 16                             | FORT MILL SC 29708                     |
| 29115-18                                  | ORANGEBURG SC 29115                    | 29720-22                                  | LANCASTER SC 29720                     |
| 29150-54                                  | SUMTER SC 29150                        | 29730, 31, 33, 34                         | ROCK HILL SC 29730                     |
| 29176, 80                                 | WINNSBORO SC 29180                     | 29801, 02, 05                             | AIKEN SC 29801                         |
| 29201, 11                                 | COLUMBIA SC 29201                      | 29803, 04, 08                             | AIKEN SC 29803                         |
| 29204, 40                                 | COLUMBIA SC 29204                      | 29812, 13                                 | BARNWELL SC 29812                      |
| 29206, 60                                 | COLUMBIA SC 29206                      | 29835, 99                                 | MC CORMICK SC 29835                    |
| 29061, 29209, 90                          | COLUMBIA SC 29209                      | 29841, 42, 60, 61                         | NORTH AUGUSTA SC 29841                 |
| 29210, 21                                 | COLUMBIA SC 29210                      | 29901, 02, 07                             | BEAUFORT SC 29902                      |
| 29223, 24                                 | COLUMBIA SC 29223                      | 29903-06                                  | BEAUFORT SC 29903                      |
| 29302-04, 06, 07, 18, 19                  | SPARTANBURG SC 29302                   | 29918, 39                                 | ESTILL SC 29918                        |
| 29334, 90, 91, 29698                      | DUNCAN SC 29334                        | 29913, 24                                 | HAMPTON SC 29924                       |
| 29340-42                                  | GAFFNEY SC 29341                       | 29925, 26                                 | HILTON HEAD ISLAND SC 29926            |
| 29353, 95                                 | JONESVILLE SC 29353                    | 29915, 28, 38                             | HILTON HEAD ISLAND SC 29928            |
| 29401, 03, 09, 13, 24, 25                 | CHARLESTON SC 29401                    | 29912, 36                                 | RIDGELAND SC 29936                     |
| 29405, 15                                 | CHARLESTON SC 29405                    |   |  |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 29914, 40                                 | SEABROOK SC 29940                      |
| 30004, 09                                 | ALPHARETTA GA 30004                    |
| 30005, 22, 23                             | ALPHARETTA GA 30005                    |
| 30013, 94                                 | CONYERS GA 30013                       |
| 30014, 16                                 | COVINGTON GA 30014                     |
| 30028, 40                                 | CUMMING GA 30028                       |
| 30034-36                                  | DECATUR GA 30034                       |
| 30038, 58                                 | LITHONIA GA 30038                      |
| 30043, 49                                 | LAWRENCEVILLE GA 30043                 |
| 30042, 44                                 | LAWRENCEVILLE GA 30044                 |
| 30045, 46                                 | LAWRENCEVILLE GA 30045                 |
| 30047, 48                                 | LILBURN GA 30047                       |
| 30008, 60, 61, 63, 69                     | MARIETTA GA 30060                      |
| 30006, 07, 65, 67                         | MARIETTA GA 30067                      |
| 30080-82                                  | SMYRNA GA 30080                        |
| 30083, 86, 88                             | STONE MOUNTAIN GA 30083                |
| 30084, 85                                 | TUCKER GA 30084                        |
| 30010, 92                                 | NORCROSS GA 30092                      |
| 30003, 93                                 | NORCROSS GA 30093                      |
| 30095, 96, 98, 99                         | DULUTH GA 30096                        |
| 30101, 02                                 | ACWORTH GA 30101                       |
| 30106, 68                                 | AUSTELL GA 30106                       |
| 30114, 15                                 | CANTON GA 30114                        |
| 30112, 16, 19                             | CARROLLTON GA 30116                    |
| 30117, 18                                 | CARROLLTON GA 30117                    |
| 30120, 21                                 | CARTERSVILLE GA 30120                  |
| 30132, 57                                 | DALLAS GA 30132                        |
| 30133, 34                                 | DOUGLASVILLE GA 30133                  |
| 30135, 54                                 | DOUGLASVILLE GA 30135                  |
| 30144, 56                                 | KENNESAW GA 30144                      |
| 30161-65                                  | ROME GA 30161                          |
| 30223, 24                                 | GRIFFIN GA 30223                       |
| 30236-38                                  | JONESBORO GA 30236                     |
| 30240, 41, 61                             | LAGRANGE GA 30240                      |
| 30252, 53                                 | MCDONOUGH GA 30253                     |
| 30263, 65, 71                             | NEWNAN GA 30263                        |
| 30297, 98                                 | FOREST PARK GA 30297                   |
| 30301, 70, 71                             | ATLANTA GA 30301                       |
| 30303, 12                                 | ATLANTA GA 30303                       |
| 30308, 79                                 | ATLANTA GA 30308                       |
| 30309, 57, 61, 63                         | ATLANTA GA 30309                       |
| 30313, 14                                 | ATLANTA GA 30313                       |
| 30318, 77                                 | ATLANTA GA 30318                       |
| 30324, 76                                 | ATLANTA GA 30324                       |
| 30325, 27                                 | ATLANTA GA 30325                       |
| 30326, 31119                              | ATLANTA GA 30326                       |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 30331, 31131                              | ATLANTA GA 30331                       |
| 30338, 46, 56                             | DUNWOODY GA 30338                      |
| 30340, 60, 62                             | DORAVILLE GA 30340                     |
| 30341, 66                                 | CHAMBLEE GA 30341                      |
| 30344, 64                                 | EAST POINT GA 30344                    |
| 30345, 59                                 | ATLANTA GA 30345                       |
| 30350, 31150                              | ATLANTA GA 30350                       |
| 30414, 17, 38                             | CLAXTON GA 30417                       |
| 30453, 99                                 | REIDSVILLE GA 30453                    |
| 30458, 59, 61                             | STATESBORO GA 30458                    |
| 30474, 75                                 | VIDALIA GA 30474                       |
| 30501, 03, 07                             | GAINESVILLE GA 30501                   |
| 30504, 06                                 | GAINESVILLE GA 30504                   |
| 30510, 96                                 | ALTO GA 30510                          |
| 30512, 14                                 | BLAIRSVILLE GA 30512                   |
| 30515, 18                                 | BUFORD GA 30518                        |
| 30529, 30, 99                             | COMMERCE GA 30529                      |
| 30533, 97                                 | DEHLONEGA GA 30533                     |
| 30604, 06                                 | ATHENS GA 30604                        |
| 30655, 56                                 | MONROE GA 30655                        |
| 30701, 03                                 | CALHOUN GA 30701                       |
| 30720-22                                  | DALTON GA 30720                        |
| 30811, 16                                 | KEYSVILLE GA 30816                     |
| 30818, 33                                 | WRENS GA 30833                         |
| 30901, 03, 04, 11-13, 99                  | AUGUSTA GA 30901                       |
| 30906, 16                                 | AUGUSTA GA 30906                       |
| 30907, 17                                 | AUGUSTA GA 30907                       |
| 30909, 19                                 | AUGUSTA GA 30909                       |
| 31010, 15                                 | CORDELE GA 31015                       |
| 31021, 27, 40                             | DUBLIN GA 31021                        |
| 31059, 61, 62                             | MILLEDGEVILLE GA 31061                 |
| 31050, 66                                 | MUSELLA GA 31066                       |
| 31028, 88, 93, 95, 98, 99                 | WARNER ROBINS GA 31088                 |
| 31201, 04, 11, 17                         | MACON GA 31201                         |
| 31205, 06, 16                             | MACON GA 31206                         |
| 31210, 20, 21                             | MACON GA 31210                         |
| 31310, 13-15                              | HINESVILLE GA 31313                    |
| 31401, 02, 07, 08, 15, 21                 | SAVANNAH GA 31401                      |
| 31403, 05                                 | SAVANNAH GA 31403                      |
| 31404, 14                                 | SAVANNAH GA 31404                      |
| 31406, 11, 16                             | SAVANNAH GA 31406                      |
| 31419, 20                                 | SAVANNAH GA 31419                      |
| 31501-03                                  | WAYCROSS GA 31501                      |
| 31513, 15                                 | BAXLEY GA 31513                        |
| 31520, 21, 23, 25, 27                     | BRUNSWICK GA 31520                     |
| 31522, 24, 61                             | BRUNSWICK GA 31522                     |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 31533-35                                  | DOUGLAS GA 31533                       | 32221, 54                                 | JACKSONVILLE FL 32221                  |
| 31545, 46, 98, 99                         | JESUP GA 31545                         | 32225, 35                                 | JACKSONVILLE FL 32225                  |
| 31601, 03, 06, 98, 99                     | VALDOSTA GA 31601                      | 32203, 31, 32                             | JACKSONVILLE FL 32231                  |
| 31602, 04, 05                             | VALDOSTA GA 31602                      | 32224, 27, 33, 66                         | ATLANTIC BEACH FL 32233                |
| 31701, 05, 07, 21                         | ALBANY GA 31701                        | 32212, 14, 22, 30, 44                     | JACKSONVILLE FL 32244                  |
| 31702-04, 06, 08                          | ALBANY GA 31702                        | 32240, 50                                 | JACKSONVILLE BEACH FL 32250            |
| 31709, 19                                 | AMERICUS GA 31709                      | 32256, 58, 59                             | JACKSONVILLE FL 32258                  |
| 31757, 58, 92, 99                         | THOMASVILLE GA 31757                   | 32239, 77                                 | JACKSONVILLE FL 32277                  |
| 31768, 76, 88                             | MOULTRIE GA 31768                      | 32301, 05, 11, 14                         | TALLAHASSEE FL 32301                   |
| 31793, 94                                 | TIFTON GA 31794                        | 32303, 12, 18                             | TALLAHASSEE FL 32303                   |
| 31820, 29                                 | MIDLAND GA 31820                       | 32304, 10, 16                             | TALLAHASSEE FL 32304                   |
| 31901, 02                                 | COLUMBUS GA 31901                      | 32306, 13                                 | TALLAHASSEE FL 32306                   |
| 31903-07, 09                              | COLUMBUS GA 31903                      | 32320, 29                                 | APALACHICOLA FL 32320                  |
| 31908, 14, 17, 93, 95, 97-99              | COLUMBUS GA 31908                      | 32326, 27                                 | CRAWFORDVILLE FL 32327                 |
| 32034, 35                                 | FERNANDINA BEACH FL 32034              | 32340, 41                                 | MADISON FL 32340                       |
| 32054, 61                                 | LAKE BUTLER FL 32054                   | 32344, 45                                 | MONTICELLO FL 32344                    |
| 32024, 25, 55, 56                         | LAKE CITY FL 32055                     | 32347, 48                                 | PERRY FL 32348                         |
| 32060, 64                                 | LIVE OAK FL 32060                      | 32351-53                                  | QUINCY FL 32351                        |
| 32003, 30, 65                             | ORANGE PARK FL 32065                   | 32395, 99                                 | TALLAHASSEE FL 32399                   |
| 32050, 68                                 | MIDDLEBURG FL 32068                    | 32401, 02                                 | PANAMA CITY FL 32401                   |
| 32067, 73                                 | ORANGE PARK FL 32073                   | 32405, 06, 09                             | PANAMA CITY FL 32405                   |
| 32004, 82                                 | PONTE VEDRA FL 32082                   | 32407, 08, 13, 17                         | PANAMA CITY BEACH FL 32407             |
| 32084, 85, 92, 95                         | SAINT AUGUSTINE FL 32084               | 32433, 35                                 | DEFUNIAK SPRINGS FL 32433              |
| 32080, 86                                 | SAINT AUGUSTINE FL 32086               | 32446-48                                  | MARIANNA FL 32446                      |
| 32041, 97                                 | YULEE FL 32097                         | 32456, 57                                 | PORT SAINT JOE FL 32456                |
| 32114, 20, 24                             | DAYTONA BEACH FL 32114                 | 32501, 03, 13                             | PENSACOLA FL 32503                     |
| 32115, 18                                 | DAYTONA BEACH FL 32115                 | 32504, 24                                 | PENSACOLA FL 32504                     |
| 32117, 19                                 | DAYTONA BEACH FL 32117                 | 32506, 16, 26                             | PENSACOLA FL 32506                     |
| 32127-29                                  | PORT ORANGE FL 32127                   | 32505, 07, 08                             | PENSACOLA FL 32507                     |
| 32132, 41                                 | EDGEWATER FL 32132                     | 32514, 34                                 | PENSACOLA FL 32514                     |
| 32135, 37, 42, 64                         | PALM COAST FL 32137                    | 32522, 23                                 | PENSACOLA FL 32522                     |
| 32158, 59, 62                             | LADY LAKE FL 32159                     | 32544, 69                                 | PENSACOLA FL 32569                     |
| 32168-70                                  | NEW SMYRNA BEACH FL 32168              | 32536, 39                                 | CRESTVIEW FL 32536                     |
| 32173, 74                                 | ORMOND BEACH FL 32173                  | 32540, 41                                 | DESTIN FL 32540                        |
| 32175, 76                                 | ORMOND BEACH FL 32175                  | 32547-49                                  | FORT WALTON BEACH FL 32548             |
| 32177, 78                                 | PALATKA FL 32177                       | 32561-63                                  | GULF BREEZE FL 32561                   |
| 32179, 83                                 | OCKLAWAHA FL 32179                     | 32570, 72, 83                             | MILTON FL 32570                        |
| 32204, 05, 20, 36                         | JACKSONVILLE FL 32205                  | 32578, 88                                 | NICEVILLE FL 32578                     |
| 32202, 06                                 | JACKSONVILLE FL 32206                  | 32601, 02, 41                             | GAINESVILLE FL 32601                   |
| 32207, 47                                 | JACKSONVILLE FL 32207                  | 32603, 04                                 | GAINESVILLE FL 32603                   |
| 32208, 19                                 | JACKSONVILLE FL 32208                  | 32605, 06, 09, 27, 53                     | GAINESVILLE FL 32605                   |
| 32210, 38                                 | JACKSONVILLE FL 32210                  | 32607, 08                                 | GAINESVILLE FL 32607                   |
| 32216, 45, 46, 55                         | JACKSONVILLE FL 32216                  | 32610-12, 14                              | GAINESVILLE FL 32610                   |
| 32217, 23, 37, 41, 57                     | JACKSONVILLE FL 32217                  | 32615, 16                                 | ALACHUA FL 32615                       |
| 32218, 26                                 | JACKSONVILLE FL 32218                  | 32626, 44                                 | CHIEFLAND FL 32626                     |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 32643, 55                                 | HIGH SPRINGS FL 32643                  | 32966, 67, 69                             | VERO BEACH FL 32966                    |
| 32703, 04                                 | APOPKA FL 32703                        | 33008, 09                                 | HALLANDALE FL 33009                    |
| 32707, 18, 30                             | CASSELBERRY FL 32707                   | 33010, 11                                 | HIALEAH FL 33010                       |
| 32708, 32719                              | WINTER SPRINGS FL 32708                | 33015, 17                                 | HIALEAH FL 33015                       |
| 32714, 16                                 | ALTAMONTE SPRINGS FL 32714             | 33019, 20, 22                             | HOLLYWOOD FL 33020                     |
| 32720, 24                                 | DELAND FL 32720                        | 33021, 81                                 | HOLLYWOOD FL 33021                     |
| 32725, 28                                 | DELTONA FL 32725                       | 33024, 84                                 | PEMBROKE PINES FL 33024                |
| 32726, 27, 36                             | EUSTIS FL 32726                        | 33027, 28                                 | HOLLYWOOD FL 33028                     |
| 32738, 39                                 | DELTONA FL 32738                       | 33030, 33, 90                             | HOMESTEAD FL 33030                     |
| 32746, 95                                 | LAKE MARY FL 32746                     | 33031, 32, 39, 92                         | PRINCETON FL 33032                     |
| 32750, 52                                 | LONGWOOD FL 32750                      | 33034, 35                                 | FLORIDA CITY FL 33034                  |
| 32751, 94                                 | MAITLAND FL 32751                      | 33040, 41, 45                             | KEY WEST FL 33040                      |
| 32756, 57                                 | MOUNT DORA FL 32757                    | 33063, 93                                 | MARGATE FL 33063                       |
| 32763, 74                                 | ORANGE CITY FL 32763                   | 33065, 75                                 | POMPANO BEACH FL 33065                 |
| 32771, 73                                 | SANFORD FL 32771                       | 33071, 77                                 | POMPANO BEACH FL 33071                 |
| 32779, 91                                 | LONGWOOD FL 32779                      | 33067, 73, 97                             | POMPANO BEACH FL 33073                 |
| 32780, 96                                 | TITUSVILLE FL 32780                    | 33102, 52                                 | MIAMI FL 33102                         |
| 32789, 90                                 | WINTER PARK FL 32789                   | 33116, 76                                 | MIAMI FL 33116                         |
| 32804, 54                                 | ORLANDO FL 32804                       | 33125, 35                                 | MIAMI FL 33125                         |
| 32806, 56                                 | ORLANDO FL 32806                       | 33128, 32, 36                             | MIAMI FL 33128                         |
| 32807, 57                                 | ORLANDO FL 32807                       | 33129, 30                                 | MIAMI FL 33129                         |
| 32809, 39, 59                             | ORLANDO FL 32809                       | 33133, 33233                              | COCONUT GROVE FL 33133                 |
| 32810, 60                                 | ORLANDO FL 32810                       | 33114, 34                                 | MIAMI FL 33134                         |
| 32811, 61                                 | ORLANDO FL 32811                       | 33138, 50, 51, 33238                      | MIAMI FL 33138                         |
| 32812, 27                                 | ORLANDO FL 32812                       | 33109, 19, 39                             | MIAMI BEACH FL 33139                   |
| 32817, 67                                 | ORLANDO FL 32817                       | 33142, 33242                              | MIAMI FL 33142                         |
| 32818, 68                                 | ORLANDO FL 32818                       | 33143, 33243                              | SOUTH MIAMI FL 33143                   |
| 32819, 69                                 | ORLANDO FL 32819                       | 33147, 33247                              | MIAMI FL 33147                         |
| 32821, 36                                 | ORLANDO FL 32821                       | 33155, 33255                              | MIAMI FL 33155                         |
| 32824, 37, 77                             | ORLANDO FL 32824                       | 33156, 58, 33256                          | KENDALL FL 33156                       |
| 32820, 25, 33                             | ORLANDO FL 32825                       | 33157, 89, 90, 97                         | MIAMI FL 33157                         |
| 32826, 28, 31                             | ORLANDO FL 32826                       | 33160, 63                                 | NORTH MIAMI BEACH FL 33160             |
| 32829, 32, 72                             | ORLANDO FL 32829                       | 33153, 61, 62, 64, 81,<br>33261           | NORTH MIAMI FL 33161                   |
| 32902, 19                                 | MELBOURNE FL 32902                     | 33165, 33265                              | MIAMI FL 33165                         |
| 32904, 12                                 | MELBOURNE FL 32904                     | 33167, 68                                 | MIAMI FL 33168                         |
| 32905, 06                                 | MELBOURNE FL 32905                     | 33122, 72                                 | MIAMI FL 33172                         |
| 32907, 09                                 | MELBOURNE FL 32907                     | 33173, 83, 93, 33283                      | MIAMI FL 33173                         |
| 32908, 11                                 | MELBOURNE FL 32908                     | 33174, 82, 84, 92, 94                     | MIAMI FL 33174                         |
| 32922, 23, 26, 27                         | COCOA FL 32922                         | 33175, 85                                 | OLYMPIA HEIGHTS FL 33175               |
| 32934, 36                                 | MELBOURNE FL 32934                     | 33170, 77, 87                             | MIAMI FL 33177                         |
| 32925, 37                                 | MELBOURNE FL 32937                     | 33301-03, 94                              | FORT LAUDERDALE FL 33301               |
| 32940, 41                                 | MELBOURNE FL 32940                     | 33304, 05                                 | OAKLAND PARK FL 33304                  |
| 32952-54                                  | MERRITT ISLAND FL 32952                | 33306, 34                                 | FORT LAUDERDALE FL 33306               |
| 32955, 56                                 | ROCKLEDGE FL 32955                     | 33307, 08                                 | OAKLAND PARK FL 33307                  |
| 32958, 76, 78                             | SEBASTIAN FL 32958                     | 33310, 37, 40                             | FORT LAUDERDALE FL 33310               |
| 32962, 65, 68                             | VERO BEACH FL 32962                    |   |  |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|-----------------------------------|--------------------------------|
| 33314, 28, 29                     | DAVIE FL 33314                 | 33614, 84                         | TAMPA FL 33614                 |
| 33315, 16, 35                     | FORT LAUDERDALE FL 33315       | 33615, 35, 85                     | TAMPA FL 33615                 |
| 33317, 18                         | PLANTATION FL 33317            | 33616, 21, 86                     | TAMPA FL 33616                 |
| 33320, 21, 51                     | TAMARAC FL 33320               | 33617, 37                         | TAMPA FL 33617                 |
| 33322, 23, 45                     | SUNRISE FL 33322               | 33618, 88                         | TAMPA FL 33618                 |
| 33324, 88                         | PLANTATION FL 33324            | 33622, 23, 50, 55                 | TAMPA FL 33622                 |
| 33326, 27                         | WESTON FL 33326                | 33624, 26                         | TAMPA FL 33624                 |
| 33331, 32                         | FORT LAUDERDALE FL 33331       | 33625, 94                         | TAMPA FL 33625                 |
| 33325, 30, 55                     | DAVIE FL 33355                 | 33629, 90                         | TAMPA FL 33629                 |
| 33404, 12, 19                     | WEST PALM BEACH FL 33404       | 33630, 31                         | TAMPA FL 33630                 |
| 33414, 21                         | WEST PALM BEACH FL 33414       | 33660-64                          | TAMPA FL 33660                 |
| 33417, 22                         | WEST PALM BEACH FL 33417       | 33701, 31                         | ST PETERSBURG FL 33701         |
| 33418, 20                         | WEST PALM BEACH FL 33418       | 33702, 16, 29, 42                 | ST PETERSBURG FL 33702         |
| 33431, 64, 81, 87, 99             | BOCA RATON FL 33431            | 33704, 34                         | ST PETERSBURG FL 33704         |
| 33429, 32                         | BOCA RATON FL 33432            | 33706, 36, 40                     | ST PETERSBURG FL 33706         |
| 33433, 88                         | BOCA RATON FL 33433            | 33708, 38                         | ST PETERSBURG FL 33708         |
| 33425, 35                         | BOYNTON BEACH FL 33435         | 33709, 43                         | ST PETERSBURG FL 33709         |
| 33424, 36                         | BOYNTON BEACH FL 33436         | 33707, 11, 37, 47                 | ST PETERSBURG FL 33711         |
| 33437, 74                         | BOYNTON BEACH FL 33437         | 33714, 84                         | ST PETERSBURG FL 33714         |
| 33438, 39                         | CANAL POINT FL 33438           | 33730, 33                         | ST PETERSBURG FL 33730         |
| 33441, 43                         | DEERFIELD BEACH FL 33441       | 33755, 57                         | CLEARWATER FL 33755            |
| 33444, 47, 83                     | DELRAY BEACH FL 33444          | 33758, 59, 69                     | CLEARWATER FL 33758            |
| 33445, 82                         | DELRAY BEACH FL 33445          | 33760, 62                         | CLEARWATER FL 33760            |
| 33446, 48, 84                     | DELRAY BEACH FL 33446          | 33780-82                          | PINELLAS PARK FL 33781         |
| 33455, 75                         | HOBE SOUND FL 33455            | 33785, 86                         | INDIAN ROCKS BEACH FL 33785    |
| 33458, 68                         | JUPITER FL 33458               | 33801, 02, 15                     | LAKELAND FL 33801              |
| 33461, 66                         | LAKE WORTH FL 33461            | 33805, 10                         | LAKELAND FL 33805              |
| 33454, 63                         | LAKE WORTH FL 33463            | 33807, 11, 13                     | LAKELAND FL 33813              |
| 33477, 78                         | JUPITER FL 33477               | 33825, 26                         | AVON PARK FL 33825             |
| 33508, 09                         | BRANDON FL 33509               | 33830, 31                         | BARTOW FL 33830                |
| 33523, 25, 26                     | DADE CITY FL 33525             | 33836, 37, 96, 97                 | DAVENPORT FL 33837             |
| 33540, 41                         | ZEPHYRHILLS FL 33540           | 33844, 45                         | HAINES CITY FL 33844           |
| 33543, 44                         | ZEPHYRHILLS FL 33543           | 33852, 62                         | LAKE PLACID FL 33852           |
| 33548, 49, 58, 59                 | LUTZ FL 33549                  | 33853, 67, 98                     | LAKE WALES FL 33853            |
| 33563-67                          | PLANT CITY FL 33566            | 33854-56, 59                      | LAKE WALES FL 33854            |
| 33568, 69                         | RIVERVIEW FL 33569             | 33870, 71, 76                     | SEBRING FL 33870               |
| 33570-73                          | RUSKIN FL 33570                | 33872, 75                         | SEBRING FL 33872               |
| 33583, 84                         | SEFFNER FL 33584               | 33880, 82, 83, 88                 | WINTER HAVEN FL 33880          |
| 33594, 95                         | VALRICO FL 33594               | 33881, 84, 85                     | WINTER HAVEN FL 33881          |
| 33602, 72                         | TAMPA FL 33602                 | 33901, 02                         | FORT MYERS FL 33901            |
| 33603, 73                         | TAMPA FL 33603                 | 33903, 17, 18                     | FORT MYERS FL 33903            |
| 33604, 74                         | TAMPA FL 33604                 | 33904, 15                         | CAPE CORAL FL 33904            |
| 33607, 09                         | TAMPA FL 33607                 | 33905, 94                         | FORT MYERS FL 33905            |
| 33610, 80                         | TAMPA FL 33610                 | 33906, 07                         | FORT MYERS FL 33906            |
| 33611, 81                         | TAMPA FL 33611                 | 33909, 14, 91, 93                 | CAPE CORAL FL 33909            |
| 33612, 82, 97                     | TAMPA FL 33612                 | 33911, 16                         | FORT MYERS FL 33911            |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 33931, 32                         | FORT MYERS BEACH FL 33931      |
| 33935, 75                         | LABELLE FL 33935               |
| 33936, 70-72                      | LEHIGH ACRES FL 33936          |
| 33946, 47                         | PLACIDA FL 33946               |
| 33950, 51, 55, 82                 | PUNTA GORDA FL 33950           |
| 33927, 48, 53, 54, 81             | PORT CHARLOTTE FL 33954        |
| 33980, 83                         | PORT CHARLOTTE FL 33980        |
| 34101, 06                         | NAPLES FL 34101                |
| 34102, 03                         | NAPLES FL 34102                |
| 34104, 12                         | NAPLES FL 34104                |
| 34105, 13, 14                     | NAPLES FL 34113                |
| 34116, 19                         | NAPLES FL 34116                |
| 34117, 20                         | NAPLES FL 34117                |
| 34134-36                          | BONITA SPRINGS FL 34134        |
| 34142, 43                         | IMMOKALEE FL 34142             |
| 34145, 46                         | MARCO ISLAND FL 34145          |
| 34201, 02, 11                     | BRADENTON FL 34201             |
| 34203, 04, 12                     | BRADENTON FL 34203             |
| 34205, 06, 08                     | BRADENTON FL 34205             |
| 34209, 80                         | BRADENTON FL 34209             |
| 34207, 10, 81, 82                 | BRADENTON FL 34210             |
| 34217, 18                         | BRADENTON BEACH FL 34217       |
| 34220, 21                         | PALMETTO FL 34220              |
| 34223, 24, 95                     | ENGLEWOOD FL 34223             |
| 34230, 34, 43, 78                 | SARASOTA FL 34230              |
| 34231, 42, 76                     | SARASOTA FL 34231              |
| 34232, 33, 35, 40                 | SARASOTA FL 34232              |
| 34236, 37                         | SARASOTA FL 34236              |
| 34238, 41                         | SARASOTA FL 34238              |
| 34239, 77                         | SARASOTA FL 34239              |
| 34265, 66, 69                     | ARCADIA FL 34265               |
| 34274, 75                         | NOKOMIS FL 34274               |
| 34284, 85, 92                     | VENICE FL 34285                |
| 34286-89                          | NORTH PORT FL 34287            |
| 34420, 21                         | BELLEVIEW FL 34420             |
| 34423, 28, 29                     | CRYSTAL RIVER FL 34428         |
| 34430-34                          | DUNNELLON FL 34430             |
| 34446, 48                         | HOMOSASSA FL 34446             |
| 34450-53                          | INVERNESS FL 34450             |
| 34460, 61                         | LECANTO FL 34460               |
| 34464, 65                         | BEVERLY HILLS FL 34464         |
| 34470, 74, 75, 78, 79             | OCALA FL 34470                 |
| 34471, 72, 80, 83                 | OCALA FL 34471                 |
| 34473, 76, 77, 81, 82             | OCALA FL 34473                 |
| 34488, 89                         | SILVER SPRINGS FL 34488        |
| 34491, 92                         | SUMMERFIELD FL 34491           |

| Column A<br>Destination ZIP Codes                              | Column B<br>Label Container To |
|--|--------------------------------|
| 34601, 02, 05  | BROOKSVILLE FL 34601           |
| 34603, 13, 14  | BROOKSVILLE FL 34603           |
| 34604, 09, 10  | BROOKSVILLE FL 34604           |
| 34606-08, 11   | SPRING HILL FL 34607           |
| 34652, 56  | NEW PORT RICHEY FL 34652       |
| 34653, 54  | NEW PORT RICHEY FL 34653       |
| 34667, 69, 74  | HUDSON FL 34667                |
| 34668, 73  | PORT RICHEY FL 34668           |
| 34682, 84  | PALM HARBOR FL 34682           |
| 34683, 85  | PALM HARBOR FL 34683           |
| 34688, 89  | TARPON SPRINGS FL 34688        |
| 34690, 91  | HOLIDAY FL 34690               |
| 34697, 98  | DUNEDIN FL 34697               |
| 34711, 12  | CLERMONT FL 34711              |
| 34741, 42  | KISSIMMEE FL 34742             |
| 34743-45   | KISSIMMEE FL 34743             |
| 34746, 47  | KISSIMMEE FL 34746             |
| 34748, 49  | LEESBURG FL 34748              |
| 34758, 59  | KISSIMMEE FL 34758             |
| 34769, 71-73   | SAINT CLOUD FL 34769           |
| 34778, 87  | WINTER GARDEN FL 34787         |
| 34945, 79, 81, 82  | FORT PIERCE FL 34945           |
| 34946, 47, 49  | FORT PIERCE FL 34946           |
| 34948, 50, 51, 54  | FORT PIERCE FL 34950           |
| 34952, 84, 85  | FORT PIERCE FL 34952           |
| 34953, 87  | FORT PIERCE FL 34953           |
| 34957, 58  | JENSEN BEACH FL 34957          |
| 34972-74   | OKEECHOBEE FL 34972            |
| 34983, 86, 88  | FORT PIERCE FL 34983           |
| 34990, 91  | PALM CITY FL 34990             |
| 34994-96   | STUART FL 34994                |
| 35010, 11  | ALEXANDER CITY AL 35010        |
| 35020-22   | BESSEMER AL 35020              |
| 35045, 46  | CLANTON AL 35045               |
| 35055-58   | CULLMAN AL 35055               |
| 35125, 28  | PELL CITY AL 35125             |
| 35150, 51  | SYLACAUGA AL 35150             |
| 35160, 61  | TALLADEGA AL 35160             |
| 35201, 02, 25, 29, 30,<br>40, 45, 46, 49, 54, 77-<br>83, 85-99 | BIRMINGHAM AL 35201            |
| 35203, 33  | BIRMINGHAM AL 35203            |
| 35204, 34  | BIRMINGHAM AL 35204            |
| 35206, 61  | BIRMINGHAM AL 35206            |
| 35212, 32  | BIRMINGHAM AL 35212            |
| 35214, 31  | BIRMINGHAM AL 35214            |

| <b>Column A<br/>Destination ZIP Codes</b>   | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 35215, 20, 35                               | BIRMINGHAM AL 35215                    | 36301, 05                                 | DOTHAN AL 36301                        |
| 35207, 17                                   | BIRMINGHAM AL 35217                    | 36303, 04                                 | DOTHAN AL 36303                        |
| 35218, 24                                   | BIRMINGHAM AL 35218                    | 36322, 62                                 | DALEVILLE AL 36322                     |
| 35221, 28                                   | BIRMINGHAM AL 35228                    | 36330, 31                                 | ENTERPRISE AL 36330                    |
| 35238, 42                                   | BIRMINGHAM AL 35242                    | 36360, 61                                 | OZARK AL 36360                         |
| 35401, 03                                   | TUSCALOOSA AL 35401                    | 36349, 75                                 | SLOCOMB AL 36375                       |
| 35404, 06                                   | TUSCALOOSA AL 35404                    | 36426, 27                                 | BREWTON AL 36426                       |
| 35405, 07                                   | TUSCALOOSA AL 35405                    | 36436, 46                                 | DICKINSON AL 36436                     |
| 35457, 58                                   | ELROD AL 35458                         | 36460-62                                  | MONROEVILLE AL 36460                   |
| 35473, 75, 76                               | NORTHPORT AL 35476                     | 36454, 73, 75                             | REPTON AL 36475                        |
| 35485, 86                                   | TUSCALOOSA AL 35486                    | 36449, 80                                 | URIAH AL 36480                         |
| 35501-04                                    | JASPER AL 35501                        | 36502-04                                  | ATMORE AL 36502                        |
| 35602, 03, 09, 99                           | DECATUR AL 35602                       | 36526, 27                                 | DAPHNE AL 36526                        |
| 35611-14                                    | ATHENS AL 35611                        | 36529, 83                                 | DEER PARK AL 36529                     |
| 35631-34                                    | FLORENCE AL 35631                      | 36532, 33                                 | FAIRHOPE AL 36532                      |
| 35653, 54                                   | RUSSELVILLE AL 35653                   | 36535, 36                                 | FOLEY AL 36535                         |
| 35661, 62                                   | MUSCLE SHOALS AL 35661                 | 36501, 40                                 | GAINESTOWN AL 36540                    |
| 35756-58                                    | MADISON AL 35758                       | 36542, 47                                 | GULF SHORES AL 36542                   |
| 35768, 69                                   | SCOTTSBORO AL 35768                    | 36515, 45                                 | JACKSON AL 36545                       |
| 35746, 72                                   | STEVENSON AL 35772                     | 36567, 74                                 | ROBERTSDALE AL 36567                   |
| 35801, 04, 95                               | HUNTSVILLE AL 35801                    | 36582, 90                                 | THEODORE AL 36582                      |
| 35802, 03, 15                               | HUNTSVILLE AL 35802                    | 36601-03, 21, 22, 28,<br>33, 52           | MOBILE AL 36601                        |
| 35805, 07, 99                               | HUNTSVILLE AL 35805                    | 36604, 07, 40                             | MOBILE AL 36604                        |
| 35810, 11                                   | HUNTSVILLE AL 35810                    | 36605, 15                                 | MOBILE AL 36605                        |
| 35813, 24, 94                               | HUNTSVILLE AL 35813                    | 36606, 60                                 | MOBILE AL 36606                        |
| 35806, 14, 16, 96                           | HUNTSVILLE AL 35816                    | 36608, 89                                 | MOBILE AL 36608                        |
| 35901, 02, 06, 07                           | GADSDEN AL 35901                       | 36609, 91, 93                             | MOBILE AL 36609                        |
| 35903, 05                                   | GADSDEN AL 35903                       | 36610-13, 17                              | MOBILE AL 36610                        |
| 35950, 51                                   | ALBERTVILLE AL 35950                   | 36701-03                                  | SELMA AL 36701                         |
| 35956, 57                                   | BOAZ AL 35956                          | 36750, 93                                 | MAPLESVILLE AL 36750                   |
| 35967, 68                                   | FORT PAYNE AL 35967                    | 36762, 84                                 | THOMASVILLE AL 36784                   |
| 36005, 61                                   | BANKS AL 36005                         | 36801-04                                  | OPELIKA AL 36801                       |
| 36027, 72                                   | EUFAULA AL 36027                       | 36830-32                                  | AUBURN AL 36830                        |
| 36049, 62                                   | LUVERNE AL 36049                       | 36851, 59                                 | COTTONTON AL 36851                     |
| 36013, 52, 64                               | PIKE ROAD AL 36064                     | 36867-70                                  | PHENIX CITY AL 36867                   |
| 36066-68                                    | PRATTVILLE AL 36068                    | 36854, 72                                 | VALLEY AL 36872                        |
| 36023, 45, 78                               | TALLASSEE AL 36078                     | 37011, 13                                 | ANTIOCH TN 37013                       |
| 36079, 81, 82                               | TROY AL 36081                          | 37024, 27                                 | BRENTWOOD TN 37027                     |
| 36083, 88                                   | TUSKEGEE AL 36083                      | 37040, 41, 44                             | CLARKSVILLE TN 37040                   |
| 36092, 93                                   | WETUMPKA AL 36092                      | 37052, 37171                              | CUNNINGHAM TN 37052                    |
| 36101-04                                    | MONTGOMERY AL 36104                    | 37055, 56                                 | DICKSON TN 37055                       |
| 36108, 13                                   | MONTGOMERY AL 36108                    | 37064, 65, 67-69                          | FRANKLIN TN 37064                      |
| 36116, 20                                   | MONTGOMERY AL 36116                    | 37070, 72                                 | GOODLETTSVILLE TN 37072                |
| 36112, 14, 19, 31, 32,<br>35, 40-42, 77, 91 | MONTGOMERY AL 36119                    | 37075, 77                                 | HENDERSONVILLE TN 37075                |
| 36201, 02, 06, 07                           | ANNISTON AL 36201                      | 37085, 37118                              | LASCASSAS TN 37085                     |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 37087, 90                         | LEBANON TN 37087               |
| 37110, 11                         | MC MINNVILLE TN 37110          |
| 37115, 16                         | MADISON TN 37115               |
| 37121, 22                         | MOUNT JULIET TN 37122          |
| 37128, 29, 31                     | MURFREESBORO TN 37129          |
| 37127, 30, 32, 33                 | MURFREESBORO TN 37130          |
| 37160-62                          | SHELBYVILLE TN 37160           |
| 37201, 19, 38, 39                 | NASHVILLE TN 37201             |
| 37204, 20                         | MELROSE TN 37204               |
| 37206, 13                         | NASHVILLE TN 37206             |
| 37208, 18, 28                     | NASHVILLE TN 37208             |
| 37210, 24                         | NASHVILLE TN 37210             |
| 37211, 22                         | NASHVILLE TN 37211             |
| 37229, 30, 32, 34-37,<br>40-50    | NASHVILLE TN 37230             |
| 37303, 71                         | ATHENS TN 37303                |
| 37311, 12, 20, 64                 | CLEVELAND TN 37311             |
| 30750, 37350                      | LOOKOUT MOUNTAIN TN 37350      |
| 37349, 55                         | MANCHESTER TN 37355            |
| 37304, 73                         | SALE CREEK TN 37373            |
| 37375, 83                         | SEWANEE TN 37375               |
| 37379, 84                         | SODDY DAISY TN 37379           |
| 37337, 81                         | SPRING CITY TN 37381           |
| 37360, 88, 89                     | TULLAHOMA TN 37388             |
| 37401-03, 08, 50                  | CHATTANOOGA TN 37401           |
| 37409, 10, 19                     | CHATTANOOGA TN 37409           |
| 37411, 14, 21                     | CHATTANOOGA TN 37411           |
| 37601, 05, 14                     | JOHNSON CITY TN 37601          |
| 37602, 04, 15                     | JOHNSON CITY TN 37602          |
| 37620, 21                         | BRISTOL TN 37620               |
| 37616, 41                         | CHUCKEY TN 37641               |
| 37642, 45                         | CHURCH HILL TN 37642           |
| 37643, 44                         | ELIZABETHTON TN 37644          |
| 37660, 62, 65                     | KINGSPORT TN 37660             |
| 37680, 83                         | MOUNTAIN CITY TN 37683         |
| 37686, 99                         | PINEY FLATS TN 37686           |
| 37716, 17                         | CLINTON TN 37716               |
| 37732, 33                         | ELGIN TN 37732                 |
| 37743-45                          | GREENEVILLE TN 37743           |
| 37707, 52, 37867                  | HARROGATE TN 37752             |
| 37762, 37819                      | JELLICO TN 37762               |
| 37729, 37766                      | LA FOLLETTE TN 37766           |
| 37771, 72                         | LENOIR CITY TN 37771           |
| 37801-04, 78                      | MARYVILLE TN 37804             |
| 37813-16                          | MORRISTOWN TN 37814            |
| 37809, 18                         | MOSHEIM TN 37818               |

| Column A<br>Destination ZIP Codes              | Column B<br>Label Container To |
|--|--------------------------------|
| 37821, 22                                      | NEWPORT TN 37821               |
| 37773, 37824, 25, 79                           | NEW TAZEVELL TN 37825          |
| 37848, 88                                      | POWDER SPRINGS TN 37848        |
| 37862, 64, 76                                  | SEVIERVILLE TN 37862           |
| 37863, 68                                      | PIGEON FORGE TN 37863          |
| 37901, 02, 16, 29                              | KNOXVILLE TN 37901             |
| 37909, 12, 21                                  | KNOXVILLE TN 37912             |
| 37914, 24                                      | KNOXVILLE TN 37914             |
| 37915, 17, 27                                  | KNOXVILLE TN 37917             |
| 37918, 28                                      | KNOXVILLE TN 37918             |
| 37919, 39                                      | KNOXVILLE TN 37919             |
| 37920, 40, 98                                  | KNOXVILLE TN 37920             |
| 37922, 33                                      | CONCORD TN 37922               |
| 37923, 30-32                                   | KNOXVILLE TN 37923             |
| 37950, 90, 95-97                               | KNOXVILLE TN 37950             |
| 38017, 27                                      | COLLIERVILLE TN 38017          |
| 38016, 18, 88                                  | CORDOVA TN 38018               |
| 38024, 25                                      | DYERSBURG TN 38024             |
| 38053-55, 83                                   | MILLINGTON TN 38053            |
| 38101, 42, 45-48, 51,<br>61, 65, 94, 95, 37501 | MEMPHIS TN 38101               |
| 38103, 29, 36, 73                              | MEMPHIS TN 38103               |
| 38104, 05, 63, 74                              | MEMPHIS TN 38104               |
| 38106, 26                                      | MEMPHIS TN 38106               |
| 38108, 12                                      | MEMPHIS TN 38108               |
| 38109, 90                                      | MEMPHIS TN 38109               |
| 38111, 14, 52                                  | MEMPHIS TN 38114               |
| 38116, 31, 32, 86                              | MEMPHIS TN 38116               |
| 38117, 37, 57, 77                              | MEMPHIS TN 38117               |
| 38110, 18, 81                                  | MEMPHIS TN 38118               |
| 38119, 20, 66, 87, 88, 97                      | MEMPHIS TN 38119               |
| 38115, 25, 41, 75, 93                          | HICKORY HILL TN 38125          |
| 38127, 67                                      | MEMPHIS TN 38127               |
| 38128, 68                                      | MEMPHIS TN 38128               |
| 38133, 35                                      | BARTLETT TN 38133              |
| 38134, 84                                      | BARTLETT TN 38134              |
| 38138, 39, 83                                  | GERMANTOWN TN 38138            |
| 38237, 38                                      | MARTIN TN 38237                |
| 38261, 81                                      | UNION CITY TN 38261            |
| 38301, 02, 14                                  | JACKSON TN 38301               |
| 38305, 08                                      | JACKSON TN 38305               |
| 38401, 02                                      | COLUMBIA TN 38401              |
| 35739, 38449, 53                               | ARDMORE TN 38449               |
| 38476, 87                                      | PRIMM SPRINGS TN 38476         |
| 38501-03, 05, 06                               | COOKEVILLE TN 38501            |
| 38555, 57, 58, 71, 72                          | CROSSVILLE TN 38555            |



| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>     | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 38634, 35                                 | HOLLY SPRINGS MS 38634                 | 39601, 03                                     | BROOKHAVEN MS 39601                    |
| 38655, 75                                 | OXFORD MS 38655                        | 39648, 49                                     | MCCOMB MS 39648                        |
| 38671, 72                                 | SOUTHAVEN MS 38671                     | 39701-05                                      | COLUMBUS MS 39701                      |
| 38701, 02                                 | GREENVILLE MS 38701                    | 39759, 60                                     | STARKVILLE MS 39759                    |
| 38732, 33                                 | CLEVELAND MS 38732                     | 39817, 18, 19                                 | BAINBRIDGE GA 39817                    |
| 38749, 51                                 | INDIANOLA MS 38749                     | 39827, 28                                     | CAIRO GA 39827                         |
| 38801, 04                                 | TUPELO MS 38801                        | 40011, 75                                     | CAMPBELLSBURG KY 40011                 |
| 38829, 59                                 | BOONEVILLE MS 38829                    | 40031, 32                                     | LA GRANGE KY 40031                     |
| 38834, 35                                 | CORINTH MS 38834                       | 40036, 57                                     | PLEASUREVILLE KY 40057                 |
| 38901, 02                                 | GRENADA MS 38901                       | 40065, 66                                     | SHELBYVILLE KY 40065                   |
| 38912, 35                                 | AVALON MS 38912                        | 40108, 61                                     | BRANDENBURG KY 40108                   |
| 38913, 15, 49                             | BRUCE MS 38915                         | 40143, 71                                     | HARDINSBURG KY 40143                   |
| 38916, 55                                 | CALHOUN CITY MS 38916                  | 40144, 64, 78                                 | HARNED KY 40144                        |
| 39042, 43                                 | BRANDON MS 39042                       | 40159, 60                                     | RADCLIFF KY 40160                      |
| 39056, 60                                 | CLINTON MS 39056                       | 40201, 70                                     | LOUISVILLE KY 40201                    |
| 39110, 30                                 | MADISON MS 39110                       | 40206, 80                                     | LOUISVILLE KY 40206                    |
| 39111, 12                                 | MAGEE MS 39111                         | 40207, 57                                     | LOUISVILLE KY 40207                    |
| 39120, 21                                 | NATCHEZ MS 39120                       | 40208, 10                                     | LOUISVILLE KY 40208                    |
| 39157, 58                                 | RIDGELAND MS 39157                     | 40211, 12, 51                                 | LOUISVILLE KY 40211                    |
| 39180, 82,83                              | VICKSBURG MS 39180                     | 40209, 14                                     | LOUISVILLE KY 40214                    |
| 39201, 02, 16                             | JACKSON MS 39201                       | 40216, 56                                     | LOUISVILLE KY 40216                    |
| 39203, 09, 89                             | JACKSON MS 39203                       | 40219, 59                                     | LOUISVILLE KY 40219                    |
| 39204, 84                                 | JACKSON MS 39204                       | 40220, 50                                     | LOUISVILLE KY 40220                    |
| 39205, 07, 15, 25                         | JACKSON MS 39205                       | 40222, 52                                     | LOUISVILLE KY 40222                    |
| 39206, 86                                 | JACKSON MS 39206                       | 40225, 31-33, 81-83, 85,<br>87, 89, 90, 92-98 | LOUISVILLE KY 40231                    |
| 39208, 88                                 | PEARL MS 39208                         | 40241, 42                                     | LOUISVILLE KY 40241                    |
| 39211, 36                                 | JACKSON MS 39211                       | 40223, 43, 45, 53                             | LOUISVILLE KY 40243                    |
| 39212, 82                                 | JACKSON MS 39212                       | 40258, 66, 68                                 | LOUISVILLE KY 40258                    |
| 39213, 83                                 | JACKSON MS 39213                       | 40269, 99                                     | LOUISVILLE KY 40299                    |
| 39301, 02                                 | MERIDIAN MS 39301                      | 40311, 50                                     | CARLISLE KY 40311                      |
| 39303, 05                                 | MERIDIAN MS 39303                      | 40336, 40472                                  | IRVINE KY 40336                        |
| 39304, 07                                 | MERIDIAN MS 39304                      | 40329, 51, 59                                 | MOREHEAD KY 40351                      |
| 39401, 03                                 | HATTIESBURG MS 39401                   | 40340, 56                                     | NICHOLASVILLE KY 40356                 |
| 39402, 04, 07                             | HATTIESBURG MS 39402                   | 40360, 66                                     | OWINGSVILLE KY 40360                   |
| 39440-43                                  | LAUREL MS 39440                        | 40361, 62                                     | PARIS KY 40361                         |
| 39426, 66                                 | PICAYUNE MS 39466                      | 40383, 84, 86                                 | VERSAILLES KY 40383                    |
| 39501, 02                                 | GULFPORT MS 39501                      | 40320, 91, 92                                 | WINCHESTER KY 40391                    |
| 39503, 05                                 | GULFPORT MS 39503                      | 40402, 21                                     | ANNVILLE KY 40402                      |
| 39506, 07                                 | GULFPORT MS 39507                      | 40403, 04                                     | BEREA KY 40403                         |
| 39520, 21, 76                             | BAY SAINT LOUIS MS 39520               | 40422, 23                                     | DANVILLE KY 40422                      |
| 39530, 33                                 | BILOXI MS 39530                        | 40444, 46                                     | LANCASTER KY 40444                     |
| 39531, 35                                 | BILOXI MS 39531                        | 40445, 60                                     | LIVINGSTON KY 40445                    |
| 39532, 40                                 | DIBERVILLE MS 39540                    | 40447, 67                                     | MC KEE KY 40447                        |
| 39562, 63                                 | MOSS POINT MS 39563                    | 40475, 76                                     | RICHMOND KY 40475                      |
| 39564, 66                                 | OCEAN SPRINGS MS 39564                 | 40502, 23, 24                                 | LEXINGTON KY 40502                     |
| 39567, 68, 81                             | PASCAGOULA MS 39567                    |   |  |

| Column A<br>Destination ZIP Codes       | Column B<br>Label Container To |
|---|--------------------------------|
| 40503, 91                               | LEXINGTON KY 40503             |
| 40504, 10, 33, 44                       | LEXINGTON KY 40504             |
| 40505, 09, 16, 55                       | LEXINGTON KY 40505             |
| 40506, 12, 26, 36, 46,<br>50, 74-83, 98 | LEXINGTON KY 40506             |
| 40507, 08, 11                           | LEXINGTON KY 40507             |
| 40513, 14                               | LEXINGTON KY 40513             |
| 40601-04, 18-22                         | FRANKFORT KY 40601             |
| 40701, 02, 37, 71                       | CORBIN KY 40701                |
| 40741-45                                | LONDON KY 40741                |
| 40754, 63, 69                           | WILLIAMSBURG KY 40769          |
| 40823, 65, 70                           | CUMBERLAND KY 40823            |
| 40815, 30, 31, 40, 40964                | HARLAN KY 40831                |
| 40935, 82                               | FLAT LICK KY 40935             |
| 40931, 62                               | MANCHESTER KY 40962            |
| 40972, 81                               | ONEIDA KY 40972                |
| 40977, 88                               | PINEVILLE KY 40977             |
| 41011, 12, 14, 16                       | COVINGTON KY 41011             |
| 41022, 42                               | FLORENCE KY 41042              |
| 41071-74                                | NEWPORT KY 41071               |
| 41101, 02, 05, 14                       | ASHLAND KY 41101               |
| 41132, 46                               | HITCHINS KY 41146              |
| 41159, 41226                            | MARTHA KY 41159                |
| 41137, 74                               | SOUTH PORTSMOUTH KY 41174      |
| 41135, 79                               | VANCEBURG KY 41179             |
| 41201, 30                               | LOUISA KY 41230                |
| 40376, 41301, 42                        | CAMPTON KY 41301               |
| 41314, 51                               | BOONEVILLE KY 41314            |
| 41307, 10, 39, 66                       | JACKSON KY 41339               |
| 41410, 19, 65                           | SALYERSVILLE KY 41465          |
| 41472, 77                               | WEST LIBERTY KY 41472          |
| 41501, 02, 71                           | PIKEVILLE KY 41501             |
| 41514, 67                               | BELFRY KY 41514                |
| 41531, 58                               | HARDY KY 41531                 |
| 41537, 63                               | JENKINS KY 41537               |
| 41546, 55                               | PINSONFORK KY 41555            |
| 41630, 32                               | GARRETT KY 41630               |
| 41612, 50                               | MELVIN KY 41650                |
| 41701, 02                               | HAZARD KY 41701                |
| 41731, 41819                            | CORNETTSVILLE KY 41731         |
| 41749, 69                               | HYDEN KY 41749                 |
| 41759, 73                               | VICCO KY 41773                 |
| 41828, 59                               | KITE KY 41828                  |
| 41844, 61                               | PIPPA PASSES KY 41844          |
| 42001, 03                               | PADUCAH KY 42003               |
| 38257, 42041                            | FULTON KY 42041                |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 42101-04, 22, 28, 42270           | BOWLING GREEN KY 42101         |
| 42129, 54, 42214                  | EDMONTON KY 42129              |
| 42134, 35                         | FRANKLIN KY 42134              |
| 42131, 41, 42, 56                 | GLASGOW KY 42141               |
| 42150, 53, 64                     | SCOTTSVILLE KY 42164           |
| 42130, 66                         | SUMMER SHADE KY 42166          |
| 42210, 57, 75, 85                 | BROWNSVILLE KY 42210           |
| 42203, 04, 20, 80                 | ELKTON KY 42220                |
| 42240, 41                         | HOPKINSVILLE KY 42240          |
| 42219, 51, 52, 61, 67, 87         | MORGANTOWN KY 42261            |
| 42301-04, 75                      | OWENSBORO KY 42301             |
| 42327, 71                         | CALHOUN KY 42327               |
| 42321, 37                         | DRAKESBORO KY 42337            |
| 42338, 47                         | HARTFORD KY 42347              |
| 42403, 04                         | CLAY KY 42404                  |
| 42419, 20                         | HENDERSON KY 42420             |
| 42431, 36                         | MADISONVILLE KY 42431          |
| 42501-03, 64                      | SOMERSET KY 42501              |
| 42539, 65, 66                     | LIBERTY KY 42539               |
| 42603, 33                         | MONTICELLO KY 42633            |
| 42635, 49                         | PINE KNOT KY 42635             |
| 42701, 02                         | ELIZABETHTOWN KY 42701         |
| 42716, 64                         | BUFFALO KY 42716               |
| 42717, 31                         | BURKSVILLE KY 42717            |
| 42718, 19, 33                     | CAMPBELLSVILLE KY 42718        |
| 42721, 62                         | CANEYVILLE KY 42721            |
| 42728, 35, 41, 53                 | COLUMBIA KY 42728              |
| 42732, 83                         | EASTVIEW KY 42732              |
| 42740, 88                         | GLENDALE KY 42740              |
| 42754, 55                         | LEITCHFIELD KY 42754           |
| 43025, 98                         | HEBRON OH 43025                |
| 43040, 41                         | MARYSVILLE OH 43040            |
| 43055, 56, 58, 93                 | NEWARK OH 43055                |
| 43009, 78                         | URBANA OH 43078                |
| 43081, 82, 86                     | WESTERVILLE OH 43082           |
| 43085, 43240                      | WORTHINGTON OH 43085           |
| 43150, 63                         | RUSHVILLE OH 43150             |
| 43206, 17                         | COLUMBUS OH 43206              |
| 43222, 23                         | COLUMBUS OH 43223              |
| 43234, 35                         | COLUMBUS OH 43235              |
| 43301, 02, 06                     | MARION OH 43302                |
| 43331, 48                         | RUSSELLS POINT OH 43348        |
| 43446, 52                         | PORT CLINTON OH 43452          |
| 43523, 34                         | MC CLURE OH 43534              |
| 43545, 50                         | NAPOLEON OH 43545              |
| 43551, 52                         | PERRYSBURG OH 43551            |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 43519, 57                                 | STRYKER OH 43557                       |
| 43602-04, 24                              | TOLEDO OH 43604                        |
| 43610, 20                                 | TOLEDO OH 43610                        |
| 43609, 14                                 | TOLEDO OH 43614                        |
| 43615, 17, 35                             | TOLEDO OH 43615                        |
| 43616, 18, 19                             | OREGON OH 43616                        |
| 43701, 02                                 | ZANESVILLE OH 43701                    |
| 43735, 38                                 | EAST FULTONHAM OH 43735                |
| 43747, 57                                 | JERUSALEM OH 43747                     |
| 43754, 86, 89                             | LEWISVILLE OH 43754                    |
| 43736, 73, 78                             | QUAKER CITY OH 43773                   |
| 43812, 36                                 | COSHOCTON OH 43812                     |
| 43803, 40                                 | STONE CREEK OH 43840                   |
| 43805, 44                                 | WARSAW OH 43844                        |
| 44004, 05                                 | ASHTABULA OH 44004                     |
| 44035, 36                                 | ELYRIA OH 44035                        |
| 44052-55                                  | LORAIN OH 44052                        |
| 44060, 61                                 | MENTOR OH 44060                        |
| 44056, 67                                 | NORTHFIELD OH 44067                    |
| 44072, 73                                 | NOVELTY OH 44072                       |
| 44095, 97                                 | WILLOWICK OH 44095                     |
| 44101, 78, 85, 89-95,<br>97-99            | CLEVELAND OH 44101                     |
| 44103, 04                                 | CLEVELAND OH 44103                     |
| 44105, 27                                 | NEWBURG HEIGHTS OH 44105               |
| 44113-15                                  | CLEVELAND OH 44113                     |
| 44123, 32                                 | CLEVELAND OH 44132                     |
| 44136, 49                                 | STRONGSVILLE OH 44136                  |
| 44141, 47                                 | BRECKSVILLE OH 44141                   |
| 44181, 88                                 | CLEVELAND OH 44181                     |
| 44221, 22                                 | CUYAHOGA FALLS OH 44221                |
| 44240, 42, 43                             | KENT OH 44240                          |
| 44256, 58                                 | MEDINA OH 44256                        |
| 44281, 82                                 | WADSWORTH OH 44281                     |
| 44302-04, 07, 08, 11                      | AKRON OH 44302                         |
| 44309, 15-17, 25, 26,<br>28, 93, 98, 99   | AKRON OH 44309                         |
| 44301, 19                                 | AKRON OH 44319                         |
| 44320, 22                                 | AKRON OH 44320                         |
| 44313, 33, 34                             | FAIRLAWN OH 44333                      |
| 44481-83, 86, 88                          | WARREN OH 44481                        |
| 44504, 06, 10                             | YOUNGSTOWN OH 44504                    |
| 44512, 13                                 | YOUNGSTOWN OH 44512                    |
| 44646-48                                  | MASSILLON OH 44646                     |
| 44621, 83                                 | UHRICHSVILLE OH 44683                  |
| 44701-04, 07, 09                          | CANTON OH 44702                        |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 44705, 14, 21                             | CANTON OH 44705                        |
| 44706, 10                                 | CANTON OH 44706                        |
| 44711, 12, 50, 60, 67, 99                 | CANTON OH 44711                        |
| 44718, 35                                 | CANTON OH 44718                        |
| 44870, 71                                 | SANDUSKY OH 44870                      |
| 44856, 81                                 | SULPHUR SPRINGS OH 44881               |
| 44845, 83                                 | TIFFIN OH 44883                        |
| 45003, 47003                              | COLLEGE CORNER OH 45003                |
| 45011, 12                                 | HAMILTON OH 45011                      |
| 45014, 15, 18                             | FAIRFIELD OH 45014                     |
| 45030, 47060                              | HARRISON OH 45030                      |
| 45042, 44                                 | MIDDLETOWN OH 45042                    |
| 45069, 71                                 | WEST CHESTER OH 45069                  |
| 45111, 40                                 | LOVELAND OH 45140                      |
| 45150, 74                                 | MILFORD OH 45150                       |
| 45201, 02, 10                             | CINCINNATI OH 45202                    |
| 45203, 04, 14                             | CINCINNATI OH 45203                    |
| 45206, 26                                 | CINCINNATI OH 45206                    |
| 45211, 48                                 | CINCINNATI OH 45211                    |
| 45207, 12, 37                             | CINCINNATI OH 45212                    |
| 45216, 17, 32                             | CINCINNATI OH 45217                    |
| 45219, 20                                 | CINCINNATI OH 45219                    |
| 45223, 25                                 | CINCINNATI OH 45223                    |
| 45209, 27                                 | CINCINNATI OH 45227                    |
| 45228, 30                                 | CINCINNATI OH 45230                    |
| 45213, 36                                 | CINCINNATI OH 45236                    |
| 45233, 38                                 | CINCINNATI OH 45238                    |
| 45239, 52                                 | CINCINNATI OH 45239                    |
| 45218, 40, 46                             | CINCINNATI OH 45240                    |
| 45241, 62                                 | CINCINNATI OH 45241                    |
| 45247, 51                                 | CINCINNATI OH 45247                    |
| 45244, 45, 54, 55                         | CINCINNATI OH 45255                    |
| 45325, 27                                 | GERMANTOWN OH 45325                    |
| 45342, 43                                 | MIAMISBURG OH 45342                    |
| 45348, 62                                 | ROSSBURG OH 45362                      |
| 45403, 04                                 | DAYTON OH 45404                        |
| 45405, 15                                 | DAYTON OH 45405                        |
| 45402, 06, 07, 23                         | DAYTON OH 45406                        |
| 45409, 19                                 | DAYTON OH 45409                        |
| 45413, 14                                 | DAYTON OH 45414                        |
| 45408, 17, 18, 27, 28                     | DAYTON OH 45417                        |
| 45416, 26                                 | DAYTON OH 45426                        |
| 45410, 30, 34                             | DAYTON OH 45434                        |
| 45439, 49                                 | DAYTON OH 45439                        |
| 45440, 41                                 | DAYTON OH 45440                        |
| 45458, 59, 75                             | DAYTON OH 45459                        |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 45501-06                          | SPRINGFIELD OH 45501           |
| 45613, 83                         | BEAVER OH 45613                |
| 45622, 54                         | NEW PLYMOUTH OH 45654          |
| 45662, 63                         | PORTSMOUTH OH 45662            |
| 45701, 76                         | ATHENS OH 45701                |
| 45711, 77                         | AMESVILLE OH 45711             |
| 45727, 46                         | DEXTER CITY OH 45727           |
| 45734, 67, 89                     | NEW MATAMORAS OH 45767         |
| 45712, 29, 84                     | VINCENT OH 45784               |
| 45801, 02, 04, 05                 | LIMA OH 45801                  |
| 45807, 09                         | LIMA OH 45807                  |
| 45808, 17                         | BLUFFTON OH 45817              |
| 45822, 26                         | CELINA OH 45822                |
| 45831, 37                         | CONTINENTAL OH 45831           |
| 45839, 40                         | FINDLAY OH 45840               |
| 45815, 56                         | LEIPSIC OH 45856               |
| 45819, 95                         | WAPAKONETA OH 45895            |
| 46307, 08                         | CROWN POINT IN 46307           |
| 46320, 25, 27                     | HAMMOND IN 46320               |
| 46350, 52                         | LA PORTE IN 46350              |
| 46360, 61                         | MICHIGAN CITY IN 46360         |
| 46383-85                          | VALPARAISO IN 46383            |
| 46401, 02, 07                     | GARY IN 46401                  |
| 46408, 09                         | GARY IN 46408                  |
| 46410, 11                         | MERRILLVILLE IN 46410          |
| 46615, 35, 37, 60                 | SOUTH BEND IN 46615            |
| 46616, 19, 28, 29                 | SOUTH BEND IN 46616            |
| 46802, 03                         | FORT WAYNE IN 46802            |
| 46804, 14                         | FORT WAYNE IN 46804            |
| 46805, 95                         | FORT WAYNE IN 46805            |
| 46806, 16, 96                     | FORT WAYNE IN 46806            |
| 46807, 09, 19                     | FORT WAYNE IN 46807            |
| 46808, 18, 98                     | FORT WAYNE IN 46808            |
| 46815, 35, 85                     | FORT WAYNE IN 46815            |
| 46825, 45                         | FORT WAYNE IN 46825            |
| 46850-69                          | FORT WAYNE IN 46850            |
| 46901-04                          | KOKOMO IN 46902                |
| 46952, 53                         | MARION IN 46952                |
| 46970, 71                         | PERU IN 46970                  |
| 47118, 23, 74, 75                 | ENGLISH IN 47118               |
| 47126, 77                         | HENRYVILLE IN 47126            |
| 47129-34, 44, 99                  | JEFFERSONVILLE IN 47130        |
| 47110, 42                         | MAUCKPORT IN 47142             |
| 47150, 51                         | NEW ALBANY IN 47150            |
| 47114, 61                         | NEW SALISBURY IN 47161         |
| 47104, 62                         | NEW WASHINGTON IN 47162        |

| Column A<br>Destination ZIP Codes                            | Column B<br>Label Container To |
|--|--------------------------------|
| 47302, 03  | MUNCIE IN 47302                |
| 47304, 05  | MUNCIE IN 47304                |
| 47306-08   | MUNCIE IN 47307                |
| 47371, 81  | PORTLAND IN 47371              |
| 47374, 75  | RICHMOND IN 47374              |
| 47401, 07, 08  | BLOOMINGTON IN 47401           |
| 47402, 03, 04  | BLOOMINGTON IN 47403           |
| 47546, 47, 49  | JASPER IN 47546                |
| 47613, 47  | ELBERFELD IN 47613             |
| 47629, 30  | NEWBURGH IN 47630              |
| 47701-06, 08, 13, 21,<br>22, 27, 30-37, 39-41, 44,<br>47, 50 | EVANSVILLE IN 47701            |
| 47710, 11, 24, 25  | EVANSVILLE IN 47710            |
| 47712, 19, 20  | EVANSVILLE IN 47712            |
| 47714, 28  | EVANSVILLE IN 47714            |
| 47715, 16  | EVANSVILLE IN 47715            |
| 47801, 05, 08, 09, 11, 12                                    | TERRE HAUTE IN 47801           |
| 47802, 07  | TERRE HAUTE IN 47802           |
| 47803, 04  | TERRE HAUTE IN 47803           |
| 47901-05, 09   | LAFAYETTE IN 47901             |
| 47906, 96  | WEST LAFAYETTE IN 47906        |
| 47933-39   | CRAWFORDSVILLE IN 47933        |
| 48001, 28  | ALGONAC MI 48001               |
| 48007, 99  | TROY MI 48007                  |
| 48009, 12  | BIRMINGHAM MI 48009            |
| 48015, 90, 48397   | CENTER LINE MI 48015           |
| 48017, 48398   | CLAWSON MI 48017               |
| 48035, 36, 43  | CLINTON TOWNSHIP MI 48035      |
| 48037, 86  | SOUTHFIELD MI 48037            |
| 48038, 42, 44  | CLINTON TOWNSHIP MI 48038      |
| 48045, 46  | MOUNT CLEMENS MI 48046         |
| 48048, 50  | NEW HAVEN MI 48048             |
| 48049, 59-61, 74   | PORT HURON MI 48060            |
| 48062-64   | RICHMOND MI 48062              |
| 48065, 96  | ROMEO MI 48065                 |
| 48026, 66  | ROSEVILLE MI 48066             |
| 48067, 68  | ROYAL OAK MI 48067             |
| 48054, 79  | SAINT CLAIR MI 48079           |
| 48080-82   | SAINT CLAIR SHORES MI 48080    |
| 48094, 95  | WASHINGTON MI 48094            |
| 48167, 75  | NORTHVILLE MI 48167            |
| 48214, 15  | DETROIT MI 48214               |
| 48302-04   | BLOOMFIELD HILLS MI 48302      |
| 48306-08, 63   | ROCHESTER MI 48308             |
| 48310-12   | STERLING HEIGHTS MI 48310      |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 48313, 14                                 | STERLING HEIGHTS MI 48313              | 49301, 55-57                              | ADA MI 49301                           |
| 48315-18                                  | SHELBY TWP MI 48318                    | 49341, 51                                 | ROCKFORD MI 49341                      |
| 48322-25                                  | WEST BLOOMFIELD MI 48322               | 49412, 13                                 | FREMONT MI 49412                       |
| 48327-29                                  | WATERFORD MI 48327                     | 49423, 24                                 | HOLLAND MI 49423                       |
| 48331, 33, 34                             | FARMINGTON HILLS MI 48331              | 49428, 29                                 | JENISON MI 49428                       |
| 48332, 35, 36                             | FARMINGTON HILLS MI 48335              | 49440, 41                                 | MUSKEGON MI 49440                      |
| 48320, 41                                 | PONTIAC MI 48341                       | 49501, 02, 30, 55, 60                     | GRAND RAPIDS MI 49501                  |
| 48346-48                                  | CLARKSTON MI 48346                     | 49504, 14                                 | GRAND RAPIDS MI 49504                  |
| 48356, 57                                 | HIGHLAND MI 48356                      | 49505, 15                                 | GRAND RAPIDS MI 49505                  |
| 48359-62                                  | LAKE ORION MI 48360                    | 49506, 16                                 | GRAND RAPIDS MI 49506                  |
| 48370, 71                                 | OXFORD MI 48370                        | 49507, 10                                 | GRAND RAPIDS MI 49507                  |
| 48374, 75, 77                             | NOVI MI 48374                          | 49508, 12                                 | GRAND RAPIDS MI 49512                  |
| 48380, 81                                 | MILFORD MI 48380                       | 49518, 48                                 | GRAND RAPIDS MI 49548                  |
| 48383, 86                                 | WHITE LAKE MI 48383                    | 49684-86                                  | TRAVERSE CITY MI 49684                 |
| 48382, 90, 91                             | WALLED LAKE MI 48390                   | 49734, 35                                 | GAYLORD MI 49734                       |
| 48421, 46                                 | LAPEER MI 48446                        | 49738, 39                                 | GRAYLING MI 49738                      |
| 48456, 65                                 | MINDEN CITY MI 48456                   | 49784, 85, 88                             | KINCHELOE MI 49788                     |
| 48501, 02                                 | FLINT MI 48501                         | 49801, 02                                 | IRON MOUNTAIN MI 49801                 |
| 48433, 48504, 31                          | FLINT MI 48504                         | 50317, 27                                 | DES MOINES IA 50317                    |
| 48506, 09                                 | FLINT MI 48506                         | 50266, 50325                              | DES MOINES IA 50325                    |
| 48519, 29                                 | BURTON MI 48519                        | 50702, 06                                 | WATERLOO, IA 50702                     |
| 48601, 07                                 | SAGINAW MI 48601                       | 50703, 07                                 | WATERLOO IA 50703                      |
| 48602, 09                                 | SAGINAW MI 48602                       | 51101, 05, 11                             | SIOUX CITY IA 51101                    |
| 48603, 04                                 | SAGINAW MI 48603                       | 51103, 09                                 | SIOUX CITY IA 51103                    |
| 48640-42, 67, 70, 74, 86                  | MIDLAND MI 48640                       | 51104, 08                                 | SIOUX CITY IA 51104                    |
| 48613, 52                                 | RHODES MI 48652                        | 51501-03                                  | COUNCIL BLUFFS IA 51501                |
| 48706-08                                  | BAY CITY MI 48706                      | 51526, 42                                 | CRESCENT IA 51526                      |
| 48734, 87                                 | FRANKENMUTH MI 48734                   | 51520, 28                                 | DOW CITY IA 51528                      |
| 48763, 64                                 | TAWAS CITY MI 48763                    | 51537, 93                                 | HARLAN IA 51537                        |
| 48768, 69                                 | VASSAR MI 48768                        | 51546, 50                                 | LOGAN IA 51546                         |
| 48804, 58, 59                             | MOUNT PLEASANT MI 48804                | 51548, 59                                 | MC CLELLAND IA 51548                   |
| 48817, 41, 67                             | OWOSSO MI 48867                        | 51541, 49                                 | MACEDONIA IA 51549                     |
| 48823-26                                  | EAST LANSING MI 48823                  | 51545, 57                                 | MONDAMIN IA 51557                      |
| 48834, 70                                 | FENWICK MI 48834                       | 51562, 78                                 | PANAMA IA 51562                        |
| 48843, 44, 55, 63                         | HOWELL MI 48843                        | 51566, 91                                 | RED OAK IA 51566                       |
| 48805, 40, 64                             | OKEMOS MI 48864                        | 51601-03                                  | SHENANDOAH IA 51601                    |
| 48901, 33                                 | LANSING MI 48901                       | 51631, 32                                 | BRADYVILLE IA 51631                    |
| 48915, 17                                 | LANSING MI 48915                       | 52240, 42-44                              | IOWA CITY IA 52240                     |
| 48909, 13, 19, 24, 30,<br>37, 56, 80      | LANSING MI 48924                       | 52401, 03                                 | CEDAR RAPIDS IA 52401                  |
| 49002, 24                                 | PORTAGE MI 49002                       | 52404, 05, 08, 09                         | CEDAR RAPIDS IA 52404                  |
| 49006, 07                                 | KALAMAZOO MI 49006                     | 52406, 07, 98, 99                         | CEDAR RAPIDS IA 52406                  |
| 49008, 48                                 | KALAMAZOO MI 49008                     | 52732, 33, 36                             | CLINTON IA 52732                       |
| 49068, 69                                 | MARSHALL MI 49068                      | 52801-03, 08                              | DAVENPORT IA 52802                     |
| 49103, 04                                 | BERRIEN SPRINGS MI 49103               | 52804, 06, 07, 09                         | DAVENPORT IA 52806                     |
| 49120, 21                                 | NILES MI 49120                         | 53005, 08, 45                             | BROOKFIELD WI 53005                    |
|   |  | 53081-83                                  | SHEBOYGAN WI 53081                     |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To | Column A<br>Destination ZIP Codes   | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|---|--------------------------------|
| 53090, 95                         | WEST BEND WI 53090             | 55042, 82, 83   | STILLWATER MN 55082            |
| 53092, 97                         | MEQUON WI 53092                | 55101, 02   | SAINT PAUL MN 55101            |
| 53094, 98                         | WATERTOWN WI 53094             | 55104, 14   | SAINT PAUL MN 55104            |
| 53141, 44                         | KENOSHA WI 53141               | 55110, 15   | SAINT PAUL MN 55110            |
| 53142, 58                         | KENOSHA WI 53142               | 55108, 13   | SAINT PAUL MN 55113            |
| 53186, 89                         | WAUKESHA WI 53186              | 55105, 16   | SAINT PAUL MN 55116            |
| 53187, 88                         | WAUKESHA WI 53187              | 55103, 17   | SAINT PAUL MN 55117            |
| 53202, 03                         | MILWAUKEE WI 53202             | 55120-23  | SAINT PAUL MN 55121            |
| 53205, 33                         | MILWAUKEE WI 53205             | 55125, 29   | SAINT PAUL MN 55125            |
| 53207, 35                         | MILWAUKEE WI 53207             | 55126, 27   | SAINT PAUL MN 55127            |
| 53213, 26                         | MILWAUKEE WI 53213             | 55119, 28   | SAINT PAUL MN 55128            |
| 53215, 19, 34                     | MILWAUKEE WI 53215             | 55133, 44, 46, 55, 61,<br>64-66, 68-70, 72, 75, 77,<br>82, 87, 88, 90, 91 | SAINT PAUL MN 55164            |
| 53220, 28                         | MILWAUKEE WI 53220             | 55316, 27   | CHAMPLIN MN 55316              |
| 53222, 25                         | MILWAUKEE WI 53222             | 55317, 18, 31, 86   | CHANHASSEN MN 55317            |
| 53223, 24                         | MILWAUKEE WI 53223             | 55306, 37   | BURNSVILLE MN 55337            |
| 53704, 18                         | MADISON WI 53704               | 55344, 46, 47   | EDEN PRAIRIE MN 55344          |
| 53711, 44                         | MADISON WI 53711               | 55305, 45, 91, 92   | MINNETONKA MN 55345            |
| 53713, 15                         | MADISON WI 53713               | 55349, 55575  | HOWARD LAKE MN 55349           |
| 53714, 16                         | MADISON WI 53714               | 55357, 55595-99   | LORETTO MN 55357               |
| 53717, 19                         | MADISON WI 53717               | 55348, 59, 93, 55570-<br>72, 74, 76-79, 92, 93                            | MAPLE PLAIN MN 55359           |
| 54010, 11                         | ELLSWORTH WI 54011             | 55362, 65, 55561, 63,<br>65, 80-82, 84-91                                 | MONTICELLO MN 55362            |
| 54016, 82                         | HUDSON WI 54016                | 55368, 94, 97, 99,<br>55550-54, 56-60, 62, 64,<br>66-68, 73, 83, 94       | NORWOOD MN 55368               |
| 54220, 21                         | MANITOWOC WI 54220             | 55369, 55569  | OSSEO MN 55369                 |
| 54301, 02, 11                     | GREEN BAY WI 54301             | 55371, 77   | PRINCETON MN 55371             |
| 54303, 04, 13                     | GREEN BAY WI 54303             | 55401, 02, 15   | MINNEAPOLIS MN 55401           |
| 54401-03                          | WAUSAU WI 54401                | 55403, 05   | MINNEAPOLIS MN 55403           |
| 54601-03                          | LA CROSSE WI 54601             | 55404, 54   | MINNEAPOLIS MN 55404           |
| 54618, 37                         | CAMP DOUGLAS WI 54618          | 55411, 12   | MINNEAPOLIS MN 55411           |
| 54628, 40                         | FERRYVILLE WI 54628            | 55414, 55   | MINNEAPOLIS MN 55414           |
| 54620, 56                         | SPARTA WI 54656                | 55417, 50   | MINNEAPOLIS MN 55417           |
| 54701, 03, 20                     | EAU CLAIRE WI 54703            | 55413, 18   | MINNEAPOLIS MN 55418           |
| 54729, 74                         | CHIPPEWA FALLS WI 54729        | 55420, 25   | MINNEAPOLIS MN 55420           |
| 54755, 64                         | MONDOVI WI 54755               | 55428-30, 68  | MINNEAPOLIS MN 55429           |
| 54817, 34, 57                     | BIRCHWOOD WI 54817             | 55437, 38   | MINNEAPOLIS MN 55438           |
| 54838, 90                         | GORDON WI 54838                | 55424, 36, 39   | MINNEAPOLIS MN 55439           |
| 54846, 55                         | MARENGO WI 54855               | 55440, 58, 59, 80, 88   | MINNEAPOLIS MN 55440           |
| 54816, 56                         | MASON WI 54856                 | 55441, 42, 46   | MINNEAPOLIS MN 55442           |
| 54814, 41, 68                     | RICE LAKE WI 54868             | 55443-45  | MINNEAPOLIS MN 55443           |
| 54845, 71                         | SHELL LAKE WI 54871            | 55433, 48   | MINNEAPOLIS MN 55448           |
| 54836, 80                         | SUPERIOR WI 54880              | 55434, 49   | MINNEAPOLIS MN 55449           |
| 54862, 96                         | WINTER WI 54896                | 55460, 70, 72   | MINNEAPOLIS MN 55460           |
| 54901, 02, 04                     | OSHKOSH WI 54901               | 55474, 78, 79, 83-87  | MINNEAPOLIS MN 55474           |
| 55030, 36                         | GRASSTON MN 55030              |   |                                |
| 55067, 69                         | RUSH CITY MN 55069             |   |                                |
| 55075-77                          | SOUTH ST PAUL MN 55075         |   |                                |
| 55078, 79                         | STACY MN 55079                 |   |                                |

| <b>Column A<br/>Destination ZIP Codes</b>     | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>       | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 55607, 14                                     | SILVER BAY MN 55614                    | 56560-63  | MOORHEAD MN 56560                      |
| 55703, 10                                     | ANGORA MN 55703                        | 56601, 19, 58                                   | BEMIDJI MN 56601                       |
| 55717, 24, 66                                 | COTTON MN 55724                        | 56626, 41                                       | BENA MN 56626                          |
| 55731, 96                                     | ELY MN 55731                           | 56628, 39                                       | BIGFORK MN 56628                       |
| 55730, 44, 45                                 | GRAND RAPIDS MN 55744                  | 56630, 63                                       | BLACKDUCK MN 56630                     |
| 55746, 47                                     | HIBBING MN 55746                       | 56634, 52                                       | CLEARBROOK MN 56634                    |
| 55748, 85                                     | HILL CITY MN 55748                     | 56636, 37, 59, 88                               | DEER RIVER MN 56636                    |
| 55771, 72                                     | ORR MN 55771                           | 56649, 79                                       | INTL FALLS MN 56649                    |
| 55702, 79, 91                                 | SAGINAW MN 55779                       | 56653, 69                                       | LITTLEFORK MN 56653                    |
| 55777, 92                                     | VIRGINIA MN 55792                      | 56673, 82                                       | ROOSEVELT MN 56673                     |
| 55784, 93                                     | WARBA MN 55793                         | 56678, 87                                       | SOLWAY MN 56678                        |
| 55749, 97                                     | WRENSHALL MN 55797                     | 56724, 37                                       | MIDDLE RIVER MN 56737                  |
| 55803, 04                                     | DULUTH MN 55803                        | 56728, 40, 55                                   | NOYES MN 56740                         |
| 55701, 55801, 02, 05,<br>06, 08, 10-12, 14-16 | DULUTH MN 55806                        | 56741, 56, 63                                   | WARROAD MN 56763                       |
| 55901-03, 05                                  | ROCHESTER MN 55901                     | 57005, 56                                       | BRANDON SD 57005                       |
| 55904, 06                                     | ROCHESTER MN 55904                     | 57006, 07                                       | BROOKINGS SD 57006                     |
| 55968, 81                                     | WABASHA MN 55981                       | 57020, 55                                       | CROOKS SD 57020                        |
| 55942, 87, 88                                 | WINONA MN 55987                        | 57043, 47                                       | MARION SD 57043                        |
| 56001-03, 06                                  | MANKATO MN 56001                       | 57050, 57                                       | NUNDA SD 57050                         |
| 56031, 75                                     | FAIRMONT MN 56031                      | 57044, 69                                       | VERMILLION SD 57069                    |
| 56030, 73, 84                                 | NEW ULM MN 56073                       | 57078, 79                                       | YANKTON SD 57078                       |
| 56047, 98                                     | WINNEBAGO MN 56098                     | 57103, 04, 10, 17, 18,<br>86, 88, 89, 92, 94-98 | SIoux FALLS SD 57104                   |
| 56101, 18                                     | WINDOM MN 56101                        | 57105-08  | SIoux FALLS SD 57106                   |
| 56164, 77                                     | PIPESTONE MN 56164                     | 57233, 49                                       | LAKE PRESTON SD 57249                  |
| 56165, 68                                     | RUSHMORE MN 56168                      | 57246, 52, 53                                   | MILBANK SD 57252                       |
| 56132, 75                                     | TRACY MN 56175                         | 57264, 65                                       | STOCKHOLM SD 57264                     |
| 56210, 40                                     | GRACEVILLE MN 56240                    | 57256, 73                                       | WAUBAY SD 57273                        |
| 56287, 92                                     | VESTA MN 56292                         | 57271, 78                                       | WILLOW LAKE SD 57278                   |
| 56301-04                                      | ST CLOUD MN 56301                      | 57312, 79                                       | ALPENA SD 57312                        |
| 56329, 57                                     | FOLEY MN 56329                         | 57314, 37                                       | ARTESIAN SD 57314                      |
| 56327, 49                                     | LOWRY MN 56349                         | 57325, 26                                       | CHAMBERLAIN SD 57325                   |
| 56353, 63                                     | MILACA MN 56353                        | 57328, 44                                       | CORSICA SD 57328                       |
| 56362, 71                                     | PAYNESVILLE MN 56362                   | 57345, 46, 57540                                | HIGHMORE SD 57345                      |
| 56317, 38, 44, 64                             | PIERZ MN 56364                         | 57339, 61, 80                                   | WAGNER SD 57380                        |
| 56372, 87, 93-99                              | ST CLOUD MN 56372                      | 57358, 85                                       | WOONSOCKET SD 57385                    |
| 56374, 75                                     | SAINT JOSEPH MN 56374                  | 57401, 02, 74                                   | ABERDEEN SD 57401                      |
| 56378, 89                                     | SAUK CENTRE MN 56378                   | 57421, 32                                       | CLAREMONT SD 57432                     |
| 56401, 25, 49                                 | BRAINERD MN 56401                      | 57433, 49                                       | COLUMBIA SD 57433                      |
| 56456, 74                                     | PINE RIVER MN 56474                    | 57451, 62                                       | IPSWICH SD 57451                       |
| 56477, 78                                     | SEBEKA MN 56477                        | 57420, 72                                       | SELBY SD 57472                         |
| 56430, 36, 84                                 | WALKER MN 56484                        | 57501, 37                                       | PIERRE SD 57501                        |
| 56501, 02, 77, 78                             | DETROIT LAKES MN 56501                 | 57529, 33, 42                                   | GREGORY SD 57533                       |
| 56522, 65, 83                                 | CAMPBELL MN 56522                      | 57538, 71                                       | HERRICK SD 57538                       |
| 56533, 37, 38                                 | FERGUS FALLS MN 56537                  | 57547, 51                                       | MARTIN SD 57551                        |
| 56544, 93                                     | FRAZEE MN 56544                        | 57601, 59                                       | MOBRIDGE SD 57601                      |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 57620, 50                         | BISON SD 57620                 |
| 57622, 23, 47                     | DUPREE SD 57623                |
| 57701-03, 09                      | RAPID CITY SD 57701            |
| 57706, 19                         | BOX ELDER SD 57719             |
| 57724, 59319                      | CAMP CROOK SD 57724            |
| 57763, 82                         | OELRICHS SD 57763              |
| 57783, 99                         | SPEARFISH SD 57783             |
| 57736, 67, 91                     | WASTA SD 57791                 |
| 58004, 12, 79                     | CASSELTON ND 58012             |
| 58007, 29                         | ERIE ND 58029                  |
| 58040, 69                         | GWINNER ND 58040               |
| 58005, 42                         | HARWOOD ND 58042               |
| 58009, 45                         | HILLSBORO ND 58045             |
| 58046, 56, 65                     | HOPE ND 58046                  |
| 58074-76                          | WAHPETON ND 58075              |
| 58008, 81                         | WYNDMERE ND 58081              |
| 58102, 05, 07, 08, 21-26          | FARGO ND 58102                 |
| 58103, 04, 06, 09                 | FARGO ND 58103                 |
| 58201-08                          | GRAND FORKS ND 58201           |
| 58218, 19, 23                     | BUXTON ND 58218                |
| 58249, 55, 81                     | LANGDON ND 58249               |
| 58224, 59                         | MICHIGAN ND 58259              |
| 58239, 82                         | WALHALLA ND 58282              |
| 58301, 62, 82                     | DEVILS LAKE ND 58301           |
| 58310, 17                         | BISBEE ND 58317                |
| 58337, 41                         | HARVEY ND 58341                |
| 58353, 63                         | MYLO ND 58353                  |
| 58319, 56                         | NEW ROCKFORD ND 58356          |
| 58339, 65                         | ROCKLAKE ND 58365              |
| 58359, 68                         | RUGBY ND 58368                 |
| 58401, 02, 05, 76                 | JAMESTOWN ND 58401             |
| 58418, 22, 50                     | BOWDON ND 58418                |
| 58430, 44                         | GOODRICH ND 58444              |
| 58479, 80                         | SANBORN ND 58480               |
| 58501-07                          | BISMARCK ND 58501              |
| 58535, 64, 66, 69                 | FLASHER ND 58535               |
| 58528, 38                         | FORT YATES ND 58538            |
| 58549, 61                         | NAPOLEON ND 58561              |
| 58532, 72                         | STERLING ND 58572              |
| 58601, 02                         | DICKINSON ND 58601             |
| 58622, 27                         | BELFIELD ND 58622              |
| 58623, 43                         | BOWMAN ND 58623                |
| 58630, 41                         | GLADSTONE ND 58630             |
| 58701-03, 05, 07, 68              | MINOT ND 58701                 |
| 58710, 58                         | ANAMOOSE ND 58710              |
| 58723, 47                         | BUTTE ND 58723                 |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 58712, 36                         | DRAKE ND 58736                 |
| 58801, 02                         | WILLISTON ND 58801             |
| 59107, 14-17                      | BILLINGS MT 59107              |
| 59601, 02, 20, 25, 26             | HELENA MT 59601                |
| 59701, 07, 50                     | BUTTE MT 59701                 |
| 59801, 03, 67                     | MISSOULA MT 59801              |
| 60004-06                          | ARLINGTON HEIGHTS IL 60004     |
| 60010, 11                         | BARRINGTON IL 60010            |
| 60012, 14, 39                     | CRYSTAL LAKE IL 60014          |
| 60016, 17                         | DES PLAINES IL 60016           |
| 60020, 41                         | FOX LAKE IL 60020              |
| 60035, 37                         | HIGHLAND PARK IL 60035         |
| 60047, 49                         | LAKE ZURICH IL 60047           |
| 60050, 51                         | MCHENRY IL 60050               |
| 60074, 78                         | PALATINE IL 60074              |
| 60076, 77                         | SKOKIE IL 60076                |
| 60079, 85                         | WAUKEGAN IL 60085              |
| 60102, 56                         | ALGONQUIN IL 60102             |
| 60120, 21                         | ELGIN IL 60120                 |
| 60131, 76                         | FRANKLIN PARK IL 60131         |
| 60137, 38                         | GLEN ELLYN IL 60137            |
| 60153-55                          | MAYWOOD IL 60153               |
| 60159, 68, 96                     | SCHAUMBURG IL 60159            |
| 60160, 61, 65                     | MELROSE PARK IL 60160          |
| 60162, 63                         | HILLSIDE IL 60162              |
| 60174, 75                         | SAINT CHARLES IL 60174         |
| 60185, 86                         | WEST CHICAGO IL 60185          |
| 60187, 89                         | WHEATON IL 60187               |
| 60179, 92, 95                     | HOFFMAN ESTATES IL 60195       |
| 60116, 17, 22, 25, 28, 32, 97, 99 | CAROL STREAM IL 60199          |
| 60201, 03                         | EVANSTON IL 60201              |
| 60301-03                          | OAK PARK IL 60301              |
| 60411, 12                         | CHICAGO HEIGHTS IL 60411       |
| 60431, 34, 35                     | JOLIET IL 60431                |
| 60432, 33, 36                     | JOLIET IL 60432                |
| 60440, 90                         | BOLINGBROOK IL 60440           |
| 60453, 59                         | OAK LAWN IL 60453              |
| 60415, 54-58                      | BRIDGEVIEW IL 60455            |
| 60462, 67                         | ORLAND PARK IL 60462           |
| 60463-65, 82                      | PALOS HEIGHTS IL 60463         |
| 60466, 71                         | PARK FOREST IL 60466           |
| 60477, 78                         | TINLEY PARK IL 60477           |
| 60515, 16                         | DOWNERS GROVE IL 60515         |
| 60521-23                          | OAK BROOK IL 60521             |
| 60559, 61                         | WESTMONT IL 60559              |



| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>                      | <b>Column B<br/>Label Container To</b> |
|---|--|--|--|
| 60598, 99                                 | FOX VALLEY IL 60599                    | 63134, 40  | BERKELEY MO 63134                      |
| 61021, 58                                 | DIXON IL 61021                         | 63137, 38  | NORTH COUNTY MO 63137                  |
| 61109, 12                                 | ROCKFORD IL 61109                      | 63301, 02  | SAINT CHARLES MO 63301                 |
| 61111, 14, 15                             | LOVES PARK IL 61111                    | 63303, 04  | SAINT CHARLES MO 63303                 |
| 61125, 26                                 | ROCKFORD IL 61125                      | 63366, 67  | O FALLON MO 63366                      |
| 61130-32                                  | LOVES PARK IL 61130                    | 63601, 53  | PARK HILLS MO 63601                    |
| 61201, 04, 99                             | ROCK ISLAND IL 61201                   | 63626, 30  | CADET MO 63630                         |
| 61265, 66                                 | MOLINE IL 61265                        | 63646, 50  | IRONTON MO 63650                       |
| 61311, 13, 64                             | ANCONA IL 61311                        | 63661, 70  | SAINTE GENEVIEVE MO 63670              |
| 61401, 02                                 | GALESBURG IL 61401                     | 63701-03   | CAPE GIRARDEAU MO 63701                |
| 61601, 50-56                              | PEORIA IL 61601                        | 63747, 75, 76  | PERRYVILLE MO 63775                    |
| 61602, 03                                 | PEORIA IL 61602                        | 63750, 87  | ZALMA MO 63787                         |
| 61604, 06                                 | PEORIA IL 61604                        | 63901, 02  | POPLAR BLUFF MO 63901                  |
| 61610, 11                                 | PEORIA IL 61611                        | 63931, 35, 42  | DONIPHAN MO 63935                      |
| 61612-16                                  | PEORIA IL 61612                        | 63939, 55  | FAIRDEALING MO 63939                   |
| 61701, 04                                 | BLOOMINGTON IL 61701                   | 63944, 63  | GREENVILLE MO 63944                    |
| 61801-03                                  | URBANA IL 61801                        | 63938, 61  | QULIN MO 63961                         |
| 61820, 22, 24                             | CHAMPAIGN IL 61820                     | 63934, 64  | SILVA MO 63964                         |
| 61821, 25, 26                             | CHAMPAIGN IL 61821                     | 64014, 15, 29  | BLUE SPRINGS MO 64014                  |
| 61832-34                                  | DANVILLE IL 61832                      | 64024, 73  | EXCELSIOR SPRINGS MO 64024             |
| 62025, 26                                 | EDWARDSVILLE IL 62025                  | 64050, 51, 56, 58  | INDEPENDENCE MO 64050                  |
| 62201, 02, 05                             | EAST SAINT LOUIS IL 62201              | 64052-54   | INDEPENDENCE MO 64054                  |
| 62203, 06                                 | EAST SAINT LOUIS IL 62203              | 64055, 57  | INDEPENDENCE MO 64055                  |
| 62204, 07                                 | EAST SAINT LOUIS IL 62204              | 64064, 86  | LEES SUMMIT MO 64064                   |
| 62220-22, 25                              | BELLEVILLE IL 62220                    | 64068, 69, 87  | LIBERTY MO 64068                       |
| 62223, 26                                 | BELLEVILLE IL 62223                    | 64034, 63, 81, 82  | LEES SUMMIT MO 64081                   |
| 62301, 05, 06                             | QUINCY IL 62301                        | 64101, 02  | KANSAS CITY MO 64101                   |
| 62522, 23, 25                             | DECATUR IL 62522                       | 64105, 06, 08, 70, 80,<br>84, 87, 93, 94, 97, 98,<br>64944, 99 | KANSAS CITY MO 64108                   |
| 62524, 26                                 | DECATUR IL 62524                       | 64111, 71  | KANSAS CITY MO 64111                   |
| 62650, 51                                 | JACKSONVILLE IL 62650                  | 64114, 45-49   | KANSAS CITY MO 64114                   |
| 62701, 05                                 | SPRINGFIELD IL 62701                   | 64116, 17, 44, 61, 91  | N KANSAS CITY MO 64116                 |
| 62704, 07                                 | SPRINGFIELD IL 62704                   | 64118, 88  | GLADSTONE MO 64118                     |
| 62901-03                                  | CARBONDALE IL 62901                    | 64119, 57, 58, 67  | KANSAS CITY MO 64119                   |
| 63011, 22, 24                             | BALLWIN MO 63011                       | 64120, 25, 26  | KANSAS CITY MO 64126                   |
| 63006, 17                                 | CHESTERFIELD MO 63017                  | 64109, 23, 24, 27, 28  | KANSAS CITY MO 64127                   |
| 63019, 28                                 | FESTUS MO 63028                        | 64129, 30  | KANSAS CITY MO 64129                   |
| 63032-34                                  | FLORISSANT MO 63033                    | 64110, 31  | KANSAS CITY MO 64131                   |
| 63044, 45                                 | BRIDGETON MO 63044                     | 64133, 36  | KANSAS CITY MO 64133                   |
| 63101, 02, 69, 88                         | SAINT LOUIS MO 63101                   | 64134, 37, 92  | KANSAS CITY MO 64134                   |
| 63104, 57, 58                             | SAINT LOUIS MO 63104                   | 64138, 39  | KANSAS CITY MO 64138                   |
| 63108, 56                                 | SAINT LOUIS MO 63108                   | 64141, 79  | KANSAS CITY MO 64141                   |
| 63112, 33                                 | SAINT LOUIS MO 63112                   | 64150, 68  | RIVERSIDE MO 64150                     |
| 63113, 20                                 | SAINT LOUIS MO 63113                   | 64151, 53-55, 63-66  | KANSAS CITY MO 64151                   |
| 63118, 63                                 | SAINT LOUIS MO 63118                   | 64402, 38  | ALBANY MO 64402                        |
| 63126-28                                  | SAINT LOUIS MO 63126                   |  |  |
| 63129, 51                                 | SAINT LOUIS MO 63129                   |  |  |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 64456, 58                         | GRANT CITY MO 64456            |
| 64482, 96                         | ROCK PORT MO 64482             |
| 64476, 86                         | SHERIDAN MO 64486              |
| 64501, 02, 05, 06                 | SAINT JOSEPH MO 64501          |
| 64601, 54                         | CHILLICOTHE MO 64601           |
| 64656, 64                         | LUDLOW MO 64656                |
| 64645, 67                         | NEWTON MO 64667                |
| 64668, 80                         | NORBORNE MO 64668              |
| 64730, 77                         | BUTLER MO 64730                |
| 64759, 66                         | LAMAR MO 64759                 |
| 64751, 78                         | RICHARDS MO 64778              |
| 64745, 79                         | RICH HILL MO 64779             |
| 64801, 02                         | JOPLIN MO 64801                |
| 64803, 04                         | JOPLIN MO 64803                |
| 64853, 66                         | STARK CITY MO 64866            |
| 65102-04, 06-08                   | JEFFERSON CITY MO 65102        |
| 65109, 10                         | JEFFERSON CITY MO 65109        |
| 65201, 02, 12, 15, 16             | COLUMBIA MO 65201              |
| 65203, 05, 17, 18                 | COLUMBIA MO 65203              |
| 65301, 02                         | SEDALIA MO 65301               |
| 65401, 02, 09, 41                 | ROLLA MO 65401                 |
| 65436, 62                         | EDGAR SPRINGS MO 65462         |
| 65468, 65589                      | EUNICE MO 65468                |
| 65433, 44, 83                     | HOUSTON MO 65483               |
| 65529, 50                         | NEWBURG MO 65550               |
| 65543, 52                         | PLATO MO 65552                 |
| 65556, 72                         | RICHLAND MO 65556              |
| 65449, 65560                      | SALEM MO 65560                 |
| 65583, 84                         | WAYNESVILLE MO 65583           |
| 65606, 90                         | ALTON MO 65606                 |
| 65608, 65701, 15                  | AVA MO 65608                   |
| 65609, 65766                      | BAKERSFIELD MO 65609           |
| 65613, 65727                      | BOLIVAR MO 65613               |
| 65622, 65783                      | BUFFALO MO 65622               |
| 65740, 71                         | ROCKAWAY BEACH MO 65740        |
| 65630, 65754                      | SPOKANE MO 65754               |
| 65638, 65768                      | VANZANT MO 65768               |
| 65775, 76, 88, 89                 | WEST PLAINS MO 65775           |
| 65607, 65785                      | STOCKTON MO 65785              |
| 65801, 14, 90, 98, 99             | SPRINGFIELD MO 65801           |
| 65802, 03, 06                     | SPRINGFIELD MO 65802           |
| 65804, 08, 09                     | SPRINGFIELD MO 65804           |
| 65807, 10                         | SPRINGFIELD MO 65807           |
| 66018, 19                         | DESOTO KS 66018                |
| 66044, 45, 49                     | LAWRENCE KS 66044              |
| 66046, 47                         | LAWRENCE KS 66046              |

| Column A<br>Destination ZIP Codes  | Column B<br>Label Container To |
|--|--------------------------------|
| 66027, 43, 48  | LEAVENWORTH KS 66048           |
| 66051, 61  | OLATHE KS 66061                |
| 66062, 63  | OLATHE KS 66062                |
| 66085, 66221, 23, 24   | STILWELL KS 66085              |
| 66101, 15, 17, 18  | KANSAS CITY KS 66101           |
| 66102, 10  | KANSAS CITY KS 66102           |
| 66103, 05, 60  | ROSEDALE KS 66103              |
| 66109, 11, 12  | KANSAS CITY KS 66109           |
| 66201, 50, 76, 79  | SHAWNEE MISSION KS 66201       |
| 66202, 05  | SHAWNEE MISSION KS 66202       |
| 66203, 16  | SHAWNEE MISSION KS 66203       |
| 66204, 51  | SHAWNEE MISSION KS 66204       |
| 66207, 11  | SHAWNEE MISSION KS 66207       |
| 66212, 82  | SHAWNEE MISSION KS 66212       |
| 66209, 10, 13, 25  | SHAWNEE MISSION KS 66213       |
| 66214, 15, 85  | LENEXA KS 66215                |
| 66217-20, 26, 27   | SHAWNEE MISSION KS 66226       |
| 66417, 28  | GOFF KS 66428                  |
| 66502, 03, 05, 06  | MANHATTAN KS 66502             |
| 66426, 66549   | WESTMORELAND KS 66549          |
| 66601, 03, 06, 07, 12, 14, 16, 20, 25, 26, 28, 29, 34, 36-38, 42, 52, 53, 75, 92, 99 | TOPEKA KS 66603                |
| 66604, 22, 47, 67  | TOPEKA KS 66604                |
| 66605, 09, 11, 19, 24  | TOPEKA KS 66605                |
| 66608, 17, 18  | TOPEKA KS 66608                |
| 66610, 15  | TOPEKA KS 66610                |
| 66701, 38  | FORT SCOTT KS 66701            |
| 66711, 41  | ARCADIA KS 66711               |
| 66713, 78  | BAXTER SPRINGS KS 66713        |
| 66714, 36, 59  | FREDONIA KS 66736              |
| 66732, 55  | MORAN KS 66755                 |
| 66762, 63  | PITTSBURG KS 66762             |
| 66754, 69  | REDFIELD KS 66769              |
| 66772, 75  | STARK KS 66775                 |
| 66842, 62  | CASSODAY KS 66842              |
| 66930, 38  | CLYDE KS 66938                 |
| 67038, 67102   | DEXTER KS 67038                |
| 67012, 45  | EUREKA KS 67045                |
| 67021, 67124   | PRATT KS 67124                 |
| 67071, 67143   | SUN CITY KS 67143              |
| 67201-03, 14   | WICHITA KS 67202               |
| 67204, 19  | WICHITA KS 67204               |
| 67205, 09, 12, 15, 23  | WICHITA KS 67205               |
| 67055, 67206, 07, 26, 28   | WICHITA KS 67207               |
| 67208, 18, 20, 60  | WICHITA KS 67208               |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 67210, 11, 16                             | WICHITA KS 67216                       | 68627, 55                                 | CEDAR RAPIDS NE 68627                  |
| 67213, 17                                 | WICHITA KS 67217                       | 68623, 38                                 | FULLERTON NE 68638                     |
| 67276, 77                                 | WICHITA KS 67276                       | 68621, 48, 49, 59                         | NORTH BEND NE 68649                    |
| 67401, 02                                 | SALINA KS 67401                        | 68667, 69                                 | ULYSSES KS 68669                       |
| 67501, 02, 04, 05                         | HUTCHINSON KS 67501                    | 68701, 02                                 | NORFOLK NE 68701                       |
| 67548, 53                                 | LA CROSSE KS 67548                     | 68711, 13                                 | ATKINSON NE 68713                      |
| 67637, 56                                 | ELLIS KS 67637                         | 68729, 89                                 | CREIGHTON NE 68729                     |
| 67639, 61                                 | PHILLIPSBURG KS 67661                  | 68751, 57                                 | NEWCASTLE NE 68757                     |
| 67846, 68                                 | GARDEN CITY KS 67846                   | 68737, 47, 65                             | OSMOND NE 68765                        |
| 67901, 05                                 | LIBERAL KS 67901                       | 68801-03                                  | GRAND ISLAND NE 68801                  |
| 68005, 68147                              | BELLEVUE NE 68005                      | 68814, 19, 80                             | ANSLEY NE 68814                        |
| 68007, 68                                 | BENNINGTON NE 68007                    | 68823, 37                                 | BURWELL NE 68823                       |
| 68008, 09                                 | BLAIR NE 68008                         | 68845, 47-49                              | KEARNEY NE 68845                       |
| 68014, 36                                 | BRUNO NE 68014                         | 68834, 63                                 | OVERTON NE 68863                       |
| 68025, 26                                 | FREMONT NE 68025                       | 68901, 02                                 | HASTINGS NE 68901                      |
| 68033, 42                                 | ITHACA NE 68033                        | 68926, 46                                 | BEAVER CITY NE 68926                   |
| 68105, 06                                 | OMAHA NE 68106                         | 68937, 76                                 | ELWOOD NE 68937                        |
| 68103, 08, 72, 75, 76                     | OMAHA NE 68108                         | 68944, 54                                 | HARVARD NE 68944                       |
| 51510, 68110, 11                          | OMAHA NE 68111                         | 68949, 69                                 | HOLDREGE NE 68949                      |
| 68112, 52                                 | OMAHA NE 68112                         | 68961, 64                                 | NELSON NE 68961                        |
| 68114, 24                                 | OMAHA NE 68124                         | 68952, 72                                 | RIVERTON NE 68972                      |
| 68117, 27                                 | RALSTON NE 68127                       | 68975, 79                                 | SUTTON NE 68979                        |
| 68046, 68128, 33, 57                      | LAVISTA NE 68128                       | 69026, 36                                 | DANBURY NE 69026                       |
| 68131, 32                                 | OMAHA NE 68132                         | 69101, 03                                 | NORTH PLATTE NE 69101                  |
| 68122, 34, 42, 64                         | OMAHA NE 68134                         | 69160, 62                                 | SIDNEY NE 69162                        |
| 68135-39                                  | OMAHA NE 68137                         | 69201, 20                                 | VALENTINE NE 69201                     |
| 68144, 45                                 | MILLARD HIGHLANDS NE 68144             | 69211, 19                                 | CODY NE 69211                          |
| 68116, 18, 30, 54                         | OMAHA NE 68154                         | 69334, 53                                 | BAYARD NE 69334                        |
| 68322, 68444                              | BRUNING NE 68322                       | 69347, 67                                 | HAY SPRINGS NE 69347                   |
| 68323, 80                                 | BURCHARD NE 68323                      | 69348, 54                                 | HEMINGFORD NE 69348                    |
| 68342, 68440                              | DILLER NE 68342                        | 69360, 65                                 | RUSHVILLE NE 69360                     |
| 68362, 70                                 | HEBRON NE 68370                        | 69361, 63                                 | SCOTTSBLUFF NE 69361                   |
| 68309, 68415                              | ODELL NE 68415                         | 70001, 04                                 | METAIRIE LA 70001                      |
| 68420, 41                                 | PAWNEE CITY NE 68420                   | 70002, 05, 06                             | METAIRIE LA 70002                      |
| 68436, 52                                 | SHICKLEY NE 68436                      | 70003, 33                                 | METAIRIE LA 70003                      |
| 68324, 68443                              | STERLING NE 68443                      | 70009-11                                  | METAIRIE LA 70009                      |
| 68501, 83, 88                             | LINCOLN NE 68501                       | 70043, 44                                 | CHALMETTE LA 70043                     |
| 68502, 12, 22, 23, 32, 42                 | LINCOLN NE 68502                       | 70053, 54, 56                             | GRETNA LA 70053                        |
| 68503, 10                                 | LINCOLN NE 68503                       | 70058, 59                                 | HARVEY LA 70058                        |
| 68504, 07, 14, 17, 21,<br>24, 31          | LINCOLN NE 68504                       | 70062, 63                                 | KENNER LA 70062                        |
| 68505, 27                                 | LINCOLN NE 68505                       | 70064, 65                                 | KENNER LA 70065                        |
| 68506, 20                                 | LINCOLN NE 68506                       | 70068, 69                                 | LA PLACE LA 70068                      |
| 68508, 28                                 | LINCOLN NE 68508                       | 70072, 73                                 | MARRERO LA 70072                       |
| 68516, 26                                 | LINCOLN NE 68516                       | 70081, 91                                 | PILOTTOWN LA 70081                     |
| 68601, 02                                 | COLUMBUS NE 68601                      | 70094, 96                                 | WESTWEGO LA 70094                      |
|   |  | 70112, 62, 63                             | NEW ORLEANS LA 70112                   |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 70114, 31, 74                     | NEW ORLEANS LA 70114           |
| 70115, 75                         | NEW ORLEANS LA 70115           |
| 70117, 77                         | NEW ORLEANS LA 70117           |
| 70118, 78                         | NEW ORLEANS LA 70118           |
| 70121, 81                         | NEW ORLEANS LA 70121           |
| 70123, 83                         | NEW ORLEANS LA 70123           |
| 70125, 85                         | NEW ORLEANS LA 70125           |
| 70126, 86                         | NEW ORLEANS LA 70126           |
| 70127, 28, 87                     | NEW ORLEANS LA 70128           |
| 70129, 89                         | NEW ORLEANS LA 70129           |
| 70130, 39, 70, 90                 | NEW ORLEANS LA 70130           |
| 70145, 46, 49                     | NEW ORLEANS LA 70145           |
| 70150-54                          | NEW ORLEANS LA 70150           |
| 70156-58                          | NEW ORLEANS LA 70156           |
| 70160, 61, 65                     | NEW ORLEANS LA 70160           |
| 70301, 02, 10                     | THIBODAUX LA 70301             |
| 70360, 63, 64                     | HOUMA LA 70360                 |
| 70380, 81                         | MORGAN CITY LA 70380           |
| 70401, 03                         | HAMMOND LA 70401               |
| 70426, 67                         | ANGIE LA 70426                 |
| 70433-35                          | COVINGTON LA 70433             |
| 70448, 70, 71                     | MANDEVILLE LA 70448            |
| 70421, 54                         | PONCHATOU LA 70454             |
| 70458, 59, 61                     | SLIDELL LA 70458               |
| 70501, 02, 07                     | LAFAYETTE LA 70501             |
| 70503, 06, 96                     | LAFAYETTE LA 70503             |
| 70508, 98                         | LAFAYETTE LA 70508             |
| 70510, 11                         | ABBEVILLE LA 70510             |
| 70526, 27                         | CROWLEY LA 70526               |
| 70560, 62, 63                     | NEW IBERIA LA 70560            |
| 70570, 71                         | OPELOUSAS LA 70570             |
| 70601, 02                         | LAKE CHARLES LA 70601          |
| 70605-07                          | LAKE CHARLES LA 70605          |
| 70663-65                          | SULPHUR LA 70663               |
| 70707, 37                         | GONZALES LA 70707              |
| 70704, 14                         | BAKER LA 70714                 |
| 70706, 26, 27                     | DENHAM SPRINGS LA 70726        |
| 70764, 65                         | PLAQUEMINE LA 70764            |
| 70801, 02, 25                     | BATON ROUGE LA 70801           |
| 70805, 12, 92                     | BATON ROUGE LA 70805           |
| 70806, 96                         | BATON ROUGE LA 70806           |
| 70807, 11, 18, 74                 | BATON ROUGE LA 70807           |
| 70808, 20, 98                     | BATON ROUGE LA 70808           |
| 70809, 10, 36, 84                 | BATON ROUGE LA 70809           |
| 70814, 95                         | BATON ROUGE LA 70814           |
| 70816, 17, 27, 33, 79             | BATON ROUGE LA 70817           |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 70815, 19                         | BATON ROUGE LA 70819           |
| 70821-23, 83                      | BATON ROUGE LA 70821           |
| 70893, 94                         | BATON ROUGE LA 70893           |
| 71049, 50                         | LOGANSFORT LA 71049            |
| 71055, 58                         | MINDEN LA 71055                |
| 71105, 15, 35                     | SHREVEPORT LA 71105            |
| 71106, 36                         | SHREVEPORT LA 71106            |
| 71108, 18, 38, 48                 | SHREVEPORT LA 71108            |
| 71109, 19, 29, 49                 | SHREVEPORT LA 71109            |
| 71111, 71, 72                     | BOSSIER CITY LA 71111          |
| 71112, 13                         | BOSSIER CITY LA 71112          |
| 71201, 08, 09, 11-13              | MONROE LA 71201                |
| 71202, 10                         | MONROE LA 71202                |
| 71220, 21                         | BASTROP LA 71220               |
| 71270, 72, 73                     | RUSTON LA 71270                |
| 71282, 84                         | TALLULAH LA 71282              |
| 71291, 92, 94                     | WEST MONROE LA 71291           |
| 71301-03, 07                      | ALEXANDRIA LA 71301            |
| 71343, 44, 77                     | JONESVILLE LA 71343            |
| 71360, 61                         | PINEVILLE LA 71360             |
| 71457, 58, 97                     | NATCHITOCHE LA 71457           |
| 71601, 11                         | PINE BLUFF AR 71601            |
| 71602, 12                         | PINE BLUFF AR 71602            |
| 71603, 13                         | PINE BLUFF AR 71603            |
| 71654, 66                         | MC GEHEE AR 71654              |
| 71655-57                          | MONTICELLO AR 71655            |
| 71701, 11                         | CAMDEN AR 71701                |
| 71730, 31                         | EL DORADO AR 71730             |
| 71721, 28, 43                     | GURDON AR 71743                |
| 71753, 54                         | MAGNOLIA AR 71753              |
| 71801, 02                         | HOPE AR 71801                  |
| 71901-03, 09, 10                  | HOT SPRINGS AR 71901           |
| 71913, 14                         | HOT SPRINGS AR 71913           |
| 71923, 98, 99                     | ARKADELPHIA AR 71923           |
| 71932, 53                         | MENA AR 71953                  |
| 72015, 18, 22                     | BENTON AR 72015                |
| 72032, 33, 35                     | CONWAY AR 72032                |
| 72076, 78, 99                     | JACKSONVILLE AR 72076          |
| 72101, 89                         | MC CRORY AR 72101              |
| 72104, 05                         | MALVERN AR 72104               |
| 72112, 69                         | NEWPORT AR 72112               |
| 72114, 15                         | NORTH LITTLE ROCK AR 72114     |
| 72116, 90                         | NORTH LITTLE ROCK AR 72116     |
| 72118, 99                         | NORTH LITTLE ROCK AR 72118     |
| 72120, 24                         | NORTH LITTLE ROCK AR 72120     |
| 72143, 45, 49                     | SEARCY AR 72143                |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>  | <b>Column B<br/>Label Container To</b> |
|---|--|--|--|
| 72088, 72153                              | SHIRLEY AR 72153                       | 73026, 69, 71                              | NORMAN OK 73026                        |
| 72133, 60                                 | STUTTGART AR 72160                     | 73085, 99                                  | YUKON OK 73085                         |
| 72201, 02                                 | LITTLE ROCK AR 72201                   | 73103, 06                                  | OKLAHOMA CITY OK 73103                 |
| 72204, 10, 14                             | LITTLE ROCK AR 72204                   | 73104, 11, 17, 21, 41                      | OKLAHOMA CITY OK 73104                 |
| 72206, 16                                 | LITTLE ROCK AR 72206                   | 73108, 27, 28                              | OKLAHOMA CITY OK 73108                 |
| 72207, 17                                 | LITTLE ROCK AR 72207                   | 73109, 29, 49                              | OKLAHOMA CITY OK 73109                 |
| 72209, 19                                 | LITTLE ROCK AR 72209                   | 73110, 30, 50                              | OKLAHOMA CITY OK 73110                 |
| 72211, 21, 27                             | LITTLE ROCK AR 72211                   | 73114, 16, 31, 51                          | OKLAHOMA CITY OK 73114                 |
| 72212, 22                                 | LITTLE ROCK AR 72212                   | 73115, 35, 65                              | OKLAHOMA CITY OK 73115                 |
| 72301, 03                                 | WEST MEMPHIS AR 72301                  | 73119, 79                                  | OKLAHOMA CITY OK 73119                 |
| 72315, 16, 19                             | BLYTHEVILLE AR 72315                   | 73120, 34                                  | OKLAHOMA CITY OK 73120                 |
| 72401, 04                                 | JONESBORO AR 72401                     | 73122, 32                                  | OKLAHOMA CITY OK 73122                 |
| 72413, 24, 70                             | BIGGERS AR 72413                       | 73139, 59, 73                              | OKLAHOMA CITY OK 73139                 |
| 72422, 41                                 | CORNING AR 72422                       | 73142, 62                                  | OKLAHOMA CITY OK 73142                 |
| 72428, 42                                 | MANILA AR 72442                        | 73401-03                                   | ARDMORE OK 73401                       |
| 72436, 43                                 | MARMADUKE AR 72443                     | 73501, 07                                  | LAWTON OK 73501                        |
| 72450, 51                                 | PARAGOULD AR 72450                     | 73521, 22                                  | ALTUS OK 73521                         |
| 72455, 78                                 | POCAHONTAS AR 72455                    | 73533, 34                                  | DUNCAN OK 73533                        |
| 72459, 60                                 | RAVENDEN AR 72459                      | 73644, 48                                  | ELK CITY OK 73644                      |
| 72512, 36                                 | FRANKLIN AR 72536                      | 73701, 03                                  | ENID OK 73701                          |
| 72525, 29, 42                             | HARDY AR 72542                         | 73801, 02                                  | WOODWARD OK 73801                      |
| 72543, 45                                 | HEBER SPRINGS AR 72543                 | 74003-06                                   | BARTLESVILLE OK 74003                  |
| 72533, 60                                 | MOUNTAIN VIEW AR 72560                 | 74011, 13                                  | BROKEN ARROW OK 74011                  |
| 72522, 79                                 | SULPHUR ROCK AR 72579                  | 74017, 18, 19                              | CLAREMORE OK 74017                     |
| 72601, 02                                 | HARRISON AR 72601                      | 74066, 67                                  | SAPULPA OK 74066                       |
| 72613, 31                                 | EUREKA SPRINGS AR 72631                | 74074, 76                                  | STILLWATER OK 74074                    |
| 72630, 44                                 | LEAD HILL AR 72644                     | 74075, 77, 78                              | STILLWATER OK 74075                    |
| 72645, 79                                 | LESLIE AR 72645                        | 74101, 02, 21, 82-84,<br>86, 87, 89, 92-94 | TULSA OK 74101                         |
| 72617, 39, 50                             | MARSHALL AR 72650                      | 74103, 19, 72                              | TULSA OK 74103                         |
| 72653, 54                                 | MOUNTAIN HOME AR 72653                 | 74104, 59                                  | TULSA OK 74104                         |
| 72636, 75                                 | SAINT JOE AR 72675                     | 74105, 70                                  | TULSA OK 74105                         |
| 72701, 02, 04                             | FAYETTEVILLE AR 72701                  | 74106, 26, 48                              | TULSA OK 74106                         |
| 72712, 14, 16                             | BENTONVILLE AR 72712                   | 74107, 31, 32, 57                          | TULSA OK 74107                         |
| 72756-58                                  | ROGERS AR 72756                        | 74108, 28, 69                              | TULSA OK 74108                         |
| 72762, 64                                 | SPRINGDALE AR 72764                    | 74110, 30                                  | TULSA OK 74110                         |
| 72801, 11                                 | RUSSELLVILLE AR 72801                  | 74112, 58                                  | TULSA OK 74112                         |
| 72802, 12                                 | RUSSELLVILLE AR 72802                  | 74115-17                                   | TULSA OK 74115                         |
| 72830, 39, 54                             | CLARKSVILLE AR 72830                   | 74120, 50                                  | TULSA OK 74120                         |
| 72901, 02, 16                             | FORT SMITH AR 72901                    | 74127, 49                                  | TULSA OK 74127                         |
| 72903, 06, 13, 17, 19                     | FORT SMITH AR 72903                    | 74129, 34                                  | TULSA OK 74129                         |
| 72904, 14                                 | FORT SMITH AR 72904                    | 74135, 53                                  | TULSA OK 74135                         |
| 72908, 18                                 | FORT SMITH AR 72908                    | 74145-47, 55                               | TULSA OK 74145                         |
| 72905, 23                                 | BARLING AR 72923                       | 74344, 45                                  | GROVE OK 74344                         |
| 72930, 33                                 | CHARLESTON AR 72933                    | 74354, 55                                  | MIAMI OK 74354                         |
| 72924, 26, 50, 58                         | WALDRON AR 72958                       | 74361, 62                                  | PRYOR OK 74361                         |
| 73018, 23                                 | CHICKASHA OK 73018                     |  |  |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 74401-03                          | MUSKOGEE OK 74401              |
| 74432, 61                         | EUFULA OK 74432                |
| 74441, 52                         | HULBERT OK 74441               |
| 74440, 62                         | STIGLER OK 74462               |
| 74444, 64, 65                     | TAHLEQUAH OK 74464             |
| 74467, 77                         | WAGONER OK 74467               |
| 74501, 02                         | MCALESTER OK 74501             |
| 74528, 53, 60, 76                 | KIOWA OK 74553                 |
| 74601, 02, 04                     | PONCA CITY OK 74601            |
| 74701, 02                         | DURANT OK 74701                |
| 74801, 04                         | SHAWNEE OK 74801               |
| 74818, 68                         | SEMINOLE OK 74818              |
| 74820, 21                         | ADA OK 74820                   |
| 75002, 13                         | ALLEN TX 75002                 |
| 75006, 11                         | CARROLLTON TX 75006            |
| 75007, 08, 10                     | CARROLLTON TX 75007            |
| 75020, 21                         | DENISON TX 75020               |
| 75024, 25                         | PLANO TX 75025                 |
| 75022, 27, 28                     | FLOWER MOUND TX 75028          |
| 75034, 35                         | FRISCO TX 75034                |
| 75016, 37, 38                     | IRVING TX 75038                |
| 75039, 63                         | IRVING TX 75039                |
| 75040, 42, 46                     | GARLAND TX 75040               |
| 75041, 47                         | GARLAND TX 75041               |
| 75043, 49                         | GARLAND TX 75043               |
| 75044, 45, 48                     | GARLAND TX 75044               |
| 75050, 51, 53                     | GRAND PRAIRIE TX 75050         |
| 75052, 54                         | GRAND PRAIRIE TX 75052         |
| 75017, 60                         | IRVING TX 75060                |
| 75015, 61, 84                     | IRVING TX 75061                |
| 75014, 62                         | IRVING TX 75062                |
| 75029, 57, 67, 77                 | LEWISVILLE TX 75067            |
| 75069, 70, 71                     | MCKINNEY TX 75069              |
| 75074, 86, 94                     | PLANO TX 75074                 |
| 75026, 75, 93                     | PLANO TX 75075                 |
| 75080, 83                         | RICHARDSON TX 75080            |
| 75081, 82, 85                     | RICHARDSON TX 75081            |
| 75032, 87                         | ROCKWALL TX 75087              |
| 75030, 88, 89                     | ROWLETT TX 75088               |
| 75090-92                          | SHERMAN TX 75090               |
| 75104, 06                         | CEDAR HILL TX 75104            |
| 75109, 10, 51                     | CORSICANA TX 75110             |
| 75115, 23                         | DESOTO TX 75115                |
| 75116, 37, 38                     | DUNCANVILLE TX 75116           |
| 75119, 20                         | ENNIS TX 75119                 |
| 75134, 46                         | LANCASTER TX 75134             |

| Column A<br>Destination ZIP Codes  | Column B<br>Label Container To |
|--|--------------------------------|
| 75149, 81, 82, 85  | MESQUITE TX 75149              |
| 75160, 61  | TERRELL TX 75160               |
| 75165, 67, 68  | WAXAHACHIE TX 75165            |
| 75202, 50  | DALLAS TX 75202                |
| 75211, 33, 36, 49  | DALLAS TX 75211                |
| 75214, 75359   | DALLAS TX 75214                |
| 75210, 15, 23, 26, 46, 75315   | DALLAS TX 75215                |
| 75203, 16, 39, 75339   | DALLAS TX 75216                |
| 75220, 75354   | DALLAS TX 75220                |
| 75222, 60, 62, 64, 67, 83, 84, 86, 95, 75301, 03, 10, 23, 26, 46, 50, 53 | DALLAS TX 75222                |
| 75224, 32, 37, 75376   | DALLAS TX 75224                |
| 75228, 75357   | DALLAS TX 75228                |
| 75229, 75378   | DALLAS TX 75229                |
| 75231, 75382   | DALLAS TX 75231                |
| 75235, 45, 75390   | DALLAS TX 75235                |
| 75238, 75355   | DALLAS TX 75238                |
| 75240, 75380, 87   | DALLAS TX 75240                |
| 75243, 75374   | DALLAS TX 75243                |
| 75207, 12, 47, 75356   | DALLAS TX 75247                |
| 75248, 75379   | DALLAS TX 75248                |
| 75253, 75336   | DALLAS TX 75253                |
| 75287, 75370   | DALLAS TX 75287                |
| 75401, 02  | GREENVILLE TX 75401            |
| 75428, 29  | COMMERCE TX 75428              |
| 75455, 56  | MOUNT PLEASANT TX 75455        |
| 75460-62   | PARIS TX 75460                 |
| 75482, 83  | SULPHUR SPRINGS TX 75482       |
| 75501, 03  | TEXARKANA TX 75501             |
| 75601-03, 07   | LONGVIEW TX 75602              |
| 75604, 05, 08, 15  | LONGVIEW TX 75604              |
| 75644, 45  | GILMER TX 75644                |
| 75652-54   | HENDERSON TX 75652             |
| 75662, 63  | KILGORE TX 75662               |
| 75670-72   | MARSHALL TX 75670              |
| 75701, 07, 11, 98, 99  | TYLER TX 75701                 |
| 75702, 04-06, 08, 12   | TYLER TX 75702                 |
| 75703, 09  | TYLER TX 75703                 |
| 75751, 52  | ATHENS TX 75751                |
| 75801, 02, 03, 82  | PALESTINE TX 75801             |
| 75880, 84, 86  | TENNESSEE COLONY TX 75880      |
| 75901-04, 15   | LUFKIN TX 75904                |
| 75961-65   | NACOGDOCHES TX 75961           |
| 75979, 90  | WOODVILLE TX 75979             |
| 76004, 13, 19  | ARLINGTON TX 76004             |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 76006, 11                                 | ARLINGTON TX 76011                     |
| 76002, 14, 18, 96                         | ARLINGTON TX 76014                     |
| 76001, 15-17                              | ARLINGTON TX 76017                     |
| 76020, 98                                 | AZLE TX 76020                          |
| 76021, 22, 95                             | BEDFORD TX 76021                       |
| 76028, 97                                 | BURLESON TX 76028                      |
| 76031, 33                                 | CLEBURNE TX 76031                      |
| 76039, 40                                 | EULESS TX 76039                        |
| 76051, 99                                 | GRAPEVINE TX 76051                     |
| 76067, 68                                 | MINERAL WELLS TX 76067                 |
| 76085-88                                  | WEATHERFORD TX 76086                   |
| 76101, 02, 04, 13                         | FORT WORTH TX 76102                    |
| 76103, 05, 12                             | FORT WORTH TX 76105                    |
| 76106, 31, 37, 48, 77-79                  | FORT WORTH TX 76106                    |
| 76107, 09, 85                             | FORT WORTH TX 76109                    |
| 76115, 34                                 | FORT WORTH TX 76115                    |
| 76116, 21                                 | FORT WORTH TX 76116                    |
| 76118, 80-82                              | FORT WORTH TX 76118                    |
| 76120, 24                                 | FORT WORTH TX 76120                    |
| 76129, 30                                 | FORT WORTH TX 76129                    |
| 76123, 32, 62                             | FORT WORTH TX 76132                    |
| 76133, 63                                 | FORT WORTH TX 76133                    |
| 76135, 36                                 | FORT WORTH TX 76135                    |
| 76122, 61, 92, 93, 95-99                  | FORT WORTH TX 76161                    |
| 76240, 41                                 | GAINESVILLE TX 76240                   |
| 76244, 48                                 | KELLER TX 76248                        |
| 76262, 99                                 | ROANOKE TX 76262                       |
| 76263, 72                                 | VALLEY VIEW TX 76272                   |
| 76302, 10                                 | WICHITA FALLS TX 76302                 |
| 76305, 06, 09                             | WICHITA FALLS TX 76305                 |
| 76384, 85                                 | VERNON TX 76384                        |
| 76501-04                                  | TEMPLE TX 76501                        |
| 76520, 55                                 | CAMERON TX 76520                       |
| 76528, 96-99                              | GATESVILLE TX 76528                    |
| 76540, 41, 43                             | KILLEEN TX 76540                       |
| 76542, 47, 48                             | KILLEEN TX 76542                       |
| 76701, 03, 06, 11                         | WACO TX 76701                          |
| 76704, 05, 15                             | WACO TX 76704                          |
| 76707, 08                                 | WACO TX 76707                          |
| 76710, 14                                 | WACO TX 76710                          |
| 76801-04                                  | BROWNWOOD TX 76801                     |
| 76821, 65                                 | BALLINGER TX 76821                     |
| 76825, 42, 52, 67, 69, 85, 87             | BRADY TX 76825                         |
| 76834, 73                                 | COLEMAN TX 76834                       |
| 76837, 62                                 | EDEN TX 76837                          |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 76844, 70, 80                             | GOLDTHWAITE TX 76844                   |
| 76849, 74, 83                             | JUNCTION TX 76849                      |
| 76824, 53                                 | LOMETA TX 76853                        |
| 76820, 31, 56                             | MASON TX 76856                         |
| 76841, 48, 59                             | MENARD TX 76859                        |
| 76861, 86                                 | MILES TX 76861                         |
| 76901, 08, 09                             | SAN ANGELO TX 76901                    |
| 76903, 05                                 | SAN ANGELO TX 76903                    |
| 76904, 06, 39                             | SAN ANGELO TX 76904                    |
| 76945, 49                                 | ROBERT LEE TX 76945                    |
| 77002, 10                                 | HOUSTON TX 77002                       |
| 77004, 77288                              | HOUSTON TX 77004                       |
| 77006, 77266                              | HOUSTON TX 77006                       |
| 77009, 77249                              | HOUSTON TX 77009                       |
| 77011, 12                                 | HOUSTON TX 77011                       |
| 77013, 29, 77229                          | HOUSTON TX 77013                       |
| 77014, 66, 68, 77268                      | HOUSTON TX 77014                       |
| 77015, 77213                              | HOUSTON TX 77015                       |
| 77016, 50                                 | HOUSTON TX 77016                       |
| 77017, 61, 87                             | HOUSTON TX 77017                       |
| 77018, 92, 77292                          | HOUSTON TX 77018                       |
| 77019, 77219                              | HOUSTON TX 77019                       |
| 77020, 77220                              | HOUSTON TX 77020                       |
| 77021, 77221                              | HOUSTON TX 77021                       |
| 77022, 77222                              | HOUSTON TX 77022                       |
| 77003, 23, 77223, 61                      | HOUSTON TX 77023                       |
| 77024, 77224, 79                          | HOUSTON TX 77024                       |
| 77025, 77225                              | HOUSTON TX 77025                       |
| 77026, 77226                              | HOUSTON TX 77026                       |
| 77027, 46, 77227, 56                      | HOUSTON TX 77027                       |
| 77028, 44, 49, 78, 77228                  | HOUSTON TX 77028                       |
| 77034, 77234                              | HOUSTON TX 77034                       |
| 77036, 77236                              | HOUSTON TX 77036                       |
| 77037, 76, 77238, 91                      | HOUSTON TX 77037                       |
| 77039, 93, 77293                          | HOUSTON TX 77039                       |
| 77040, 41                                 | HOUSTON TX 77040                       |
| 77042, 77242                              | HOUSTON TX 77042                       |
| 77045, 47, 53, 85, 77245                  | HOUSTON TX 77045                       |
| 77033, 48, 51, 77233                      | HOUSTON TX 77051                       |
| 77030, 54, 77230                          | HOUSTON TX 77054                       |
| 77055, 77255                              | HOUSTON TX 77055                       |
| 77057, 77237, 57                          | HOUSTON TX 77057                       |
| 77058, 77258                              | HOUSTON TX 77058                       |
| 77038, 60                                 | HOUSTON TX 77060                       |
| 77059, 62, 77259, 89                      | HOUSTON TX 77062                       |
| 77063, 77263                              | HOUSTON TX 77063                       |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 77032, 67                         | HOUSTON TX 77067               |
| 77064, 69, 70, 77269              | HOUSTON TX 77070               |
| 77031, 71, 77271                  | HOUSTON TX 77071               |
| 77072, 99, 77272                  | HOUSTON TX 77072               |
| 77074, 81, 77274                  | HOUSTON TX 77074               |
| 77075, 89, 77275                  | HOUSTON TX 77075               |
| 77077, 82, 77244, 82              | HOUSTON TX 77077               |
| 77079, 94                         | HOUSTON TX 77079               |
| 77043, 80, 77243, 80              | HOUSTON TX 77080               |
| 77084, 77284                      | HOUSTON TX 77084               |
| 77073, 90, 77273, 90              | HOUSTON TX 77090               |
| 77086, 91                         | HOUSTON TX 77091               |
| 77098, 77254                      | HOUSTON TX 77098               |
| 77217, 87                         | HOUSTON TX 77217               |
| 77231, 35                         | HOUSTON TX 77231               |
| 77240, 41                         | HOUSTON TX 77240               |
| 77301, 02, 05                     | CONROE TX 77301                |
| 77303, 84, 85                     | CONROE TX 77303                |
| 77304, 06                         | CONROE TX 77304                |
| 77327, 28                         | CLEVELAND TX 77327             |
| 77338, 46, 47, 96                 | HUMBLE TX 77338                |
| 77325, 39, 45                     | HUMBLE TX 77339                |
| 77320, 40                         | HUNTSVILLE TX 77340            |
| 77342, 49                         | HUNTSVILLE TX 77342            |
| 77343, 44, 48                     | HUNTSVILLE TX 77343            |
| 77351, 99                         | LIVINGSTON TX 77351            |
| 77354, 55                         | MAGNOLIA TX 77355              |
| 77316, 56                         | MONTGOMERY TX 77356            |
| 77373, 83, 88                     | SPRING TX 77373                |
| 77375, 77                         | TOMBALL TX 77375               |
| 77318, 78                         | WILLIS TX 77378                |
| 77379, 89, 91                     | SPRING TX 77379                |
| 77380, 86, 87                     | SPRING TX 77380                |
| 77381, 82, 93                     | SPRING TX 77381                |
| 77401, 02                         | BELLAIRE TX 77401              |
| 77404, 14                         | BAY CITY TX 77414              |
| 77410, 29, 33                     | CYPRESS TX 77429               |
| 77449, 50, 91                     | KATY TX 77450                  |
| 77459, 89                         | MISSOURI CITY TX 77459         |
| 77406, 77469                      | RICHMOND TX 77469              |
| 77477, 97                         | STAFFORD TX 77477              |
| 77478, 87                         | SUGAR LAND TX 77478            |
| 77479, 96                         | SUGAR LAND TX 77479            |
| 77492-94                          | KATY TX 77492                  |
| 77501, 02, 06                     | PASADENA TX 77501              |
| 77503-05, 07, 08                  | PASADENA TX 77504              |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 77511, 12                         | ALVIN TX 77511                 |
| 77515, 16                         | ANGLETON TX 77515              |
| 77521, 22                         | BAYTOWN TX 77521               |
| 77541, 42                         | FREEPORT TX 77541              |
| 77546, 49                         | FRIENDSWOOD TX 77546           |
| 77550, 53, 55                     | GALVESTON TX 77550             |
| 77551, 52, 54                     | GALVESTON TX 77551             |
| 77571, 72                         | LA PORTE TX 77571              |
| 77573, 74                         | LEAGUE CITY TX 77573           |
| 77581, 84, 88                     | PEARLAND TX 77581              |
| 77590-92                          | TEXAS CITY TX 77590            |
| 77630-32                          | ORANGE TX 77630                |
| 77640-42                          | PORT ARTHUR TX 77640           |
| 77662, 70                         | VIDOR TX 77662                 |
| 77701, 02                         | BEAUMONT TX 77701              |
| 77703, 08                         | BEAUMONT TX 77703              |
| 77705, 25                         | BEAUMONT TX 77705              |
| 77706, 13, 26                     | BEAUMONT TX 77706              |
| 77707, 20                         | BEAUMONT TX 77707              |
| 77801-03, 05-08                   | BRYAN TX 77801                 |
| 77833, 34                         | BRENHAM TX 77833               |
| 77840, 42-45                      | COLLEGE STATION TX 77840       |
| 77868, 69                         | NAVASOTA TX 77868              |
| 78006, 15                         | BOERNE TX 78006                |
| 78028, 29                         | KERRVILLE TX 78028             |
| 78041, 45                         | LAREDO TX 78041                |
| 78043, 46                         | LAREDO TX 78043                |
| 78070, 78163                      | SPRING BRANCH TX 78070         |
| 78102, 04                         | BEEVILLE TX 78102              |
| 78130, 32, 33                     | NEW BRAUNFELS TX 78130         |
| 78148, 50                         | UNIVERSAL CITY TX 78148        |
| 78202, 04                         | SAN ANTONIO TX 78202           |
| 78203, 10                         | SAN ANTONIO TX 78203           |
| 78205, 06                         | SAN ANTONIO TX 78205           |
| 78208, 09                         | SAN ANTONIO TX 78209           |
| 78211, 25, 26                     | SAN ANTONIO TX 78211           |
| 78212, 15                         | SAN ANTONIO TX 78212           |
| 78219, 20                         | SAN ANTONIO TX 78219           |
| 78221, 24, 64                     | SAN ANTONIO TX 78221           |
| 78222, 44, 63                     | SAN ANTONIO TX 78222           |
| 78227, 42                         | SAN ANTONIO TX 78227           |
| 78230, 48                         | SAN ANTONIO TX 78230           |
| 78233, 39, 66                     | SAN ANTONIO TX 78233           |
| 78245, 51, 52                     | SAN ANTONIO TX 78245           |
| 78249, 55-57                      | SAN ANTONIO TX 78249           |
| 78250, 53, 54                     | SAN ANTONIO TX 78250           |



| Column A<br>Destination ZIP Codes  | Column B<br>Label Container To |
|------------------------------------|--------------------------------|
| 78258-61                           | SAN ANTONIO TX 78258           |
| 78284-86                           | SAN ANTONIO TX 78284           |
| 78291-99                           | SAN ANTONIO TX 78291           |
| 78332, 33                          | ALICE TX 78332                 |
| 78335, 36                          | ARANSAS PASS TX 78335          |
| 78363, 64                          | KINGSVILLE TX 78363            |
| 78381, 82                          | ROCKPORT TX 78381              |
| 78401-03, 07, 08, 70,<br>71, 73-77 | CORPUS CHRISTI TX 78401        |
| 78404, 63                          | CORPUS CHRISTI TX 78404        |
| 78405, 65                          | CORPUS CHRISTI TX 78405        |
| 78406, 09, 10, 26, 60              | CORPUS CHRISTI TX 78406        |
| 78411, 66                          | CORPUS CHRISTI TX 78411        |
| 78412, 14, 68                      | CORPUS CHRISTI TX 78412        |
| 78413, 27, 72                      | CORPUS CHRISTI TX 78413        |
| 78415-17, 67                       | CORPUS CHRISTI TX 78415        |
| 78418, 80                          | CORPUS CHRISTI TX 78418        |
| 78501-05, 77                       | MCALLEN TX 78501               |
| 78605, 08                          | BERTRAM TX 78605               |
| 78613, 30                          | CEDAR PARK TX 78613            |
| 78624, 75                          | FREDERICKSBURG TX 78624        |
| 78626-28                           | GEORGETOWN TX 78626            |
| 78603, 14, 29, 58, 77              | GONZALES TX 78629              |
| 78636, 65                          | JOHNSON CITY TX 78636          |
| 78641, 46                          | LEANDER TX 78641               |
| 78660, 91                          | PFLUGERVILLE TX 78660          |
| 78664, 82, 83                      | ROUND ROCK TX 78664            |
| 78666, 67                          | SAN MARCOS TX 78666            |
| 78680, 81                          | ROUND ROCK TX 78680            |
| 78702, 21, 22, 62                  | AUSTIN TX 78702                |
| 78703, 51                          | AUSTIN TX 78703                |
| 78705, 65, 73                      | AUSTIN TX 78705                |
| 78711, 74                          | AUSTIN TX 78711                |
| 78712, 13                          | AUSTIN TX 78712                |
| 78714, 69                          | AUSTIN TX 78714                |
| 78717, 29, 71                      | AUSTIN TX 78717                |
| 78719, 41, 42, 44, 60              | AUSTIN TX 78719                |
| 78723-25                           | AUSTIN TX 78723                |
| 78727, 58                          | AUSTIN TX 78727                |
| 78708, 18, 28                      | AUSTIN TX 78728                |
| 78730, 31, 55                      | AUSTIN TX 78730                |
| 78732, 34, 38                      | AUSTIN TX 78732                |
| 78716, 33, 46                      | AUSTIN TX 78733                |
| 78735-37                           | AUSTIN TX 78735                |
| 78739, 49                          | AUSTIN TX 78739                |
| 78715, 45                          | AUSTIN TX 78745                |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 78747, 48                         | AUSTIN TX 78747                |
| 78726, 50                         | AUSTIN TX 78750                |
| 78752, 54, 61                     | AUSTIN TX 78752                |
| 78756, 66, 57                     | AUSTIN TX 78756                |
| 78720, 59                         | AUSTIN TX 78759                |
| 78763, 79                         | AUSTIN TX 78763                |
| 78767, 68                         | AUSTIN TX 78767                |
| 78801, 02                         | UVALDE TX 78801                |
| 78840, 42, 43, 47                 | DEL RIO TX 78840               |
| 78852, 53                         | EAGLE PASS TX 78852            |
| 78934, 43                         | COLUMBUS TX 78934              |
| 78945, 51, 64                     | LA GRANGE TX 78945             |
| 78954, 61                         | ROUND TOP TX 78954             |
| 79007, 08                         | BORGER TX 79007                |
| 79042, 94                         | HAPPY TX 79042                 |
| 79002, 57                         | MCLEAN TX 79057                |
| 79065, 66                         | PAMPA TX 79065                 |
| 79072, 73                         | PLAINVIEW TX 79072             |
| 79077, 79                         | SHAMROCK TX 79079              |
| 79101-04                          | AMARILLO TX 79101              |
| 79106, 19, 21, 24, 59             | AMARILLO TX 79106              |
| 79107, 08, 11                     | AMARILLO TX 79107              |
| 79110, 18                         | AMARILLO TX 79110              |
| 79316, 76                         | BROWNFIELD TX 79316            |
| 79336, 38                         | LEVELLAND TX 79336             |
| 79320, 26, 39, 53                 | LITTLEFIELD TX 79339           |
| 79324, 46                         | MORTON TX 79346                |
| 79364, 66                         | SLATON TX 79364                |
| 79401, 03, 05, 11, 15             | LUBBOCK TX 79401               |
| 79407, 14                         | LUBBOCK TX 79407               |
| 79406, 09                         | LUBBOCK TX 79409               |
| 79412, 23, 52                     | LUBBOCK TX 79412               |
| 79413, 93                         | LUBBOCK TX 79413               |
| 79424, 64                         | LUBBOCK TX 79424               |
| 79549, 50                         | SNYDER TX 79549                |
| 79601, 04, 98, 99                 | ABILENE TX 79601               |
| 79602, 03                         | ABILENE TX 79602               |
| 79605, 07, 08, 97                 | ABILENE TX 79605               |
| 79701, 06                         | MIDLAND TX 79701               |
| 79703, 07                         | MIDLAND TX 79703               |
| 79711, 12                         | MIDLAND TX 79711               |
| 79763, 66                         | ODESSA TX 79763                |
| 79764, 65                         | ODESSA TX 79764                |
| 79903, 23                         | EL PASO TX 79903               |
| 79905, 95                         | EL PASO TX 79905               |
| 79906, 08, 16, 18                 | EL PASO TX 79906               |

| Column A<br>Destination ZIP Codes                    | Column B<br>Label Container To |
|--|--------------------------------|
| 79912, 13  | EL PASO TX 79912               |
| 79915, 26  | EL PASO TX 79915               |
| 79922, 32  | EL PASO TX 79922               |
| 79914, 24, 34  | EL PASO TX 79924               |
| 79927-29   | EL PASO TX 79927               |
| 79930, 31  | EL PASO TX 79930               |
| 79935, 37  | EL PASO TX 79935               |
| 79938, 96  | EL PASO TX 79938               |
| 79940-55, 58, 60, 61,<br>76, 78, 80, 99              | EL PASO TX 79940               |
| 80001, 02, 04  | ARVADA CO 80001                |
| 80003, 05-07   | ARVADA CO 80003                |
| 80010, 40, 45  | AURORA CO 80010                |
| 80011, 42  | AURORA CO 80011                |
| 80012, 41  | AURORA CO 80012                |
| 80014, 44  | AURORA CO 80014                |
| 80015, 16, 46  | AURORA CO 80015                |
| 80013, 17-19, 47                                     | AURORA CO 80017                |
| 80020, 38  | BROOMFIELD CO 80020            |
| 80022, 37  | COMMERCE CITY CO 80022         |
| 80027, 28  | LOUISVILLE CO 80027            |
| 80030, 36  | WESTMINSTER CO 80030           |
| 80031, 35  | WESTMINSTER CO 80031           |
| 80033, 34  | WHEAT RIDGE CO 80033           |
| 80104, 08, 09  | CASTLE ROCK CO 80104           |
| 80110, 50  | ENGLEWOOD CO 80110             |
| 80111, 55  | ENGLEWOOD CO 80111             |
| 80120, 60  | LITTLETON CO 80120             |
| 80121, 22, 61  | LITTLETON CO 80121             |
| 80123, 62  | LITTLETON CO 80123             |
| 80124, 26, 29, 30, 63                                | LITTLETON CO 80124             |
| 80125, 27, 28  | LITTLETON CO 80127             |
| 80134, 38  | PARKER CO 80134                |
| 80201, 02, 57, 59, 65,<br>90, 93, 94, 99             | DENVER CO 80202                |
| 80203, 64, 73, 95                                    | DENVER CO 80203                |
| 80208, 10, 50  | DENVER CO 80210                |
| 80215, 25, 26, 28                                    | LAKEWOOD CO 80215              |
| 80217, 44, 52, 55, 56,<br>61, 63, 66, 70, 71, 74, 75 | DENVER CO 80217                |
| 80220, 30, 62, 79, 80                                | DENVER CO 80220                |
| 80222, 24  | DENVER CO 80222                |
| 80227, 32, 35, 36                                    | DENVER CO 80227                |
| 80231, 37, 47  | DENVER CO 80231                |
| 80233, 41  | NORTHGLENN CO 80233            |
| 80238, 39, 49  | DENVER CO 80239                |
| 80301, 08-10   | BOULDER CO 80301               |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 80302, 06                         | BOULDER CO 80302               |
| 80303, 04                         | BOULDER CO 80303               |
| 80305, 07                         | BOULDER CO 80305               |
| 80321-23, 28                      | BOULDER CO 80321               |
| 80401-03, 19                      | GOLDEN CO 80401                |
| 80432, 40                         | FAIRPLAY CO 80432              |
| 80437, 39                         | EVERGREEN CO 80439             |
| 80477, 87, 88                     | STEAMBOAT SPRINGS CO<br>80488  |
| 80501-04                          | LONGMONT CO 80501              |
| 80521-24                          | FORT COLLINS CO 80521          |
| 80525-28, 53                      | FORT COLLINS CO 80525          |
| 80538, 39                         | LOVELAND CO 80538              |
| 80601-03                          | BRIGHTON CO 80601              |
| 80631, 32, 39                     | GREELEY CO 80631               |
| 80633, 34, 38                     | GREELEY CO 80633               |
| 80701, 05                         | FORT MORGAN CO 80701           |
| 80863, 66                         | WOODLAND PARK CO 80863         |
| 80901, 03, 05, 44, 46             | COLORADO SPRINGS CO 80903      |
| 80904, 34                         | COLORADO SPRINGS CO 80904      |
| 80906, 26, 37, 60                 | COLORADO SPRINGS CO 80906      |
| 80907, 33                         | COLORADO SPRINGS CO 80907      |
| 80908, 20, 21, 62                 | COLORADO SPRINGS CO 80908      |
| 80909, 32                         | COLORADO SPRINGS CO 80909      |
| 80910, 35, 40, 41, 95             | COLORADO SPRINGS CO 80910      |
| 80911, 25, 31, 77                 | COLORADO SPRINGS CO 80911      |
| 80912, 14                         | COLORADO SPRINGS CO 80914      |
| 80915, 16, 22, 28, 29, 30         | COLORADO SPRINGS CO 80915      |
| 80917, 18, 36                     | COLORADO SPRINGS CO 80918      |
| 81004-06                          | PUEBLO CO 81005                |
| 81003, 07-10                      | PUEBLO CO 81008                |
| 81147, 57                         | PAGOSA SPRINGS CO 81147        |
| 81301-03                          | DURANGO CO 81301               |
| 81401, 02                         | MONTROSE CO 81401              |
| 81501, 02                         | GRAND JUNCTION CO 81501        |
| 81505, 06                         | GRAND JUNCTION CO 81505        |
| 81601, 02                         | GLENWOOD SPRINGS CO 81601      |
| 81611, 12                         | ASPEN CO 81611                 |
| 81625, 26                         | CRAIG CO 81625                 |
| 81657, 58                         | VAIL CO 81657                  |
| 82001-03, 05, 06                  | CHEYENNE WY 82001              |
| 82007-10                          | CHEYENNE WY 82007              |
| 82071-73                          | LARAMIE WY 82071               |
| 82501, 10                         | RIVERTON WY 82501              |
| 82601, 02, 04, 05, 09             | CASPER WY 82601                |
| 82716-18                          | GILLETTE WY 82716              |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 82901, 02                                 | ROCK SPRINGS WY 82901                  |
| 82930, 31                                 | EVANSTON WY 82930                      |
| 83201-05, 09                              | POCATELLO ID 83201                     |
| 83226, 29                                 | CHALLIS ID 83226                       |
| 83243, 52                                 | MALAD CITY ID 83252                    |
| 83220, 54                                 | MONTPELIER ID 83254                    |
| 83233, 61                                 | PARIS ID 83261                         |
| 83276, 85                                 | SODA SPRINGS ID 83276                  |
| 83301, 03                                 | TWIN FALLS ID 83301                    |
| 83322, 27                                 | FAIRFIELD ID 83327                     |
| 83324, 52                                 | SHOSHONE ID 83352                      |
| 83353, 54                                 | SUN VALLEY ID 83353                    |
| 83401-06, 15                              | IDAHO FALLS ID 83401                   |
| 83423, 46                                 | DUBOIS ID 83423                        |
| 83440, 41, 60                             | REXBURG ID 83440                       |
| 83424, 52                                 | TETONIA ID 83452                       |
| 83463, 66, 69                             | NORTH FORK ID 83466                    |
| 83522, 33                                 | COTTONWOOD ID 83522                    |
| 83524, 48                                 | CULDESAC ID 83524                      |
| 83530, 31                                 | GRANGEVILLE ID 83530                   |
| 83605-07                                  | CALDWELL ID 83605                      |
| 83617, 70                                 | EMMETT ID 83617                        |
| 83622, 37                                 | GARDEN VALLEY ID 83622                 |
| 83601, 31, 66                             | IDAHO CITY ID 83631                    |
| 83642, 80                                 | MERIDIAN ID 83642                      |
| 83651-53, 86, 87                          | NAMPA ID 83651                         |
| 83636, 55                                 | NEW PLYMOUTH ID 83655                  |
| 83704, 11, 13                             | BOISE ID 83704                         |
| 83709, 19                                 | BOISE ID 83709                         |
| 83716, 17                                 | BOISE ID 83716                         |
| 83814-16                                  | COEUR D ALENE ID 83814                 |
| 83812, 30                                 | FERNWOOD ID 83830                      |
| 83843, 72                                 | MOSCOW ID 83843                        |
| 83854, 77                                 | POST FALLS ID 83854                    |
| 83873, 74                                 | WALLACE ID 83873                       |
| 84003, 04                                 | AMERICAN FORK UT 84003                 |
| 84010, 11                                 | BOUNTIFUL UT 84010                     |
| 84015, 56, 89                             | CLEARFIELD UT 84015                    |
| 84016, 75                                 | CLEARFIELD UT 84016                    |
| 84026, 39, 63, 76, 85                     | FORT DUCHESNE UT 84026                 |
| 84036, 61                                 | KAMAS UT 84036                         |
| 84040, 41                                 | LAYTON UT 84041                        |
| 84018, 50                                 | MORGAN UT 84050                        |
| 84057, 59                                 | OREM UT 84057                          |
| 84042, 62                                 | PLEASANT GROVE UT 84062                |
| 84060, 68                                 | PARK CITY UT 84068                     |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 84070, 91, 94                             | SANDY UT 84070                         |
| 84008, 78, 79                             | VERNAL UT 84078                        |
| 84034, 83                                 | WENDOVER UT 84083                      |
| 84084, 88                                 | WEST JORDAN UT 84088                   |
| 84092, 93                                 | SANDY UT 84092                         |
| 84058, 97                                 | OREM UT 84097                          |
| 84101, 44, 80                             | SALT LAKE CITY UT 84101                |
| 84106, 52                                 | SALT LAKE CITY UT 84106                |
| 84107, 57                                 | MURRAY UT 84107                        |
| 84108, 12, 13, 32, 48, 58                 | SALT LAKE CITY UT 84108                |
| 84110, 36, 39, 43, 45, 51                 | SALT LAKE CITY UT 84110                |
| 84111, 33, 38                             | SALT LAKE CITY UT 84111                |
| 84115, 90                                 | SALT LAKE CITY UT 84115                |
| 84117, 24                                 | SALT LAKE CITY UT 84117                |
| 84120, 28, 70                             | WEST VALLEY CITY UT 84120              |
| 84121, 71                                 | SALT LAKE CITY UT 84121                |
| 84114, 25-27, 30, 31, 41, 50, 84          | SALT LAKE CITY UT 84125                |
| 84304, 09, 24                             | CACHE JUNCTION UT 84304                |
| 84321-23                                  | LOGAN UT 84321                         |
| 84201, 44, 84401, 02, 07, 09              | OGDEN UT 84401                         |
| 84403, 15                                 | OGDEN UT 84403                         |
| 84404, 12, 14                             | OGDEN UT 84404                         |
| 84405, 08                                 | OGDEN UT 84405                         |
| 84511, 33                                 | BLANDING UT 84511                      |
| 84526, 29                                 | HELPER UT 84526                        |
| 84601, 03, 06                             | PROVO UT 84601                         |
| 84602, 04                                 | PROVO UT 84604                         |
| 84623, 46                                 | MORONI UT 84646                        |
| 84663, 64                                 | SPRINGVILLE UT 84663                   |
| 84713, 31                                 | BEAVER UT 84713                        |
| 84720, 21                                 | CEDAR CITY UT 84720                    |
| 84722, 42, 81                             | CENTRAL UT 84722                       |
| 84737, 84                                 | HURRICANE UT 84737                     |
| 84739, 54, 66                             | MONROE UT 84754                        |
| 84716-18, 26, 36, 59, 64, 76              | PANGUITCH UT 84759                     |
| 84719, 61                                 | PAROWAN UT 84761                       |
| 84738, 65                                 | SANTA CLARA UT 84765                   |
| 84770, 71                                 | SAINT GEORGE UT 84770                  |
| 84790, 91                                 | SAINT GEORGE UT 84790                  |
| 85001, 02, 30                             | PHOENIX AZ 85001                       |
| 85003, 25                                 | PHOENIX AZ 85003                       |
| 85004, 73                                 | PHOENIX AZ 85004                       |
| 85019, 31, 43                             | PHOENIX AZ 85019                       |
| 85035, 37                                 | PHOENIX AZ 85035                       |

| Column A<br>Destination ZIP Codes                  | Column B<br>Label Container To |
|--|--------------------------------|
| 85036, 74  | PHOENIX AZ 85036               |
| 85038, 62, 72, 99                                  | PHOENIX AZ 85038               |
| 85045, 48  | PHOENIX AZ 85045               |
| 85046, 78  | PHOENIX AZ 85046               |
| 85061, 79  | PHOENIX AZ 85061               |
| 85086, 87  | PHOENIX AZ 85086               |
| 85201, 11  | MESA AZ 85201                  |
| 85203, 75  | MESA AZ 85203                  |
| 85217, 78  | APACHE JUNCTION AZ 85217       |
| 85248, 49  | CHANDLER AZ 85248              |
| 85264, 68  | SCOTTSDALE AZ 85268            |
| 85283, 84  | TEMPE AZ 85283                 |
| 85303, 05, 07                                      | GLENDALE AZ 85303              |
| 85374, 79  | SUN CITY WEST AZ 85374         |
| 85381, 82  | PEORIA AZ 85381                |
| 85710, 31  | TUCSON AZ 85710                |
| 85713, 14  | TUCSON AZ 85713                |
| 85715, 50  | TUCSON AZ 85715                |
| 85735, 36, 46                                      | TUCSON AZ 85735                |
| 85737, 39  | TUCSON AZ 85737                |
| 85741, 43  | TUCSON AZ 85741                |
| 86312, 14  | PRESCOTT VALLEY AZ 86314       |
| 86339, 40  | SEDONA AZ 86339                |
| 87107, 13  | ALBUQUERQUE NM 87107           |
| 87108, 16, 18, 98                                  | ALBUQUERQUE NM 87108           |
| 87115, 17, 85                                      | ALBUQUERQUE NM 87115           |
| 87401, 02  | FARMINGTON NM 87401            |
| 87510, 16  | ABIQUIU NM 87510               |
| 87521, 76  | CHAMISAL NM 87521              |
| 88001, 11  | LAS CRUCES NM 88001            |
| 88005, 12  | LAS CRUCES NM 88005            |
| 88061, 62  | SILVER CITY NM 88061           |
| 88201, 03  | ROSWELL NM 88201               |
| 88510-21, 23-36, 38-50,<br>53-56, 58-63, 65-90, 95 | EL PASO TX 88510               |
| 89005, 06  | BOULDER CITY NV 89005          |
| 89012, 52, 74                                      | HENDERSON NV 89012             |
| 89014, 53  | HENDERSON NV 89014             |
| 89009, 11, 15                                      | HENDERSON NV 89015             |
| 89019, 26, 70                                      | JEAN NV 89019                  |
| 89028, 29  | LAUGHLIN NV 89029              |
| 89030, 36  | NORTH LAS VEGAS NV 89030       |
| 89031-33, 84, 86                                   | NORTH LAS VEGAS NV 89031       |
| 89102, 07, 26, 46                                  | LAS VEGAS NV 89102             |
| 89103, 73  | LAS VEGAS NV 89103             |
| 89104, 16, 85                                      | LAS VEGAS NV 89104             |

| Column A<br>Destination ZIP Codes                  | Column B<br>Label Container To |
|--|--------------------------------|
| 89101, 06, 27, 55                                  | LAS VEGAS NV 89106             |
| 89109, 19, 32, 70                                  | LAS VEGAS NV 89109             |
| 89113, 48  | LAS VEGAS NV 89113             |
| 89114, 18  | LAS VEGAS NV 89114             |
| 89110, 15, 56                                      | LAS VEGAS NV 89115             |
| 89117, 47, 80                                      | LAS VEGAS NV 89117             |
| 89112, 20, 21                                      | LAS VEGAS NV 89120             |
| 89122, 42, 62                                      | LAS VEGAS NV 89122             |
| 89123, 39, 41                                      | LAS VEGAS NV 89123             |
| 89108, 28, 29, 33, 49                              | LAS VEGAS NV 89128             |
| 89124, 30, 31, 36, 43                              | LAS VEGAS NV 89130             |
| 89134, 37, 44, 45                                  | LAS VEGAS NV 89134             |
| 89135, 38  | LAS VEGAS NV 89135             |
| 88901-05, 89150-54, 59,<br>63, 77, 93, 99          | LAS VEGAS NV 89199             |
| 89301, 15  | ELY NV 89301                   |
| 89406, 07, 96                                      | FALLON NV 89406                |
| 89431, 32  | SPARKS NV 89431                |
| 89434-36   | SPARKS NV 89434                |
| 89445, 46  | WINNEMUCCA NV 89445            |
| 89450-52   | INCLINE VILLAGE NV 89451       |
| 89501, 04, 05, 12                                  | RENO NV 89501                  |
| 89502, 09, 10, 15, 20,<br>57, 95                   | RENO NV 89502                  |
| 89503, 13  | RENO NV 89503                  |
| 89511, 21  | RENO NV 89511                  |
| 89523, 33  | RENO NV 89523                  |
| 89701-05, 11-14                                    | CARSON CITY NV 89701           |
| 89706, 21  | CARSON CITY NV 89706           |
| 90005, 10, 20, 70, 75, 76                          | LOS ANGELES CA 90005           |
| 90007, 18, 37, 89                                  | LOS ANGELES CA 90007           |
| 90014, 15, 55, 79                                  | LOS ANGELES CA 90014           |
| 90017, 57, 71, 81                                  | LOS ANGELES CA 90017           |
| 90025, 73  | LOS ANGELES CA 90025           |
| 90027, 29, 72                                      | LOS ANGELES CA 90027           |
| 90030, 51, 54, 60 74, 84,<br>87, 88, 96, 90102, 89 | LOS ANGELES CA 90030           |
| 90041, 42, 50                                      | LOS ANGELES CA 90041           |
| 90043, 62  | LOS ANGELES CA 90043           |
| 90045, 83, 94                                      | LOS ANGELES CA 90045           |
| 90036, 48  | LOS ANGELES CA 90048           |
| 90049, 77  | LOS ANGELES CA 90049           |
| 90002, 59, 61                                      | LOS ANGELES CA 90059           |
| 90012, 13, 53, 86                                  | LOS ANGELES CA 90086           |
| 90209-13   | BEVERLY HILLS CA 90210         |
| 90220-24   | COMPTON CA 90221               |
| 90230, 31  | CULVER CITY CA 90230           |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 90232, 33                         | CULVER CITY CA 90232           |
| 90240, 41                         | DOWNEY CA 90241                |
| 90245, 66, 67                     | EL SEGUNDO CA 90245            |
| 90247-49                          | GARDENA CA 90247               |
| 90250, 51                         | HAWTHORNE CA 90250             |
| 90260, 61                         | LAWNDALE CA 90260              |
| 90263-65                          | MALIBU CA 90265                |
| 90254, 77, 78                     | REDONDO BEACH CA 90277         |
| 90291-96                          | VENICE CA 90291                |
| 90301, 03-11                      | INGLEWOOD CA 90304             |
| 90404-09, 11                      | SANTA MONICA CA 90404          |
| 90501-03, 05-09                   | TORRANCE CA 90503              |
| 90601, 02, 07, 08                 | WHITTIER CA 90601              |
| 90603, 04, 09                     | WHITTIER CA 90603              |
| 90605, 06, 10                     | WHITTIER CA 90605              |
| 90620-23                          | BUENA PARK CA 90620            |
| 90631-33                          | LA HABRA CA 90631              |
| 90637-39                          | LA MIRADA CA 90637             |
| 90650-52                          | NORWALK CA 90650               |
| 90660-62, 65                      | PICO RIVERA CA 90660           |
| 90701-03                          | ARTESIA CA 90701               |
| 90706, 07                         | BELLFLOWER CA 90706            |
| 90711-14                          | LAKEWOOD CA 90712              |
| 90715, 16                         | LAKEWOOD CA 90715              |
| 90720, 21                         | LOS ALAMITOS CA 90720          |
| 90731-34                          | SAN PEDRO CA 90731             |
| 90744, 48                         | WILMINGTON CA 90744            |
| 90745, 47, 49                     | CARSON CA 90745                |
| 90803, 53                         | LONG BEACH CA 90803            |
| 91001, 03                         | ALTADENA CA 91001              |
| 91006, 07, 66, 77                 | ARCADIA CA 91006               |
| 91009, 10                         | DUARTE CA 91010                |
| 91011, 12, 20, 23                 | FLINTRIDGE CA 91011            |
| 91016, 17                         | MONROVIA CA 91016              |
| 91024, 25                         | SIERRA MADRE CA 91024          |
| 91030, 31                         | SOUTH PASADENA CA 91030        |
| 91040, 41                         | SUNLAND CA 91040               |
| 91042, 43                         | TUJUNGA CA 91042               |
| 91104, 14                         | PASADENA CA 91104              |
| 91107, 17                         | PASADENA CA 91107              |
| 91108, 18                         | PASADENA CA 91108              |
| 91201, 21                         | GLENDALE CA 91201              |
| 91202, 22                         | GLENDALE CA 91202              |
| 91204, 05, 25                     | GLENDALE CA 91204              |
| 91206, 26                         | GLENDALE CA 91206              |
| 91203, 07, 09, 10                 | GLENDALE CA 91209              |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 91214, 24                         | GLENDALE CA 91214              |
| 91301, 76, 77                     | AGOURA HILLS CA 91301          |
| 91302, 72, 99                     | WOODLAND HILLS CA 91302        |
| 91303-05, 09                      | CANOGA PARK CA 91304           |
| 91306, 96                         | CANOGA PARK CA 91306           |
| 91307, 08                         | CANOGA PARK CA 91307           |
| 91311-13                          | CHATSWORTH CA 91311            |
| 91316, 91416, 26                  | ENCINO CA 91316                |
| 91319, 20                         | NEWBURY PARK CA 91320          |
| 91321, 22, 81                     | SANTA CLARITA CA 91321         |
| 91324, 25, 28-30                  | NORTHRIDGE CA 91324            |
| 91326, 27                         | NORTHRIDGE CA 91326            |
| 91331, 33, 34                     | PACOIMA CA 91331               |
| 91335, 37                         | RESEDA CA 91335                |
| 91340, 42, 92                     | SYLMAR CA 91342                |
| 91343, 93                         | NORTH HILLS CA 91343           |
| 91341, 44-46, 94, 95              | SAN FERNANDO CA 91344          |
| 91310, 50, 80, 84                 | SANTA CLARITA CA 91350         |
| 91351, 86                         | SANTA CLARITA CA 91351         |
| 91352, 53                         | SUN VALLEY CA 91352            |
| 91354, 55, 85                     | SANTA CLARITA CA 91354         |
| 91356, 57                         | TARZANA CA 91356               |
| 91358-60, 63                      | THOUSAND OAKS CA 91360         |
| 91364, 65, 71                     | WOODLAND HILLS CA 91364        |
| 91401, 04, 07, 08                 | VAN NUYS CA 91401              |
| 91402, 12                         | VAN NUYS CA 91402              |
| 91403, 13, 23                     | VAN NUYS CA 91403              |
| 91501-04, 07, 08                  | BURBANK CA 91501               |
| 91505, 06, 10, 21-23              | BURBANK CA 91505               |
| 91601-03, 10                      | NORTH HOLLYWOOD CA 91601       |
| 91604, 14                         | NORTH HOLLYWOOD CA 91604       |
| 91605, 06, 08, 09, 15, 16, 18     | NORTH HOLLYWOOD CA 91605       |
| 91607, 17                         | NORTH HOLLYWOOD CA 91607       |
| 91701, 37                         | RANCHO CUCAMONGA CA 91701      |
| 91714-16, 35                      | CITY OF INDUSTRY CA 91714      |
| 91722, 24                         | COVINA CA 91722                |
| 91729, 30, 39                     | RANCHO CUCAMONGA CA 91730      |
| 91731-34                          | EL MONTE CA 91731              |
| 91744, 46                         | LA PUENTE CA 91744             |
| 91745, 48                         | LA PUENTE CA 91745             |
| 91747, 49                         | LA PUENTE CA 91747             |
| 91754-56                          | MONTEREY PARK CA 91754         |
| 91758, 61, 64, 98                 | ONTARIO CA 91758               |
| 91766-68                          | POMONA CA 91766                |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 91770-72                          | ROSEMEAD CA 91770              |
| 91775, 76, 78                     | SAN GABRIEL CA 91775           |
| 91784-86                          | UPLAND CA 91784                |
| 91788, 89, 95                     | WALNUT CA 91788                |
| 91790-93                          | WEST COVINA CA 91790           |
| 91801, 02, 41                     | ALHAMBRA CA 91801              |
| 91901, 03                         | ALPINE CA 91901                |
| 91902, 08                         | BONITA CA 91902                |
| 91909, 11                         | CHULA VISTA CA 91909           |
| 91910, 12                         | CHULA VISTA CA 91910           |
| 91913-15, 21                      | CHULA VISTA CA 91915           |
| 91932, 33                         | IMPERIAL BEACH CA 91932        |
| 91941, 44                         | LA MESA CA 91941               |
| 91945, 46                         | LEMON GROVE CA 91945           |
| 91950, 51                         | NATIONAL CITY CA 91950         |
| 91976-79                          | SPRING VALLEY CA 91977         |
| 92008, 18                         | CARLSBAD CA 92008              |
| 92009, 13                         | CARLSBAD CA 92009              |
| 92020, 22, 90                     | EL CAJON CA 92020              |
| 92023, 24                         | ENCINITAS CA 92024             |
| 92025, 26, 29, 46                 | ESCONDIDO CA 92025             |
| 92027, 30                         | ESCONDIDO CA 92027             |
| 92028, 88                         | FALLBROOK CA 92028             |
| 92051, 54                         | OCEANSIDE CA 92054             |
| 92052, 56, 57                     | OCEANSIDE CA 92056             |
| 92064, 74                         | POWAY CA 92064                 |
| 92069, 78, 79, 96                 | SAN MARCOS CA 92069            |
| 92071, 72                         | SANTEE CA 92071                |
| 92101, 12                         | SAN DIEGO CA 92101             |
| 92103, 63                         | SAN DIEGO CA 92103             |
| 92104, 64                         | SAN DIEGO CA 92104             |
| 92105, 65                         | SAN DIEGO CA 92105             |
| 92106, 66                         | SAN DIEGO CA 92106             |
| 92107, 67                         | SAN DIEGO CA 92107             |
| 92109, 69                         | SAN DIEGO CA 92109             |
| 92110, 71                         | SAN DIEGO CA 92110             |
| 92113, 70                         | SAN DIEGO CA 92113             |
| 92115, 75                         | SAN DIEGO CA 92115             |
| 92116, 76                         | SAN DIEGO CA 92116             |
| 92117, 77                         | SAN DIEGO CA 92117             |
| 92118, 78                         | SAN DIEGO CA 92118             |
| 92119, 59                         | SAN DIEGO CA 92119             |
| 92120, 60, 90                     | SAN DIEGO CA 92120             |
| 92121, 30, 91                     | SAN DIEGO CA 92121             |
| 92123, 93, 94                     | SAN DIEGO CA 92123             |
| 92126, 96                         | SAN DIEGO CA 92126             |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 92127, 28                         | SAN DIEGO CA 92128             |
| 92137, 38, 86                     | SAN DIEGO CA 92138             |
| 92139, 49                         | SAN DIEGO CA 92139             |
| 92150, 99                         | SAN DIEGO CA 92150             |
| 92143, 73                         | SAN YSIDRO CA 92173            |
| 92607, 77                         | LAGUNA BEACH CA 92607          |
| 92609, 30                         | EL TORO CA 92609               |
| 92606, 14                         | IRVINE CA 92614                |
| 92615, 46                         | HUNTINGTON BEACH CA 92615      |
| 92603, 18                         | IRVINE CA 92618                |
| 92602, 20                         | IRVINE CA 92620                |
| 92625, 57                         | CORONA DEL MAR CA 92625        |
| 92626, 28                         | COSTA MESA CA 92626            |
| 92624, 29                         | DANA POINT CA 92629            |
| 92605, 47                         | HUNTINGTON BEACH CA 92647      |
| 92651, 52                         | LAGUNA BEACH CA 92651          |
| 92653, 54                         | LAGUNA HILLS CA 92654          |
| 92656, 98                         | ALISO VIEJO CA 92656           |
| 92659, 61, 63                     | NEWPORT BEACH CA 92659         |
| 92658, 60, 62                     | NEWPORT BEACH CA 92660         |
| 92672, 74                         | SAN CLEMENTE CA 92674          |
| 92675, 93                         | SAN JUAN CAPISTRAN CA<br>92675 |
| 92655, 83-85                      | WESTMINSTER CA 92683           |
| 92610, 78, 79, 88                 | RCHO STA MARGARITA CA<br>92688 |
| 92690, 91                         | MISSION VIEJO CA 92690         |
| 92692, 94                         | MISSION VIEJO CA 92692         |
| 92701, 02                         | SANTA ANA CA 92701             |
| 92708, 28                         | FOUNTAIN VALLEY CA 92708       |
| 92705, 11                         | SANTA ANA CA 92711             |
| 92780-82                          | TUSTIN CA 92780                |
| 92697, 92799                      | SANTA ANA CA 92799             |
| 92801, 03, 05, 15, 25             | ANAHEIM CA 92801               |
| 92802, 12                         | ANAHEIM CA 92802               |
| 92804, 14                         | ANAHEIM CA 92804               |
| 92806, 16                         | ANAHEIM CA 92806               |
| 92808, 09                         | ANAHEIM CA 92808               |
| 92807, 17                         | ANAHEIM CA 92817               |
| 92821-23                          | BREA CA 92821                  |
| 92831, 32, 34                     | FULLERTON CA 92834             |
| 92833, 37                         | FULLERTON CA 92837             |
| 92835, 38                         | FULLERTON CA 92838             |
| 92840-44                          | GARDEN GROVE CA 92842          |
| 92845, 46                         | GARDEN GROVE CA 92845          |
| 92857, 59, 62, 63, 65,<br>66, 69  | ORANGE CA 92863                |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b>                           | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 92856, 61, 67, 68                         | ORANGE CA 92867                        | 93527, 42   | INYOKERN CA 93527                      |
| 92870, 71                                 | PLACENTIA CA 92870                     | 93534-36, 39, 84, 86  | LANCASTER CA 93534                     |
| 92877, 79, 81, 83                         | CORONA CA 92877                        | 93550-52, 90, 91  | PALMDALE CA 93550                      |
| 92878, 80, 82                             | CORONA CA 92878                        | 93555, 56   | RIDGECREST CA 93555                    |
| 92885-87                                  | YORBA LINDA CA 92885                   | 93561, 81   | TEHACHAPI CA 93561                     |
| 93001, 02                                 | VENTURA CA 93001                       | 93562, 92   | TRONA CA 93562                         |
| 93010-12                                  | CAMARILLO CA 93010                     | 93604, 69   | BASS LAKE CA 93604                     |
| 93013, 14                                 | CARPINTERIA CA 93014                   | 93611-13  | CLOVIS CA 93612                        |
| 93015, 16                                 | FILLMORE CA 93015                      | 93637-39  | MADERA CA 93638                        |
| 93020, 21                                 | MOORPARK CA 93021                      | 93646, 75   | ORANGE COVE CA 93646                   |
| 93023, 24                                 | OJAI CA 93023                          | 93701, 21   | FRESNO CA 93701                        |
| 93030-32                                  | OXNARD CA 93030                        | 93704, 55   | FRESNO CA 93704                        |
| 93033, 34                                 | OXNARD CA 93033                        | 93705, 90-94  | FRESNO CA 93705                        |
| 93041, 43, 44                             | PORT HUENEME CA 93041                  | 93706, 25   | FRESNO CA 93706                        |
| 93060, 61                                 | SANTA PAULA CA 93060                   | 93710, 29   | FRESNO CA 93710                        |
| 93062-64                                  | SIMI VALLEY CA 93063                   | 93901, 02   | SALINAS CA 93901                       |
| 93065, 94, 99                             | SIMI VALLEY CA 93065                   | 93905, 15   | SALINAS CA 93905                       |
| 93101, 02, 20, 21, 90                     | SANTA BARBARA CA 93101                 | 93922, 23   | CARMEL CA 93923                        |
| 93103, 08, 40                             | SANTA BARBARA CA 93103                 | 94010-12  | BURLINGAME CA 94011                    |
| 93105, 50                                 | SANTA BARBARA CA 93105                 | 94014-17  | DALY CITY CA 94015                     |
| 93109, 30                                 | SANTA BARBARA CA 93109                 | 94022, 23   | LOS ALTOS CA 94022                     |
| 93110, 11, 60                             | SANTA BARBARA CA 93110                 | 94025-29  | MENLO PARK CA 94027                    |
| 93116-18                                  | SANTA BARBARA CA 93117                 | 94039, 41, 42   | MOUNTAIN VIEW CA 94041                 |
| 93215, 16                                 | DELANO CA 93215                        | 94040, 43   | MOUNTAIN VIEW CA 94043                 |
| 93230, 32                                 | HANFORD CA 93230                       | 94044, 45   | PACIFICA CA 94044                      |
| 93257, 58                                 | PORTERVILLE CA 93257                   | 94080, 83   | S SAN FRANCISCO CA 94080               |
| 93274, 75                                 | TULARE CA 93274                        | 94085, 86, 89   | SUNNYVALE CA 94086                     |
| 93304, 84                                 | BAKERSFIELD CA 93304                   | 94087, 88   | SUNNYVALE CA 94087                     |
| 93307, 87                                 | BAKERSFIELD CA 93307                   | 94109, 64   | SAN FRANCISCO CA 94109                 |
| 93309, 89                                 | BAKERSFIELD CA 93309                   | 94125, 28   | SAN FRANCISCO CA 94128                 |
| 93313, 90                                 | BAKERSFIELD CA 93313                   | 94106, 19, 20, 37, 39,<br>44, 45, 50, 51, 55, 60,<br>61, 63, 77, 88 | SAN FRANCISCO CA 94188                 |
| 93401, 03, 05, 07-10                      | SAN LUIS OBISPO CA 93401               | 94301, 02   | PALO ALTO CA 94301                     |
| 93402, 12                                 | LOS OSOS CA 93402                      | 94303, 04   | PALO ALTO CA 94303                     |
| 93422, 23                                 | ATASCADERO CA 93422                    | 94305, 09   | PALO ALTO CA 94305                     |
| 93436-38                                  | LOMPOC CA 93436                        | 94306, 10   | PALO ALTO CA 94306                     |
| 93442, 43                                 | MORRO BAY CA 93442                     | 94401, 02   | SAN MATEO CA 94402                     |
| 93446, 47                                 | PASO ROBLES CA 93446                   | 94403, 04   | SAN MATEO CA 94403                     |
| 93448, 49                                 | PISMO BEACH CA 93449                   | 94501, 02   | ALAMEDA CA 94501                       |
| 93454, 56, 58                             | SANTA MARIA CA 93454                   | 94503, 89   | AMERICAN CANYON CA 94503               |
| 93455, 57                                 | SANTA MARIA CA 93455                   | 94518, 19   | CONCORD CA 94518                       |
| 93463, 64                                 | SOLVANG CA 93463                       | 94520, 22, 24, 27, 29   | CONCORD CA 94520                       |
| 93501, 02                                 | MOJAVE CA 93501                        | 94533, 34   | FAIRFIELD CA 94533                     |
| 93504, 05                                 | CALIFORNIA CITY CA 93505               | 94536, 37   | FREMONT CA 94536                       |
| 93512, 14, 15                             | BISHOP CA 93514                        | 94541, 43   | HAYWARD CA 94541                       |
| 93516, 96                                 | BORON CA 93516                         |   |  |
| 93523, 24                                 | EDWARDS CA 93523                       |   |  |

| Column A<br>Destination ZIP Codes    | Column B<br>Label Container To |
|--------------------------------------|--------------------------------|
| 94540, 44                            | HAYWARD CA 94544               |
| 94545, 57                            | HAYWARD CA 94545               |
| 94516, 56, 70, 75                    | MORAGA CA 94556                |
| 94559, 81                            | NAPA CA 94559                  |
| 94566, 86                            | PLEASANTON CA 94566            |
| 94547, 72                            | RODEO CA 94572                 |
| 94567, 74, 76                        | SAINT HELENA CA 94574          |
| 94512, 85                            | SUISUN CITY CA 94585           |
| 94582, 83                            | SAN RAMON CA 94583             |
| 94590, 92                            | VALLEJO CA 94590               |
| 94608, 62                            | EMERYVILLE CA 94608            |
| 94604, 12, 17                        | OAKLAND CA 94612               |
| 94615, 25, 26, 43, 49,<br>59, 60, 66 | OAKLAND CA 94615               |
| 94614, 21, 22                        | OAKLAND CA 94621               |
| 94701, 04, 12                        | BERKELEY CA 94704              |
| 94801, 02, 07                        | RICHMOND CA 94801              |
| 94803, 20                            | EL SOBRANTE CA 94803           |
| 94804, 08                            | RICHMOND CA 94804              |
| 94901, 12, 15                        | SAN RAFAEL CA 94901            |
| 94903, 13                            | SAN RAFAEL CA 94903            |
| 94904, 14                            | GREENBRAE CA 94904             |
| 94925, 39, 76                        | CORTE MADERA CA 94925          |
| 94926-28, 31                         | ROHNERT PARK CA 94928          |
| 94941, 42                            | MILL VALLEY CA 94941           |
| 94945, 47-49                         | NOVATO CA 94947                |
| 94952-55                             | PETALUMA CA 94952              |
| 94930, 60, 78, 79                    | SAN ANSELMO CA 94960           |
| 94964, 74                            | SAN QUENTIN CA 94964           |
| 94965, 66                            | SAUSALITO CA 94965             |
| 94975, 99                            | PETALUMA CA 94999              |
| 95001, 03                            | APTOS CA 95003                 |
| 95008, 09, 11                        | CAMPBELL CA 95008              |
| 95014, 15                            | CUPERTINO CA 95014             |
| 95020, 21                            | GILROY CA 95020                |
| 95023, 24                            | HOLLISTER CA 95023             |
| 95030, 31                            | LOS GATOS CA 95030             |
| 95035, 36                            | MILPITAS CA 95035              |
| 95037, 38                            | MORGAN HILL CA 95037           |
| 95026, 44                            | REDWOOD ESTATES CA 95044       |
| 95051, 55                            | SANTA CLARA CA 95051           |
| 95060, 61                            | SANTA CRUZ CA 95060            |
| 95062, 63                            | SANTA CRUZ CA 95062            |
| 95066, 67                            | SCOTTS VALLEY CA 95066         |
| 95070, 71                            | SARATOGA CA 95070              |
| 95076, 77                            | WATSONVILLE CA 95076           |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 95101, 02, 61, 90-96              | SAN JOSE CA 95101              |
| 95103, 06, 08, 09, 15             | SAN JOSE CA 95103              |
| 95110, 13                         | SAN JOSE CA 95113              |
| 95116, 56                         | SAN JOSE CA 95116              |
| 95117, 30, 57                     | SAN JOSE CA 95117              |
| 95118, 58                         | SAN JOSE CA 95118              |
| 95120, 41, 60                     | SAN JOSE CA 95120              |
| 95122, 51                         | SAN JOSE CA 95122              |
| 95123, 53                         | SAN JOSE CA 95123              |
| 95124, 54                         | SAN JOSE CA 95124              |
| 95125, 50                         | SAN JOSE CA 95125              |
| 95126, 59                         | SAN JOSE CA 95126              |
| 95129, 70                         | SAN JOSE CA 95129              |
| 95132, 40, 52                     | SAN JOSE CA 95132              |
| 95134, 64                         | SAN JOSE CA 95134              |
| 95201, 90                         | STOCKTON CA 95201              |
| 95202, 03                         | STOCKTON CA 95203              |
| 95204, 08, 11, 12                 | STOCKTON CA 95204              |
| 95205, 15                         | STOCKTON CA 95205              |
| 95209, 10, 69                     | STOCKTON CA 95209              |
| 95213, 97                         | STOCKTON CA 95213              |
| 95219, 67                         | STOCKTON CA 95219              |
| 95240-42                          | LODI CA 95240                  |
| 95246, 50                         | SHEEP RANCH CA 95250           |
| 95226, 52                         | VALLEY SPRINGS CA 95252        |
| 95304, 77, 91                     | TRACY CA 95304                 |
| 95336, 37                         | MANTECA CA 95336               |
| 95340, 41, 44, 48                 | MERCED CA 95340                |
| 95350, 52, 97                     | MODESTO CA 95350               |
| 95351, 58                         | MODESTO CA 95351               |
| 95353, 54                         | MODESTO CA 95353               |
| 95355-57                          | MODESTO CA 95355               |
| 95314, 64, 75                     | PINECREST CA 95364             |
| 95376, 78                         | TRACY CA 95376                 |
| 95380-82                          | TURLOCK CA 95380               |
| 95402, 06                         | SANTA ROSA CA 95402            |
| 95405, 09                         | SANTA ROSA CA 95405            |
| 95420, 37                         | FORT BRAGG CA 95437            |
| 95472, 73                         | SEBASTOPOL CA 95472            |
| 95418, 82                         | UKIAH CA 95482                 |
| 95485, 93                         | UPPER LAKE CA 95485            |
| 95501-03, 34                      | EUREKA CA 95501                |
| 95518, 19, 21                     | ARCATA CA 95521                |
| 95602-04                          | AUBURN CA 95603                |
| 95608, 09                         | CARMICHAEL CA 95608            |
| 95616-18                          | DAVIS CA 95616                 |



| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> | <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|---|--|
| 95611, 21                                 | CITRUS HEIGHTS CA 95621                | 96764, 73, 74                             | LAUPAHOEHOE HI 96764                   |
| 95624, 95759                              | ELK GROVE CA 95624                     | 96768, 88                                 | MAKAWAO HI 96768                       |
| 95630, 71, 95763                          | FOLSOM CA 95630                        | 96701, 82, 96861                          | PEARL CITY HI 96782                    |
| 95652, 60                                 | NORTH HIGHLANDS CA 95660               | 96786, 96854                              | WAHIAWA HI 96786                       |
| 95644, 46, 66                             | PIONEER CA 95666                       | 96707, 97, 96862                          | WAIPAHU HI 96797                       |
| 95655, 70, 95741, 42                      | RANCHO CORDOVA CA 95670                | 96801-12                                  | HONOLULU HI 96812                      |
| 95677, 95765                              | ROCKLIN CA 95677                       | 96815, 30                                 | HONOLULU HI 96815                      |
| 95687, 96                                 | VACAVILLE CA 95687                     | 96820, 38                                 | HONOLULU HI 96820                      |
| 95605, 91                                 | WEST SACRAMENTO CA 95691               | 96822, 23, 26, 44, 48                     | HONOLULU HI 96822                      |
| 95695, 95776                              | WOODLAND CA 95695                      | 96821, 25                                 | HONOLULU HI 96825                      |
| 95724, 28                                 | SODA SPRINGS CA 95728                  | 96910, 13, 15, 19, 21,<br>23, 29, 31, 32  | BARRIGADA GU 96913                     |
| 95721, 35                                 | TWIN BRIDGES CA 95735                  | 97005, 08, 75-78                          | BEAVERTON OR 97005                     |
| 95798, 99                                 | WEST SACRAMENTO CA 95799               | 97015, 27                                 | CLACKAMAS OR 97015                     |
| 95813, 51-53                              | SACRAMENTO CA 95813                    | 97030, 80                                 | GRESHAM OR 97030                       |
| 95815, 33                                 | SACRAMENTO CA 95815                    | 97051, 53, 54                             | SAINT HELENS OR 97051                  |
| 95823, 32                                 | SACRAMENTO CA 95823                    | 97106, 09, 25                             | BANKS OR 97106                         |
| 95825, 64-66                              | SACRAMENTO CA 95825                    | 97116, 17                                 | FOREST GROVE OR 97116                  |
| 95826, 27                                 | SACRAMENTO CA 95826                    | 97201, 04, 05, 07, 58                     | PORTLAND OR 97201                      |
| 95828-30                                  | SACRAMENTO CA 95828                    | 97203, 31, 83                             | PORTLAND OR 97203                      |
| 95834-37                                  | SACRAMENTO CA 95834                    | 97206, 86                                 | PORTLAND OR 97206                      |
| 95842, 43                                 | SACRAMENTO CA 95842                    | 97208, 28, 55, 56                         | PORTLAND OR 97208                      |
| 95901, 03                                 | MARYSVILLE CA 95901                    | 97209, 10, 96                             | PORTLAND OR 97209                      |
| 95926, 73                                 | CHICO CA 95926                         | 97212, 27                                 | PORTLAND OR 97212                      |
| 95927, 29, 76                             | CHICO CA 95927                         | 97213, 18                                 | PORTLAND OR 97213                      |
| 95945, 49                                 | GRASS VALLEY CA 95945                  | 97214, 32, 93                             | PORTLAND OR 97214                      |
| 95965, 66                                 | OROVILLE CA 95965                      | 97215, 16, 33                             | PORTLAND OR 97216                      |
| 95967, 69                                 | PARADISE CA 95969                      | 97219, 39, 80                             | PORTLAND OR 97219                      |
| 95991-93                                  | YUBA CITY CA 95991                     | 97220, 30, 94                             | PORTLAND OR 97220                      |
| 96001, 99                                 | REDDING CA 96001                       | 97221, 25, 98                             | PORTLAND OR 97221                      |
| 96021, 29                                 | CORNING CA 96021                       | 97223, 24, 81                             | TIGARD OR 97223                        |
| 96051, 70                                 | LAKEHEAD CA 96051                      | 97006, 97229, 91                          | PORTLAND OR 97229                      |
| 96061, 63                                 | MINERAL CA 96063                       | 97236, 66                                 | PORTLAND OR 97236                      |
| 96114, 36                                 | JANESVILLE CA 96114                    | 97222, 67, 68                             | OAK GROVE OR 97267                     |
| 96123, 32                                 | RAVENDALE CA 96123                     | 97302, 06                                 | SALEM OR 97302                         |
| 96127, 30                                 | SUSANVILLE CA 96130                    | 97301, 03, 05, 14                         | SALEM OR 97303                         |
| 96150-52, 54-56, 58                       | SOUTH LAKE TAHOE CA 96150              | 97310-13                                  | SALEM OR 97310                         |
| 96160, 61                                 | TRUCKEE CA 96161                       | 97330, 31, 33, 39                         | CORVALLIS OR 97330                     |
| 96703, 51                                 | ANAHOLA HI 96703                       | 97367, 68                                 | LINCOLN CITY OR 97367                  |
| 96704, 37                                 | CAPTAIN COOK HI 96704                  | 97357, 80                                 | SILETZ OR 97380                        |
| 96720, 21, 81, 83                         | HILO HI 96720                          | 97401, 40                                 | EUGENE OR 97401                        |
| 96732, 33                                 | KAHULUI HI 96732                       | 97404, 08                                 | EUGENE OR 97404                        |
| 96734, 96863                              | KAILUA HI 96734                        | 97403, 05, 55                             | EUGENE OR 97405                        |
| 96740, 45                                 | KAILUA KONA HI 96740                   | 97438, 52                                 | LOWELL OR 97452                        |
| 96738, 43                                 | KAMUELA HI 96743                       | 97601-03, 25                              | KLAMATH FALLS OR 97601                 |
| 96722, 54                                 | KILAUEA HI 96754                       | 97604, 24                                 | CHILOQUIN OR 97604                     |
| 96761, 67                                 | LAHAINA HI 96761                       |   |  |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 97630, 37                         | LAKEVIEW OR 97630              |
| 97701, 07-09                      | BEND OR 97701                  |
| 97710, 20-22, 36                  | BURNS OR 97720                 |
| 97735, 39                         | LA PINE OR 97739               |
| 97801, 59                         | PENDLETON OR 97801             |
| 97812, 61                         | ARLINGTON OR 97812             |
| 97814, 34, 40, 70, 77             | BAKER CITY OR 97814            |
| 97841, 76                         | IMBLER OR 97841                |
| 98001, 47, 71                     | AUBURN WA 98001                |
| 98002, 92                         | AUBURN WA 98002                |
| 98003, 63                         | FEDERAL WAY WA 98003           |
| 98005, 15                         | BELLEVUE WA 98005              |
| 98007, 08                         | BELLEVUE WA 98007              |
| 98011, 41                         | BOTHELL WA 98011               |
| 98021, 82                         | BOTHELL WA 98021               |
| 98023, 93                         | FEDERAL WAY WA 98023           |
| 98027, 29, 75                     | ISSAQUAH WA 98027              |
| 98030, 31, 64                     | KENT WA 98031                  |
| 98033, 83                         | KIRKLAND WA 98033              |
| 98036, 46                         | LYNNWOOD WA 98036              |
| 98052, 73                         | REDMOND WA 98052               |
| 98053, 74                         | REDMOND WA 98053               |
| 98055, 58                         | RENTON WA 98055                |
| 98056, 59                         | RENTON WA 98059                |
| 98101, 11, 61, 71, 91             | SEATTLE WA 98101               |
| 98104, 14, 54, 64, 74             | SEATTLE WA 98104               |
| 98105, 45, 85                     | SEATTLE WA 98105               |
| 98106, 46                         | SEATTLE WA 98106               |
| 98107, 17                         | SEATTLE WA 98107               |
| 98108, 34                         | SEATTLE WA 98108               |
| 98124, 81, 84                     | SEATTLE WA 98124               |
| 98126, 36                         | SEATTLE WA 98126               |
| 98148, 66                         | BURIEN WA 98148                |
| 98158, 68                         | SEATTLE WA 98168               |
| 98054, 98198                      | DES MOINES WA 98198            |
| 98201, 05-07                      | EVERETT WA 98201               |
| 98204, 08                         | EVERETT WA 98204               |
| 98225, 27                         | BELLINGHAM WA 98225            |
| 98226, 28                         | BELLINGHAM WA 98226            |
| 98230, 31                         | BLAINE WA 98230                |
| 98270, 71                         | MARYSVILLE WA 98270            |
| 98273, 74                         | MOUNT VERNON WA 98273          |
| 98290, 91, 96                     | SNOHOMISH WA 98290             |
| 98282, 92                         | STANWOOD WA 98292              |
| 98310, 11                         | BREMERTON WA 98310             |
| 98329, 95                         | GIG HARBOR WA 98329            |

| Column A<br>Destination ZIP Codes | Column B<br>Label Container To |
|-----------------------------------|--------------------------------|
| 98332, 35                         | GIG HARBOR WA 98332            |
| 98349, 51                         | LAKEBAY WA 98349               |
| 98362, 63                         | PORT ANGELES WA 98362          |
| 98366, 67                         | PORT ORCHARD WA 98366          |
| 98371, 72                         | PUYALLUP WA 98371              |
| 98373-75                          | PUYALLUP WA 98373              |
| 98401-03, 21                      | TACOMA WA 98401                |
| 98404, 05, 43                     | TACOMA WA 98404                |
| 98406, 16                         | TACOMA WA 98406                |
| 98408, 09                         | TACOMA WA 98408                |
| 98422, 24                         | TACOMA WA 98422                |
| 98439, 97, 99                     | LAKEWOOD WA 98439              |
| 98444-46                          | TACOMA WA 98444                |
| 98464-67                          | TACOMA WA 98464                |
| 98471, 81                         | TACOMA WA 98471                |
| 98502, 08, 12                     | OLYMPIA WA 98502               |
| 98503, 09, 13, 16                 | LACEY WA 98503                 |
| 98505-07, 11                      | OLYMPIA WA 98505               |
| 98660, 63, 66                     | VANCOUVER WA 98660             |
| 98661, 65, 68, 85, 86             | VANCOUVER WA 98661             |
| 98623, 72                         | WHITE SALMON WA 98672          |
| 98603, 16, 74                     | WOODLAND WA 98674              |
| 98662, 64, 82-84, 87              | VANCOUVER WA 98684             |
| 98801, 02, 07                     | WENATCHEE WA 98801             |
| 98901, 03, 04, 07-09              | YAKIMA WA 98901                |
| 98929, 37                         | NACHES WA 98937                |
| 99026, 34                         | NINE MILE FALLS WA 99026       |
| 99017, 32                         | SPRAGUE WA 99032               |
| 99015, 36                         | VALLEYFORD WA 99036            |
| 99101, 31                         | ADDY WA 99101                  |
| 99117, 47                         | CRESTON WA 99117               |
| 99104, 28                         | FARMINGTON WA 99128            |
| 99134, 54                         | HARRINGTON WA 99134            |
| 99107, 26, 41, 60                 | KETTLE FALLS WA 99141          |
| 99136, 43                         | LACROSSE WA 99143              |
| 83822, 99156                      | NEWPORT WA 99156               |
| 99144, 59                         | ODESSA WA 99159                |
| 99163-65                          | PULLMAN WA 99163               |
| 99127, 71, 76                     | SAINT JOHN WA 99171            |
| 99201, 56, 60, 99                 | SPOKANE WA 99201               |
| 99202, 12                         | SPOKANE WA 99202               |
| 99205, 09                         | SPOKANE WA 99205               |
| 99206, 14, 16                     | SPOKANE WA 99206               |
| 99208, 18                         | SPOKANE WA 99208               |
| 99219, 24                         | SPOKANE WA 99219               |
| 99220, 52, 58                     | SPOKANE WA 99220               |

| <b>Column A<br/>Destination ZIP Codes</b> | <b>Column B<br/>Label Container To</b> |
|---|--|
| 99301, 02, 36-38                          | PASCO WA 99301                         |
| 99344, 49                                 | OTHELLO WA 99344                       |
| 99352, 53                                 | WEST RICHLAND WA 99353                 |
| 99105, 99371                              | WASHTUCNA WA 99371                     |
| 99501, 13, 20                             | ANCHORAGE AK 99501                     |
| 99502, 18, 22                             | ANCHORAGE AK 99502                     |
| 99503, 24, 99                             | ANCHORAGE AK 99503                     |
| 99504, 21                                 | ANCHORAGE AK 99504                     |
| 99507, 23                                 | ANCHORAGE AK 99507                     |
| 99508, 12, 14                             | ANCHORAGE AK 99508                     |
| 99511, 15, 16, 40                         | ANCHORAGE AK 99515                     |
| 99509, 17                                 | ANCHORAGE AK 99517                     |
| 99615, 19, 97                             | KODIAK AK 99615                        |
| 99701, 08                                 | FAIRBANKS AK 99701                     |
| 99706, 09, 12, 90                         | FAIRBANKS AK 99709                     |
| 99801, 03, 50                             | JUNEAU AK 99801                        |
| 99901, 50                                 | KETCHIKAN AK 99901                     |



## L801 AADCs—Letter-Size Mailings

L801 describes the service area by individual 3-digit ZIP Code prefix for automation rate letter-size mailings.

Use set number 007 when ordering labels on Form 1578-B from USPS Label Printing Center. Requests are supplied in lots of 300 (minimum) for each label on list.

| Column A<br>Destination ZIP<br>Codes | Column B<br>Label to                  | Column A<br>Destination ZIP<br>Codes    | Column B<br>Label to      |
|--------------------------------------|---------------------------------------|---|---------------------------|
| 090-099                              | AMF JFK APO/FPO NY 00309 <sup>1</sup> | 173-176                                 | AADC LANCASTER PA 173     |
| 005, 117-119                         | AADC MID-ISLAND NY 117                | 180-188                                 | AADC LEHIGH VALLEY PA 180 |
| 006-009                              | AADC SAN JUAN PR 006                  | 179, 189, 193-196                       | AADC SOUTHEASTERN PA 189  |
| 010-013                              | AADC SPRINGFIELD MA 010               | 190-192                                 | AADC PHILADELPHIA PA 190  |
| 014-017                              | AADC CENTRAL MA 015                   | 197-199                                 | AADC WILMINGTON DE 197    |
| 018, 019, 055                        | AADC MIDDLESEX-ESX MA 018             | 200                                     | WASHINGTON DC 200         |
| 021, 022, 024                        | AADC BOSTON MA 021                    | 202-205                                 | AADC WASHINGTON DC 202    |
| 020, 023                             | AADC BROCKTON MA 023                  | 201, 226, 227                           | AADC DULLES VA 201        |
| 025-029                              | AADC PROVIDENCE RI 028                | 206, 207                                | AADC SOUTHERN MD MD 207   |
| 030-034, 038, 039                    | AADC MANCHESTER NH 030                | 208, 209                                | AADC SUBURBAN MD MD 208   |
| 040-049                              | AADC PORTLAND ME 040                  | 210, 211, 214                           | AADC LINTHICUM MD 210     |
| 035-037, 050-054,<br>056-059         | AADC WHITE RIV JCT VT 050             | 212, 216, 218, 219                      | AADC BALTIMORE MD 212     |
| 060-062                              | AADC HARTFORD CT 060                  | 215, 217, 254, 267                      | AADC FREDERICK MD 217     |
| 063-067                              | AADC SOUTHERN CT 064                  | 220-223                                 | AADC NORTHERN VA VA 220   |
| 068, 069                             | AADC STAMFORD CT 068                  | 224, 225, 228-232,<br>238, 239, 244     | AADC RICHMOND VA 230      |
| 070-073                              | AADC DV DANIELS NJ 07099              | 233-237                                 | AADC NORFOLK VA 233       |
| 074-076                              | AADC NNJ METRO NJ 076                 | 240-243, 245                            | AADC ROANOKE VA 240       |
| 077, 087                             | AADC MONMOUTH NJ 077                  | 246-253, 255-259,<br>261-266, 268       | AADC CHARLESTON WV 250    |
| 078, 079                             | AADC WEST JERSEY NJ 079               | 270-274, 285                            | AADC GREENSBORO NC 270    |
| 080-084                              | AADC SOUTH JERSEY NJ 080              | 275-279                                 | AADC RALEIGH NC 275       |
| 085, 086                             | AADC TRENTON NJ 085                   | 280-282, 286-289,<br>297                | AADC CHARLOTTE NC 280     |
| 088, 089                             | AADC KILMER NJ 088                    | 283, 284                                | AADC FAYETTEVILLE NC 283  |
| 090-099, 340                         | MILITARY CENTER NY 090 <sup>2</sup>   | 290-292, 295                            | AADC COLUMBIA SC 290      |
| 100-102, 104                         | AADC NEW YORK NY 100                  | 294                                     | CHARLESTON SC 294         |
| 103, 112, 116                        | AADC BROOKLYN NY 112                  | 293, 296                                | AADC GREENVILLE SC 296    |
| 105-109                              | AADC WESTCHESTER NY 105               | 300, 301                                | AADC NORTH METRO GA 300   |
| 110, 111, 113, 114                   | AADC QUEENS NY 110                    | 302, 303, 311, 399                      | AADC ATLANTA GA 303       |
| 115                                  | WESTERN NASSAU NY 115                 | 305, 306                                | AADC ATHENS GA 306        |
| 120-123, 128, 129                    | AADC ALBANY NY 120                    | 298, 308, 309                           | AADC AUGUSTA GA 308       |
| 124-127                              | AADC MID-HUDSON NY 125                | 307, 373, 374                           | AADC CHATTANOOGA TN 373   |
| 130-139                              | AADC SYRACUSE NY 130                  | 310, 312, 316-319,<br>398               | AADC MACON GA 310         |
| 140-143, 147                         | AADC BUFFALO NY 140                   | 299, 304, 313-315,<br>320-323, 326, 344 | AADC JACKSONVILLE FL 320  |
| 144-146, 148, 149                    | AADC ROCHESTER NY 144                 | 324, 325, 365, 366                      | AADC PENSACOLA FL 325     |
| 150-168, 260                         | AADC PITTSBURGH PA 150                |   |                           |
| 169-172, 177, 178                    | AADC HARRISBURG PA 170                |   |                           |

| <b>Column A<br/>Destination ZIP<br/>Codes</b> | <b>Column B<br/>Label to</b> | <b>Column A<br/>Destination ZIP<br/>Codes</b> | <b>Column B<br/>Label to</b> |
|---|------------------------------|---|------------------------------|
| 327   | MID FLORIDA FL 327           | 535, 537-539, 544,<br>545                     | AADC MADISON WI 535          |
| 328, 329, 347                                 | AADC ORLANDO FL 328          | 498, 499, 541-543                             | AADC GREEN BAY WI 541        |
| 330   | SOUTH FLORIDA FL 330         | 540, 546-548, 550,<br>551, 556-559            | AADC ST PAUL MN 550          |
| 331, 332, 340                                 | AADC MIAMI FL 331 1          | 553-555, 560-564,<br>566                      | AADC MINNEAPOLIS MN 553      |
| 331, 332                                      | AADC MIAMI FL 331 2          | 570-577                                       | AADC SIOUX FALLS SD 570      |
| 333   | FT LAUDERDALE FL 333         | 565, 567, 580-588                             | AADC FARGO ND 580            |
| 334, 349                                      | AADC WEST PALM BCH FL 334    | 590-599, 821                                  | AADC BILLINGS MT 590         |
| 335-338, 342, 346                             | AADC TAMPA FL 335            | 600, 602, 610, 611                            | AADC PALATINE IL 600         |
| 339, 341                                      | AADC FT MYERS FL 339         | 601, 603                                      | AADC CAROL STREAM IL 601     |
| 350-352, 354-359,<br>362                      | AADC BIRMINGHAM AL 350       | 604, 609                                      | AADC S SUBURBAN IL 604       |
| 360, 361, 363, 364,<br>367, 368               | AADC MONTGOMERY AL 360       | 605   | FOX VALLEY IL 605            |
| 369, 390-393, 396,<br>397                     | AADC JACKSON MS 390          | 613-619, 623, 625-<br>627                     | AADC SPRINGFIELD IL 625      |
| 370-372, 384, 385                             | AADC NASHVILLE TN 370        | 620, 622, 624, 628-<br>631, 633-639           | AADC ST LOUIS MO 630         |
| 376-379                                       | AADC KNOXVILLE TN 377        | 640, 641, 644-658,<br>660-662, 664-668        | AADC KANSAS CITY MO 640      |
| 375, 380-383, 386-<br>389, 723                | AADC MEMPHIS TN 380          | 669-679, 739                                  | AADC WICHITA KS 670          |
| 394, 395, 700, 701,<br>703, 704               | AADC NEW ORLEANS LA 700      | 510-516, 680, 681,<br>683-693                 | AADC OMAHA NE 680            |
| 400-402, 420-424,<br>427, 471, 476, 477       | AADC LOUISVILLE KY 400       | 705-708                                       | AADC BATON ROUGE LA 707      |
| 403-409, 411-418,<br>425, 426                 | AADC LEXINGTON KY 403        | 710-714                                       | AADC SHREVEPORT LA 710       |
| 430-433, 437, 438,<br>456, 457                | AADC COLUMBUS OH 430         | 716-722, 724-729                              | AADC LITTLE ROCK AR 720      |
| 434-436                                       | AADC TOLEDO OH 434           | 730, 731, 734-738,<br>748                     | AADC OKLAHOMA CITY OK 730    |
| 440, 441, 444, 445,<br>448, 449               | AADC CLEVELAND OH 440        | 740, 741, 743-747,<br>749                     | AADC TULSA OK 740            |
| 439, 442, 443, 446,<br>447                    | AADC AKRON OH 442            | 750, 754                                      | AADC NORTH TEXAS TX 750      |
| 410, 450-452, 459,<br>470                     | AADC CINCINNATI OH 450       | 751-753                                       | AADC DALLAS TX 752           |
| 453-455, 458                                  | AADC DAYTON OH 453           | 755-759                                       | AADC EAST TEXAS TX 757       |
| 465-469, 472-475,<br>478, 479                 | AADC INDIANAPOLIS IN 460     | 760-764, 768, 769,<br>790-797                 | AADC FT WORTH TX 760         |
| 460-462                                       | AADC INDIANAPOLIS IN 462     | 770-772                                       | AADC HOUSTON TX 770          |
| 463, 464, 606-608                             | AADC CHICAGO IL 606          | 773-778                                       | AADC NORTH HOUSTON TX 773    |
| 480, 483-485                                  | AADC ROYAL OAK MI 480        | 780-782, 788                                  | AADC SAN ANTONIO TX 780      |
| 481, 482                                      | AADC DETROIT MI 481          | 779, 783-785                                  | AADC CRP CHRISTI TX 783      |
| 486-489, 492                                  | AADC LANSING MI 488          | 733, 765-767, 786,<br>787, 789                | AADC AUSTIN TX 786           |
| 490, 491, 493-497                             | AADC GRAND RAPIDS MI 493     | 798, 799, 885                                 | AADC EL PASO TX 798          |
| 500-503, 505, 508,<br>509, 525                | AADC DES MOINES IA 500       | 800-807, 814-816                              | AADC DENVER CO 800           |
| 504, 506, 507, 520-<br>524,<br>526-528, 612   | AADC CEDAR RAPIDS IA 522     | 808-813                                       | AADC COLORADO SPGS CO<br>808 |
| 530-532, 534, 549                             | AADC MILWAUKEE WI 530        | 820, 822-831                                  | AADC CHEYENNE WY 820         |
|   |                              | 832-834, 836, 837,<br>979                     | AADC BOISE ID 836            |

## Labeling Lists: AADCs—Letter-Size Mailings

| Column A<br>Destination ZIP<br>Codes | Column B<br>Label to      |
|--------------------------------------|---------------------------|
| 835, 838, 990-994                    | AADC SPOKANE WA 990       |
| 840-847, 898                         | AADC SALT LAKE CTY UT 840 |
| 850, 852, 853, 855,<br>859, 860, 863 | AADC PHOENIX AZ 852       |
| 856, 857                             | AADC TUCSON AZ 856        |
| 864, 889-891, 893                    | AADC LAS VEGAS NV 890     |
| 865, 870-875, 877-<br>884            | AADC ALBUQUERQUE NM 870   |
| 894, 895, 897, 961                   | AADC RENO NV 894          |
| 900, 901                             | AADC LOS ANGELES CA 900   |
| 902-905                              | AADC INGLEWOOD CA 902     |
| 906-908                              | AADC LONG BEACH CA 907    |
| 910-912                              | AADC PASADENA CA 910      |
| 913-916                              | AADC VAN NUYS CA 913      |
| 917, 918                             | AADC INDUSTRY CA 917      |
| 919-921                              | AADC SAN DIEGO CA 920     |
| 922-925                              | AADC SN BERNARDINO CA 923 |
| 926-928                              | AADC SANTA ANA CA 926     |

| Column A<br>Destination ZIP<br>Codes | Column B<br>Label to      |
|--------------------------------------|---------------------------|
| 930-935                              | AADC SEQUOIA CA 93090     |
| 936-939, 950, 951                    | AADC SAN JOSE CA 950      |
| 940, 941, 943, 944,<br>949, 954, 955 | AADC SAN FRANCISCO CA 940 |
| 942, 952, 953, 956-<br>960           | AADC SACRAMENTO CA 956    |
| 945-948                              | AADC OAKLAND CA 945 1     |
| 945-948, 969                         | AADC OAKLAND CA 945 2     |
| 962-966                              | AMF SFO APO/FPO CA 962    |
| 967-969                              | AADC HONOLULU HI 967 1    |
| 967-968                              | AADC HONOLULU HI 967 2    |
| 970-978, 986                         | AADC PORTLAND OR 970      |
| 980-982, 988, 989,<br>998, 999       | AADC SEATTLE WA 980       |
| 983-985                              | AADC TACOMA WA 983        |
| 995-997                              | AADC ANCHORAGE AK 995     |

1 For First-Class mailings only.

2 For all Periodicals and Standard Mail mailings.





## Forms Glossary

| ID     | Title  | ID      | Title   |
|--------|--|---------|---|
| 17-G   | Penalty Mail Stamp Requisition   | 3624    | Application to Mail at Nonprofit Standard Mail Rates                        |
| 17-J   | Penalty Mail Printed Stamped Envelope Order  | 3800    | Certified Mail Receipt  |
| 1000   | Domestic Claim or Registered Mail Inquiry  | 3801    | Standing Delivery Order   |
| 1093   | Application for Post Office Box or Caller Service  | 3801-A  | Agreement by a Hotel, Apartment House, or the Like                          |
| 1094   | Request for Post Office Box Key or Lock Service  | 3804    | Return Receipt for Merchandise  |
| 1357-S | Customer Request for Computer Access   | 3806    | Receipt for Registered Mail   |
| 1500   | Application for Listing and/or Prohibitory Order   | 3811    | Domestic Return Receipt   |
| 1508   | Statement by Shipper of Firearms   | 3811-A  | Request for Delivery Information/Return Receipt After Mailing               |
| 1509   | Sender's Application for Recall of Mail  | 3813    | Receipt for Domestic Insured Parcel   |
| 1578-B | Requisition for Facing Slips or Labels   | 3813-P  | Insured Mail Receipt  |
| 1583   | Application for Delivery of Mail Through Agent   | 3815    | Plant-Load Authorization Application, Worksheet, and Agreement              |
| 1583-A | Application to Act as Commercial Mail Receiving Agency   | 3816    | COD Mailing and Delivery Receipt  |
| 2976   | Customs Declaration CN 22—Sender's Declaration   | 3816-AS | COD Card—Firm Mailings  |
| 2976-A | Customs Declaration and Dispatch Note—CP72   | 3817    | Certificate of Mailing  |
| 3152   | Delivery Confirmation Certification  | 3849    | Delivery Notice/Reminder/Receipt  |
| 3152-A | Confirm Advanced Shipping Notice (ASN) Shipment ID   | 3849-D  | Notice to Sender of Undelivered COD Mail                                    |
| 3152-E | Express Mail Manifesting Certification   | 3877    | Firm Mailing Book for Accountable Mail                                      |
| 3203   | Personalized Stamped Envelope Order  | 4410    | Authorization for BMC Acceptance  |
| 3500   | Application for Periodicals Mailing Privileges   | 5541    | Pickup Service Statement—Express Mail, Priority Mail, or Parcel Post        |
| 3510   | Application for Additional Entry, Reentry, or Special Rate Request for Periodicals Publication | 5625    | Express Mail Custom Designed Service Receipt                                |
| 3526   | Statement of Ownership, Management, and Circulation  | 5631    | Express Mail Custom Designed Service Agreement                              |
| 3533   | Application and Voucher for Refund of Postage and Fees   | 5637    | Express Mail Corporate Account/Custom Designed Agreement                    |
| 3541-C | Periodicals Certification for Multiple Issues (On the Same Day)                                | 5639    | Express Mail Corporate Account Application                                  |
| 3541-E | Periodicals Certification for Multiple Issues (Not on the Same Day)                            | 6387    | Rural Money Order Transaction Application                                   |
| 3544   | Post Office Receipt for Money  | 6401    | Money Order Inquiry   |
| 3546   | Forwarding Order Change Notice   | 6805    | Qualified Business Reply Mail (QBRM) Application and Approval               |
| 3547   | Notice to Mailer of Correction in Address  | 8017    | Expedited Plant Load Shipment Record  |
| 3553   | Coding Accuracy Support System (CASS) Summary Report   | 8061    | Application for Accelerated Reply Mail (ARM)                                |
| 3575   | Change of Address Order  | 8096    | Request to Pay Postage Refunds to Presenter of Mail                         |
| 3579   | Notice of Undeliverable Periodical   | 8105-A  | Funds Transaction Report  |
| 3601-C | Postage Meter Activity Report  | 8125    | Plant-Verified Drop Shipment (PVDS) Verification and Clearance              |
| 3602-G | Postage Statement—Penalty Permit Imprint   | 8125-C  | Plant-Verified Drop Shipment (PVDS) Consolidated Verification and Clearance |
| 3606   | Certificate of Bulk Mailing  |         |   |
| 3615   | Mailing Permit Application and Customer Profile  |         |   |
| 3623   | Application for Nonprofit Standard Mail Rates at Additional Mailing Office                     |         |   |



## Summary of Changes

### Overview

The Summary of Changes lists all of the revisions to the *Mailing Standards of the United States Postal Service*, Domestic Mail Manual (DMM 300) between the publication of the DMM (1-06-05) and the publication of Postal Bulletin 22150 (3-17-05).

### 1.0 Summary of Changes by Effective Date

#### 1.1 February 3, 2005

[233.3.3.2](#), [333.3.3.2](#), [433.3.4.2](#), [507.6.7.1](#), [708.3.1.3](#) and [709.2.2.1](#) are revised to change terminology from “National Change of Address” to “National Change of Address Linkage System” and from “NCOA” to “NCOA <sup>LINK</sup>.” Published in PB 22147 (02-03-05).

[245.5.4.2](#), [245.5.5.2](#), [245.7.7](#), [246.3.4](#), [345.5.7](#), [345.7.5.4](#), [346.3.4](#), [365.5.3.5](#), [365.7.4.1](#), [375.5.3.2](#), [385.5.3.2](#), [445.5.4.1](#), [445.5.4.8](#), [446.3.4](#), [465.5.2.4](#), [465.5.3.3](#), [475.5.3.4](#), [485.5.3.4](#), [705.8.10](#), [705.9.0](#), [705.10.2.5](#), [705.12.2.4](#), [705.13.2.4](#), [707.22.6](#), [707.24.2.1](#), [707.25.3](#), and [708.7.2.5](#) are revised to change the standards for labeling bundles and sacks of flats (except First-Class Mail) and certain irregular parcels sorted to the mixed area distribution center (ADC) level. New labeling list [L009](#) is established to consolidate the processing of the relatively low volume of mail at the mixed ADC level. L802 and L803 are moved to the general use sections and renumbered as [L010](#) and [L011](#). Published in PB 22147 (02-03-05).

[L001](#), [L007](#), and [L606](#) are revised to reflect changes in mail processing operations. Published in PB 22147 (02-03-05).

[705.12.1](#) and [705.13.1](#) are revised to clarify that, for purposes of calculating the 5% threshold, firm bundles (regardless of the rate claimed) are added together with the number of addressed pieces in carrier route bundles. Published in PB 22147 (02-03-05).

[503.10.0](#) is revised to reflect the elimination of the signature waiver option for Signature Confirmation service. Published in PB 22147 (02-03-05).

#### 1.2 March 17, 2005

[708.7.2.5](#) is revised to correct a reference to labeling lists for mailings of nonautomation flats. Published in PB 22150 (03-17-05).

[345.5.7](#), [365.5.3.5](#), [375.5.3.2](#), [385.5.3.2](#), and [707.22.6](#) are revised to allow use of [L004](#) through May 15, 2005, for OEL and sack labeling for mixed ADC bundles and sacks of nonautomatin rate flats. Published in PB 22150 (03-17-05).

[L010](#) and [L011](#) are revised to reflect changes in mail processing operations. Published in PB 22150 (03-17-05).

# Summary of Changes

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245.5.4.2, 245.5.5.2, 245.7.7, 246.3.4, 345.5.7, 345.7.5.4, 346.3.4, 365.5.3.5, 365.7.4.1, 375.5.3.2, 385.5.3.2, 445.5.4.1, 445.5.4.8, 446.3.4, 465.5.2.4, 465.5.3.3, 475.5.3.4, 485.5.3.4, 705.8.10, 705.9.0, 705.10.2.5, 705.12.2.4, 705.13.2.4, 707.22.6, 707.24.2.1, 707.25.3, and 708.7.2.5 are all revised to include corrections to the revisions made in PB 22147. Published in PB 22150 (03-17-05).

## 2.0 Summary of Changes by DMM Module

### 2.1 **200—Discount Mail Letters and Cards**

233.3.3.2 is revised to change terminology from “National Change of Address” to “National Change of Address Linkage System” and from “NCOA” to “NCOA <sup>LINK</sup>.” Effective 02-03-05.

245.5.4.2, 245.5.5.2, 245.7.7, and 246.3.4 are revised to change the standards for labeling bundles and sacks of flats and certain irregular parcels sorted to the mixed area distribution center (ADC) level. Effective 02-03-05.

### 2.2 **300—Discount Mail Flats**

333.3.3.2 is revised to change terminology from “National Change of Address” to “National Change of Address Linkage System” and from “NCOA” to “NCOA <sup>LINK</sup>.” Effective 02-03-05.

345.5.7, 365.5.3.5, 375.5.3.2, and 385.5.3.2 revised to allow use of L004 through May 15, 2005, for OEL and sack labeling for mixed ADC bundles and sacks of nonautomatin rate flats. Effective 03-17-05.

345.5.7, 345.7.5.4, 346.3.4, 365.5.3.5, 365.7.4.1, 375.5.3.2, and 385.5.3.2 are revised to change the standards for labeling bundles and sacks of flats and certain irregular parcels sorted to the mixed area distribution center (ADC) level. Effective 02-03-05.

### 2.3 **400—Discount Mail Parcels**

433.3.4.2 is revised to change terminology from “National Change of Address” to “National Change of Address Linkage System” and from “NCOA” to “NCOA <sup>LINK</sup>.” Effective 02-03-05.

445.5.4.1, 445.5.4.8, 446.3.4, 465.5.2.4, 465.5.3.3, 475.5.3.4, and 485.5.3.4 are revised to change the standards for labeling bundles and sacks of flats and certain irregular parcels sorted to the mixed area distribution center (ADC) level. Effective 02-03-05.

### 2.4 **500—Additional Services**

503.10.0 is revised to reflect the elimination of the signature waiver option for Signature Confirmation service. Published in PB 22147 (02-03-05).

507.6.7.1 is is revised to change terminology from “National Change of Address” to “National Change of Address Linkage System” and from “NCOA” to “NCOA <sup>LINK</sup>.” Effective 02-03-05.

# Summary of Changes

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## 2.5 700—Special Standards

[705.8.10](#), [705.9.0](#), [705.10.2.5](#), [705.12.2.4](#), [705.13.2.4](#), [707.22.6](#), [707.24.2.1](#), [707.25.3](#), and [708.7.2.5](#) are revised to change the standards for labeling bundles and sacks of flats (except First-Class Mail) and certain irregular parcels sorted to the mixed area distribution center (ADC) level. Effective 02-03-05.

[705.12.1](#) and [705.13.1](#) are revised to clarify that, for purposes of calculating the 5% threshold, firm bundles (regardless of the rate claimed) are added together with the number of addressed pieces in carrier route bundles. Published in PB 22147 (02-03-05).

[707.22.6](#) is revised to allow use of [L004](#) through May 15, 2005, for OEL and sack labeling for mixed ADC bundles and sacks of nonautomatin rate flats. Published in PB 22150 (03-17-05).

[708.3.1.3](#) and [709.2.2.1](#) are revised to change terminology from “National Change of Address” to “National Change of Address Linkage System” and from “NCOA” to “NCOA <sup>LINK</sup>.” Published in PB 22147 (02-03-05).

## 2.6 Appendix 1—Labeling Lists

[L001](#), [L007](#), and [L606](#) are revised to reflect changes in mail processing operations. Published in PB 22147 (02-03-05).

New labeling list [L009](#) is established to consolidate the processing of the relatively low volume of mail at the mixed ADC level. L802 and L803 are moved to the general use sections and renumbered as [L010](#) and [L011](#). Published in PB 22147 (02-03-05).

[L010](#) and [L011](#) are revised to reflect changes in mail processing operations. Published in PB 22150 (03-17-05).

